



**JANITORIAL SERVICES FOR CPC REGIONAL
OFFICE PREMISES AT BATICALOA,
BADULLA & KURUNEGALA
FOR YEAR 2019/2020**

B/04/2019

CEYLON PETROLEUM CORPORATION

BIDDING DOCUMENT

2019

TENDER NOTICE

CEYLON PETROLEUM CORPORATION

JANITORIAL SERVICES FOR CPC REGIONAL OFFICE PREMISES AT BATALOEA, BADULLA & KURUNEGALA FOR YEAR 2019/2020

B/04/2019

The Chairman, Departmental Procurement Committee (DPC) of Ceylon Petroleum Corporation will receive sealed bids from reputed organizations for;

Supply of Janitorial Services to the following CPC premises ;

- a) Regional Office East, BataloEA
- b) Regional Office Uva, Badulla
- c) Regional Office North West, Kurunegala

Bidders who have past experience in similar services may collect the Bidding Documents from my office on payment of Rs. 1,000.00 (i.e Rs. **852.51 + 2% NBT + 15% VAT**) which is non-refundable. Bidding Documents will be issued up to **1500 hrs. on 26.02.2019**. The Bid will be closed at **1400 hrs. on 27.02.2019** and bids received will be opened immediately thereafter.

Bidder or his representative will be permitted to be present at the time of opening the bid.

The duly completed Bidding Document may be deposited in the tender box available in my office or sent by registered post to the address given below to reach us before the date and time of closing of the bid.

Bidding document could be inspected free of charge in my office until **26.02.2019**. Clarifications, (if any), shall be sought from the Engineering & Premises Manager over the Tel. No. 011 5455132 or from my office over Tel. Nos., 5666225/5455330 (Fax : 5455424).

Chairman,
Departmental Procurement Committee,
C/o Manager (Procurement & Stores),
Procurement & Stores Function,
Ceylon Petroleum Corporation,
1st Floor, No. 609, Dr. Danister De Silva Mawatha,
Colombo 09.

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01. INSTRUCTIONS TO BIDDERS (ITB)

1.1 Introduction :

- 1.1.1 Chairman, Department Procurement Committee (Minor), Ceylon Petroleum Corporation (CPC) is calling bids from Contractors in Sri Lanka for the **Janitorial Services for CPC Regional Office Premises at Baticaloa, Badulla & Kurunegala for year 2019/2020.**
- 1.1.2 The period of contract shall be **12 Months from the date of commencement of the work.**

1.2 Basis of Bid

- 1.2.1 Bids are to be forwarded on the basis for the **Janitorial Services for CPC Regional Office Premises at Baticaloa, Badulla & Kurunegala for year 2019/2020.** Additional services provided by the Bidder not covered in this Invitation to Bid shall be stated clearly. If no exceptions are stated, CPC would assume that Bidder conforms to the most stringent conditions of the Bidding document.
- 1.2.2 Bids are to be forwarded for the **Janitorial Services for CPC Regional Office Premises at Baticaloa, Badulla & Kurunegala for year 2019/2020** as per the Scope of Work stipulated in the Bidding Document.
- 1.2.3 Bidders can quote for one Regional Office or several Regional Offices. In such case the bidders shall rate BOQ item nos. 2,3, & 4 accordingly.

1.3 Issue of Bidding Documents

- 1.3.1 Bidding documents will be issued to the selected bidders.
- 1.3.2 Bidding Document will consist of the followings;

- Instructions to Bidders (ITB)
- Conditions of Contract (COC)
- Scope of Work
- Schedule of Prices
- Form of Bid
- Form of Bid Security Guarantee
- Form of Agreement
- Form of Performance Security Guarantee

1.4 Documents to be accompanied with the Bid

- 1.4.1 All Bidders shall furnish following documents along with their Bids. All documents shall be furnished in English language.
 - Company Profile including the Bidders' experience in last five years.
 - Experience in Janitorial Service in last 03 Years (2016, 2017, 2018) including the period of contract, details of Contact Nos. and Name of Clients.
 - Past performance – Bidders should forward past supply records for the last three (03) years of value over **Rs. 05 (Five) million.**

- Schedule of Prices duly completed and signed.
- Form of Bid (**Annex A**) duly completed and signed.
- Form of Bid Security (**Annex B**).

1.5 Sealing and marking of Bids

- 1.5.1 Bids shall be submitted in duplicates as per the conditions specified in this Bidding Document. The original and the duplicate of the Bid shall be placed in separate envelopes marked 'ORIGINAL' and 'DUPLICATE'. Both envelopes shall be enclosed in one securely sealed cover, which shall be marked "**BID FOR THE JANITORIAL SERVICES FOR CPC REGIONAL OFFICE PREMISES AT BATALOEA, BADULLA & KURUNEGALA FOR YEAR 2019/2020**" on the top left hand corner and the statement, "**DO NOT OPEN BEFORE 1400 hrs on 27.02.2019** (to be completed with the time and date specified in the Bidding Document) and shall be addressed to:

Departmental Procurement Committee,
Ceylon Petroleum Corporation,
Bid for the Janitorial Services for CPC Regional Office Premises at BataloEA,
Badulla & Kurunegala for year 2019/2020,
Procurement & Stores Function,
1st Floor, No. 609,
Dr. Danister De Silva Mawatha,
Colombo 09.
Sri Lanka.

- 1.5.2 If the outer envelope is not sealed and marked as required above, CPC will assume no responsibility for the Bids being misplaced or premature opening. If the outer envelope discloses the Bidder's identity, the CPC will not guarantee anonymity of the Bid submission but this disclosure will not constitute grounds for Bid rejection.

1.6 Period of validity of Bids

- 1.6.1 All offers shall be valid for a **minimum period of Seventy Seven (77) days (i.e. upto 15.03.2019)** from the closing date of the Bid. Bidders should however, clearly indicate the maximum period that their offers would be valid. **A Bid valid for a shorter period will be rejected as non-responsive.**

1.7 Format and Signing of Bids

- 1.7.1 The Bidder shall prepare an Original and a Duplicate of the Bid specified above, clearly marking as, "**Bid for the Janitorial Services for CPC Regional Office Premises at BataloEA, Badulla & Kurunegala for year 2019/2020**" Original and duplicate as appropriate. In the event of any discrepancy between the Original and Duplicate, the Original shall govern.
- 1.7.2 The Original and the Duplicate of the Bid shall be typed, or written in indelible ink, and shall be signed by the Bidder, or person(s) duly authorized to bind the Bidder to the Contract. **All pages of the Bid except for un-amended printed literature shall be initialed by the person(s) signing the Bid.**

1.7.3 Any inter lineation, erasures or over-writing shall be valid only if they are initialled by the person(s) signing the Bid.

1.8 Clarification of Bidding Document

1.8.1 A prospective Bidder requiring any clarification of the Bidding Document should notify CPC in writing by hand or post or facsimile at the CPC's mailing address indicated in the sub clause 1.5 of the Instruction to Bidders of the Bidding Document. Similarly if a Bidder feels that any important provision is unacceptable, such objection should be raised at this stage. CPC will respond in writing to any request for clarification or modification of the Bidding Document that is received not later than Seven (07) days prior to the deadline of submission of Bids prescribed by the CPC. Copies of the CPC's response will be sent to all prospective Bidders who have collected Bidding Documents.

1.9 Deadline for submission of Bids

1.9.1 Chairman, Procurement Committee, CPC must receive Bids at the address specified in **ITB Clause 1.5**, not later than the **1400 hrs. on 27.02.2019**. Chairman, Procurement Committee, CPC may, at his discretion, extend this deadline for submission of Bids, by amending the Bidding Documents, in which case all rights and obligations of CPC and the Bidders will thereafter be subjected to the deadline as extended.

1.10 Late Bids

1.10.1 Any Bid received by the Chairman, Procurement Committee and CPC after the deadline for submission of Bids, will be rejected and returned unopened to the Bidder.

1.11 Modification, Substitution & Withdrawal of Bids

1.11.1 The Bidder may modify or withdraw his Bid after submission, provided that written notice of the modification or withdrawal is received by the CPC, prior to the deadline prescribed for Bid submission. The Bidder's modifications shall be prepared, sealed, marked and dispatched as follows:

- a) The Bidders shall provide an Original and a Duplicate, as specified in **the ITB clause 1.7**, of any modifications to his Bid, clearly identified as such in two envelopes, duly marked "**Bid for the Janitorial Services for CPC Regional Office Premises at Baticaloa, Badulla & Kurunegala for year 2019/2020**". The envelopes shall be sealed in an outer envelope, duly marked "**BID MODIFICATIONS**".
- b) A Bidder wishing to withdraw his Bid shall notify the CPC in writing prior to the deadline prescribed for the submission of Bids. A withdrawal notice may also be sent by Facsimile, but must be followed by the original, by post or by hand not later than the deadline for submission of Bids. The notice of withdrawal shall be addressed to the: -

Chairman,
Departmental Procurement Committee,
Ceylon Petroleum Corporation,
Bid for the Janitorial Services for CPC Regional Office Premises at Baticaloa,
Badulla & Kurunegala for year 2019/2020,
1st Floor, No. 609, Dr. Danister De Silva Mawatha,
Colombo 09.
Sri Lanka.

Bearing the Bid name and the words “**BID WITHDRAWAL NOTICE**”. Bid Withdrawal notices received after the deadline for submission of Bids will be ignored, and the submitted Bids will deem to be valid.

1.12 Closing of Bids

1.12.1 Bids, sealed and addressed as aforesaid, shall be sent under Registered Cover to reach:

Chairman,
Departmental Procurement Committee
Ceylon Petroleum Corporation
Bid for the Janitorial Services for CPC Regional Office Premises at Baticaloea, Badulla & Kurunegala for year 2019/2020,
1st Floor,
609, Dr. Danister De Silva Mawatha,
Colombo 09,
Sri Lanka.

1.12.2 Not later than **1400 hrs Sri Lanka local time on 27.02.2019**, If the Bidders or their representatives choose not to send their Bids under Registered Cover, they could deposit such Bids in the Bid Box provided for this purpose at the office of the

Manager (Procurement & Stores),
Procurement & Stores Function,
Ceylon Petroleum Corporation,
1st Floor, No. 609,
Dr. Danister De Silva Mwt.,
Colombo 09.
Sri Lanka.

1.13 Opening of Bids by CPC

1.13.1 Bids will be opened immediately after the closing date and time fixed for receipt of Bids, at the,

Manager (Procurement & Stores) Office,
Ceylon Petroleum Corporation,
1st Floor, No. 609,
Dr. Danister De Silva Mawatha,
Colombo 09.
Sri Lanka.

Or such other place as arranged if the Manager (Procurement & Stores) Office is not available.

1.13.2 The Chairman, Procurement Committee, CPC or his nominated representative will open the Bids, in the presence of the Bidders and / or their representatives, who choose to attend at the time on the date and at the opening place specified in the Invitation to Bid. Bidders and / or their representatives shall sign a register as proof of their attendance.

- 1.13.3 The Bid prices, discounts, and Bidder's names, the presence or absence of the requisite Bid Security and other such details, which the CPC at its discretion, may consider to be appropriate, will be announced, at the opening. Late Bids will not be entertained and will be returned unopened to the Bidder.
- 1.13.4 Bids (and modifications sent pursuant to ITB Sub Clause 1.11 that are not opened will not be considered for evaluation, regardless of the circumstances.

1.14 Bid Security Guarantee

- 1.14.1 The bidder shall furnish as part of its Bid, a bid security or bid securing declaration to a value of Rs. 30,000.00 obtained from a Commercial Bank operate in Sri Lanka or an Insurance institute registered under the Insurance Board of Sri Lanka or by making a cash deposit to the CPC.
- 1.14.2 The Bid Security Guarantee should be valid for hundred and Seven (107) days (i.e. until 14.06.2019) from the date of closing of Bid. A form of Bid Security Guarantee is attached in Annex "B".
- 1.14.3 Any Bid not accompanied by a substantially responsive bid security or bid-securing declaration or a cash deposit in accordance with this clause, shall be rejected.
- 1.14.4 The bid security or bid securing declaration of the unsuccessful bidders shall be returned promptly upon the successful bidder furnishing the performance security.
- 1.14.5 The bid security may be forfeited or the bid securing declaration executed:
- (a) If a bidder withdraws its bid during the period of bid validity specified by the bidder on the Form of Bid; or
 - (b) If the bidder does not accept the correction of its bid price pursuant to ITB sub-clause 1.17.
 - (c) If the successful bidder fails within the specified time to:
 - (i) Sign the Contract; or
 - (ii) Furnish the required Performance security.

1.15 Schedule of Prices

- 1.15.1 Bidders are required to duly sign and return the "Schedule of Prices" indicating their quoted Bid prices and the validity period of the offer etc.
- 1.15.2 Prospective Bidders are requested to submit their offers in Sri Lankan Rupees.
- 1.15.3 Offers not submitted on the prescribed form and in the manner required are liable for rejection.
- 1.15.4 Bidders can quote for one Regional Office or several Regional Offices. In such case the bidders shall rate BOQ item nos. 2,3, & 4 accordingly

1.16 Preliminary Examination of Bids

- 1.16.1 CPC will examine the Bids to determine whether they are complete, any computational errors have been made, whether the documents have been properly signed, and the Bids are generally in order. If not, CPC may at its discretion call clarifications from the Bidder. The request for clarification and the response shall be in writing within one week's form the

clarifications and no change in the price or substance of the Bid shall be sought, offered or permitted.

1.17 Correction of Errors

1.17.1 Bids determined to be substantially responsive will be checked by the CPC for any arithmetic error. Errors will be corrected by the CPC in the following manner;

- a) Where there is a discrepancy between the amount in figure and the amount in words, the amount in words will govern;
- b) Where there is a discrepancy between unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the CPC there is an obvious gross misplacement of the decimal point in the rate, in which case the line item total as quoted will govern, and the unit rate will be corrected;
- c) Where the corrected Bid price is lower than the quoted bid price; the corrected amount will be considered as the Bid price. If the adjusted price is higher than the quoted price, the quoted bid price will be considered as the Bid price. The rates will be adjusted with the concurrence of the bidder to reach the quoted bid price.
- d) If the bidder does not agree for corrected amount of bid, his Bid shall be rejected and the bid security may be forfeited or bid-securing declaration executed in accordance with clause 1.14.

1.18 Evaluation and Comparison of Bids

1.18.1 CPC will carry out a detailed evaluation of the Bids, to determine whether the Technical aspects are properly addressed, and the Bids are substantially responsive. Followings will be considered for evaluation.

- a) **Technical Evaluation:** All details requested under sub-clause 1.4 of “Instruction to Bidders” and specification and other technical information requested in this document shall be considered.
- b) **Financial Evaluation of Bids:** In evaluating the bids, CPC will determine for each bid the evaluated Bid price by adjusting the Bid Price as follows:
 - (a) Making any correction for errors;
 - (b) Excluding the provision, if any, for contingencies;
 - (c) Making an appropriate adjustment for any other acceptable variation or deviations; and
 - (d) Making appropriate adjustment to reflect discounts offered.

1.18.2 CPC reserves the right to accept or reject any variation or deviation.

1.18.3 Examination for unbalanced bids; if CPC determines that the bid is unbalanced and hence the bidder may fail in the performance of his obligations in some items with the quote rates, a higher performance security as determined by CPC may be requested to mitigate such risks.

1.19 Procurement Committee's right to accept or reject any or all Bids

- 1.19.1 The CPC Procurement Committee will not be bound to make the award to the Bidder submitting the lowest offer.
- 1.19.2 The CPC Procurement Committee reserves the right to reject any or all Bids or any part thereof, without assigning any reasons. The CPC Procurement Committee may accept any or all items of an offer, and reserves the right to increase or decrease the number of units to be contracted for, at prices indicated in the Schedule of Prices.
- 1.19.3 The notice of acceptance of Bid will be sent by facsimile, followed by post to the successful Bidder, to the address given by him in the Bidding Document, soon after the decision of CPC Procurement Committee.

1.20 Award Criteria

- 1.20.1 Subject to sub-Clause 1.18 of ITB, the CPC Procurement Committee will award the contract to the successful Bidder, whose Bid has been determined to be substantially responsive lowest evaluated bid provided that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 1.20.2 The successful Bidder will be called upon to perform the Contract for **Janitorial Services for CPC Regional Office Premises at Baticaloea, Badulla & Kurunegala for year 2019/2020**, or part thereof conforming to the scope of work.
- 1.20.3 The Successful bidder will be called upon to enter in to an Agreement with CPC. A Specimen Form of Agreement is attached as annexure – C.

1.21 Site Visit

- 1.21.1 The site visit is NOT a mandatory requirement. However it is recommended all the bidder to visit the site prior to price.

02. CONDITIONS OF CONTRACT

2.1 Priority of Documents

2.1.1 The documents forming the Contract are to be taken as mutually explanatory of one another;

2.1.2 The priority of the documents shall be in accordance with the order as listed below:

- (a) The Contract Agreement
- (b) The Letter of Acceptance
- (c) The Contractor's Bid
- (d) The Conditions of Contract
- (e) Scope of Work
- (f) Schedule of Prices

2.2 Performance Security:

2.2.1 Within 14 days from receipt of the "Letter of Award", the Contractor shall deliver to the Employer a Performance Guarantee amounting to 10% of the Contract price, in the form of a Bank Guarantee or as a cash deposit to Ceylon Petroleum Corporation.

2.2.2 If the Performance Guarantee provided by the successful Bidder is in the form of a Bank Guarantee, it shall be issued as per Annexure "D", by a Commercial Bank operated in Sri Lanka and, acceptable to the Employer.

2.2.3 If the Successful Bidder fails to comply with the requirements of sub-Clause (2.2.1 & 2.2.2), it shall constitute sufficient grounds for cancellation of the award and forfeit the Bid Guarantee.

2.3 Mode of Payment

2.3.1 Payments will be done on monthly basis, based on the "Schedule of Prices" of the document.

2.4 Penalty Charge

2.4.1 A penalty charge up to maximum of 5% of the monthly bill will be charged for any shortcomings noted during the month and the same will be informed to the contractor.

2.5 Defaults by the contractor

2.5.1 If the contractor, defaults in supplying the said service or otherwise commit a breach of any of the provisions in the Contract with CPC for the contract "**Janitorial Services for CPC Regional Office Premises at Baticaloa, Badulla & Kurunegala for year 2019/2020**", he shall be liable to pay to CPC all losses, damages and expenses incurred by CPC, in consequence of such default or breach.

2.6 Security Clearance

2.6.1 The contractor shall take the full responsibility of their employees especially with regard to the co-operation property and other security requirements required by the government security measures & CPC.

2.7 Termination

- 2.7.1 If any shortcomings of the cleaning service are noticed, a warning letter will be issued explaining the shortcomings of the service. If the service is not improved CPC reserves the right to terminate the contract at the end of said period during this one month period.

2.8 Working Days & Hours

- 2.8.1 Working days will be from Monday to Saturday. During weekdays working time will be from 7.00 am to 4.30 pm and on Saturday work time will be from 7.30 am to 4.00 pm.

2.9 Scope of supply by CPC

A lockable room will be provided to use as a changing room and to store cleaning equipment of 1st month.

2.10 Scope of Supply by the Contractor

- 2.10.1 The successful Bidder should insure all workers for any damage and loss of life of their workers. This Insurance Cover shall be produced before the payment of 1st month.
- 2.10.2 All salaries & wages, overtime, EPF, ETF and other relevant employee payments shall be borne by the contractor. CPC will not be responsible of workers employment.
- 2.10.3 The premises includes the CPC
- 2.10.3.1 Balicaloa regional office located at Bar Road, Baticalooa.
 - 2.10.3.2 Badulla Regional Office located at No. 41, Bandarayake Mw, Badulla
 - 2.10.3.3 Kurunegala Regional Office located at No. 4, Bandaranayake Mw, Kurunegala

2.11 Force Majeure:

- 2.11.1 Except as regards an act of God, War, Strike, Invasion, Civil war, Rebellion Revolution Insurrection, Earthquake or Plagues, the Bidder shall undertake all risks and liabilities of whatsoever kind arising out of incidentals connected with this service contract.

2.12 Arbitration

- 2.12.1 Any dispute, difference, controversy, claim arising from out of or in connection with this contract or on the interpretation thereof or on the rights, duties obligations or liabilities of any parties thereto or on the operation, breach, termination or invalidity thereof shall be resolved by Arbitration in Colombo, Sri Lanka and shall be governed by Sri Lankan Arbitration Act No. 11 of 1995 by three (03) Arbitrators and the third (03rd) Arbitrator shall be appointed by two Arbitrators appointed by the parties.

2.13 The Period of the Contract

- 2.13.1 The period of this contract shall be one year commencing from the date of commencement of the work.
- 2.13.2 The contractor shall undertake the due performance of the contract during the period of the contract in accordance with the schedule of work.

03. SCOPE OF WORK

3.1 DAILY CLEANING SERVICES

- 3.1.1 Sweeping, cleaning and mopping all Tiled/ cement rendered floor areas including the balconies/terraces/ lobbies on each floors to free of dust and dirt.
- 3.1.2 Sweeping and cleaning of all other areas including balconies, terraces cemented floors etc. and drains to free of leftover waste and dirt.
- 3.1.3 Cleaning of tables, chairs, furniture's and instruments, including all telephones to be disinfected with the use of a suitable telephone disinfectant.
- 3.1.4 All glass doors windows should be cleaned with the use of a suitable glass cleaning solution to be free of finger marks and dirt. Continuous attention should be made to remove marks and dirt from the glass doors/windows. The floors should also be dry sweep as and when the necessity arise.
- 3.1.5 Sweeping and wet mopping of all escape and passenger staircases inclusive of cleaning the steps, landings, cleaning and polishing of stainless steel rails.
- 3.1.6 Providing of quality large size foot operated dust bins and waste paper collector bins as per the requirements of each floor to Premises Engineer's approval. (02 Nos. of each for a floor)
- 3.1.7 Collection of all wet refuse and dry refuse from all the areas in the building and premises and temporarily to be kept at a designated dumping point within the premises, until disposal.
- 3.1.8 It is **the responsibility of the successful contractor to dispose the daily garbage collection to a suitable dump yard away from the premises.** Ceylon Petroleum Corporation will not take responsibility of sub dumping or any cost involved.
- 3.1.9 Cleaning of all toilets in the entire building complex. The cleaning entails the heavy duty scrub down of toilet floors, walls, fitting and under fittings commodes, urinals, etc. and disinfecting and spraying of air fresheners. Moreover with the view to maintain the toilets in hygienic condition cleaning **should be carried out at least twice a day.**
- 3.1.10 Cleaning of garden, pathways and car parks.

3.2 ONCE IN A WEEKLY CLEANING SERVICES

- 3.2.1 Heavy duty cleaning of the internal glass surfaces, external glass surfaces with the cleaning access from inside of the building and partitions with the use of a suitable glass
- 3.2.2 cleaning solutions and wipe down implements with the view to achieve a see through appearance of the glass surface.
- 3.2.3 Cleaning of all partitions doors window frames and panels to be free of dust, dirt and stains including finger marks.
- 3.2.4 Cleaning of curtains/vertical blinds, internally and externally to be free of dirt and stains including finger marks.
- 3.2.5 Trimming of grass area and keep clean & tidy the terrace areas.

04. SCHEDULE OF PRICES

JANITORIAL SERVICE FOR CPC REGIONAL OFFICE PREMISES AT BATTICALOE, BADULLA & KURUNEGALA

Note : Bidders may quote for one Regional Office or several Regional Offices and shall quote items 2,3, & 4 accordingly.

Item	Description	Unit	Qty	Rate (Rs/Month)	Amount (Rs)
1	Cost of Supply & provide the services as per contract conditions & requirements by Six general labours				
1.1	For Regional Office Batticaloa (minimum two)	Month	12		
1.2	For Regional Office Badulla (minimum two)	Month	12		
1.3	For Regional Office Kurunegala (minimum two)	Month	12		
2	Cost of consumables (Cleaning chemicals, Air fresheners etc) for providing above service	Month	12		
3	Cost of Tools & Equipment for above service	Month	12		
4	Initial cost as per the requirements for above service (dustbins etc)	Item	1		
Total Amount				Rs	
Less Discount				Rs	
Sub Total				Rs	
Add NBT (.....%)				Rs	
Sub Total				Rs	
Add VAT (.....%)				Rs	
Total Amount with NBT & VAT				Rs	

VAT NO :

Total amount in words :

Name & Address :

.....

Telephone No :

Fax No :

.....
Signature of Bidder

.....
Date

ANNEX-A: FORM OF BID

To: The Chairman
Procurement Committee,
Ceylon Petroleum Corporation
1st Floor,
609, Dr.Danister De Silva Mawatha,
Colombo 09.
SRI LANKA

From:
.....
.....

Sir,

- A-1 Having familiarized ourselves with the formal request for Instruction to Bidders, Conditions of contract and Scope of work for **Janitorial Services for CPC Regional Office Premises at Baticaloa, Badulla & Kurunegala for year 2019/2020**, we offer to complete the whole of said services in conformity with the said document.

- A-2 Unless and until a formal Agreement is prepared and executed this Bid together with your written acceptance thereof shall constitute a binding contract with us.

- A-3 We understand you are not bound to accept the lowest or any Bid you may receive.

- A-4 The Bid we are offering is complete and fulfils the requirements discussed in the Bidding document.

- A-5 We agree to abide by this Bid for the period of Seventy Seven (77) days from the date of opening of the bid. Conditions and prices quoted shall remain binding upon us and may be accepted at any time before the expiration of the period.

- A-6 We agree to be bound by the Bid, Bidding Conditions and Performance Guarantee.

- A-7 We offer the lump sum fixed price of Sri Lanka Rupees (in words) for the Supply of the service at, as detailed out in this Bid Document and details of the lump sum price is as given in the schedule of prices. We agree that it is open to the Procurement Committee to reject this Bid or to accept.

Dated this day of2019
in the capacity of
..... duly authorized to sign tenders for and on behalf of :

Signature

Name

Address

.....

.....

Witnesses:

1. Signature:

Name:

.....

Address :

.....

.....

2. Signature:

Name:

.....

Address:

.....

.....

ANNEX-B: FORMAT FOR BID SECURITY GUARANTEE

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]
.....[insert issuing agency's name and address of issuing branch or office].....

Beneficiary : [insert (by PE) name and address of Employer/ Purchaser]

Date : [insert (by issuing agency) date]

BID GUARANTEE NO. :[insert (by issuing agency) number]

We have been informed that[insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners] (hereinafter called “ the Bidder”) has submitted to you its bid dated[insert (by issuing agency) date] (hereinafter called “the Bid”) for execution/ supply [select appropriately] of [insert name of Contract] under Invitation for Bids No. [insert IFB number] (“the IFB”)

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we[insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of[insert amount in figures][insert amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder.

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter “the ITB”) of the IFB; or
- (c) having been notified of the acceptance of its Bid by the Employer/ Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to[insert date]

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date

[signature(s) of authorized representative(s)]

ANNEX-C: FORM OF AGREEMENT

This agreement made this _____ day of _____ 2019, by and between CPC established by an Act of Parliament namely Act No. 28 of 1961 & having its registered Office at No.609 Dr. Danister de Silva Mawatha”,Colombo 09 in the Government of the Democratic Socialist Republic of Sri Lanka (hereinafter called and referred to as the “CPC” which terms of expression as herein used shall where this context so requires and admits mean & include the CPC & its Successors & assigns) of the one part and _____ of _____ a Company duly incorporated & having its registered Office at _____ (hereinafter called the “Contractor” which terms of expression as herein used shall where this context so requires and admits mean & include the _____ & its successors & assigns) of the other part

Whereas the CPC is desirous that the Works known as the should be supplied by the Contractor, and has accepted a Tender by the Contractor for the supply of such services.

The CPC and the Contractor agree, as follows: -

1. In the agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract and Contractor’s scope of work (services) hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as a part of this Agreement.
 - **Instructions to Bidders**
 - **Letter of Acceptance dated _____.**
 - **The Bid dated _____.**
 - **Scope of Work**
 - **Conditions of Contract**
 - **The Contractor's Proposal**
3. In consideration of the payments to be made by the CPC to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the CPC to supply and remedy any defects therein, fit for purpose in conformity in all respect according to the provisions of the Contract.

4. The CPC hereby covenants to pay the Contractor in consideration of the Service and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof the parties have hereunto caused this Agreement to be executed the day, month & year afore written.

Authorized Signature of the Chairman of CPC		Authorized Signature of the Contractor	
<u>In the presence of</u>		<u>In the presence of</u>	
Name		Name	
Signature		Signature	
Address		Address	

ANNEX-D: FORMAT FOR PERFORMANCE GUARANTEE

.....[issuing Agency's Name and Address of issuing Branch or Office].....

Beneficiary : Manager (Procurement & Stores)
 Procurement & Stores Function
 Ceylon Petroleum Corporation
 No. 609, Dr. Danister De Silva Mawatha,
 Colombo 09.

Date :

PERFORMANCE GUARANTEE NO :

We have been informed that[name of Contractor/ Supplier] (hereinafter called "the Contractor") has entered into Contract No.[reference number of the contract] dated

.....with you, for the [insert " construction"/ "Supply"] of[name of contract and brief description of Works] (hereinafter called "the Contract")

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of[amount in figures] (.....) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than theday of, [insert date, 28 days beyond the scheduled contract completion date] and any demand for payment under it must be received by us at this office on or before that date.

.....
[Signature(s)]