



**CEYLON PETROLEUM CORPORATION**  
*(Established by Parliamentary Act Number 28 Of 1961)*

**BIDDING DOCUMENT**

**SUPPLY OF SANITARY AND GARDEN MAINTENANCE SERVICES  
FOR REFINERY DIVISION**

Tender No REF- PD/SER/04/2025

**DEPUTY REFINERY MANAGER  
(MAINTENANCE & PROJECTS)  
CEYLON PETROLEUM CORPORATION,  
REFINERY DIVISION,  
SAPUGASKANDA,  
KELANIYA**

**TELEPHONE : 2400427 /2400431**

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**INVITATION TO BID**  
**CEYLON PETROLEUM CORPORATION**  
**REFINERY DIVISION**  
**SUPPLY OF SANITARY AND GARDEN MAINTENANCE SERVICES FOR**  
**REFINERY DIVISION**

Tender No REF- PD/SER/04/2025

The Chairman, Departmental Procurement Committee on behalf of Ceylon Petroleum Corporation (CPC) invites sealed bids from eligible bidders for “Supply of Sanitary and Garden Maintenance Services for Refinery Division” for a period of one year.

To be eligible for awarding the Contract, the successful bidder shall not have been blacklisted and shall have complied with the eligibility and qualification criteria stated in the Bidding Document.

The bidders can download the bidding document from CPC website, i.e. - <http://ceypetco.gov.lk/public-tenders/>. The bidder should pay a non-refundable fee of Rs. 3,500.00 to the Account No. 004100110208633 of Ceylon Petroleum Corporation of People's Bank (Head Office) and the payment receipt should be submitted along with the Bid.

All bidders are requested to present for the site visit, to be held on **29.04.2025 at 09.30** hours at the Refinery Division, Sapugaskanda, Kelaniya.

The Bid will be closed at **14.00 hrs.** on **07.05.2025** and opened at the Office of Manager (Procurement & Stores) at the address given below, immediately after the closing time of the Bid.

Chairman, Departmental Procurement Committee,  
C/o Manager (Procurement & Stores),  
Ceylon Petroleum Corporation,  
No. 609, Dr. Danister De Silva Mawatha,  
Colombo 09,  
Tele : 0094-11-5455332  
Fax: 0094-11-545542

<b>CONTENT</b>	<b>Page No</b>
<b>1. INSTRUCTIONS TO BIDDERS (ITB)</b>	<b>4</b>
1.1. Basis of Contract	4
1.2. Eligibility of the Bidder	4
1.3. Bidding Documents	4
1.4. Pre Bid Meeting & Site Visit	4
1.5. Schedule of Prices	4
1.6. Bid Security Guarantee	5
1.7. Business Registration & Public Contract Registration	5
1.8. Documents / Information to be submitted with the Bid	5
1.9. Sealing & Marking of Bids	6
1.10. Period of Validity of Bids	6
1.11. Modification, Substitution & Withdrawal of Bids	6
1.12. Closing of Bids	7
1.13. Opening of Bids	7
1.14. Award Criteria	7
1.15. Rights of the Procurement Committee to Accept or Reject any or all Bids	7
<b>2. CONDITIONS OF CONTRACT (COC)</b>	<b>8</b>
2.1. Performance Guarantee	8
2.2. Validity of Bid offer	8
2.3. Payment	8
2.4. Deductions/ Penalties	8
2.5. Tax Liabilities	9
2.6. Rights of CPC	9
2.7. Termination of Contract	9
2.8. Arbitration	9
<b>3. SCOPE OF WORK</b>	<b>10</b>
3.1 Sanitary Cleaning Services	10
3.2 Garden maintenance Service	13
3.3 Other Conditions of Contract	15
 SCHEDULE A : SCHEDULE OF PRICES	 16
SCHEDULE B : BILL OF QUANTITIES FOR MONTHLY CONSUMABLES REQ.	18
ANNEX - A : FORM OF BID	19
ANNEX- B : FORMAT FOR BID SECURITY GUARANTEE	20
ANNEX- C : FORM OF AGREEMENT	21
ANNEX- D : FORMAT FOR PERFORMANCE GUARANTEE	22
ANNEX- E : COMPLIANCE/ DEVIATION SHEET	23
ANNEX- F : SANITARY CLEANING SERVICE BLOCKS OF REFINERY	24
ANNEX- G : GARDEN MAINTENANCE SERVICE ZONES OF REFINERY	25

## 1. INSTRUCTIONS TO BIDDERS (ITB)

### 1.1 Basis of Contract

The contract will be to supply materials and services for sanitary and garden maintenance services for Ceylon Petroleum Corporation (CPC), Refinery Division as per the terms and conditions in this bidding document, at the fixed price agreed in the contract for a period of 12 months.

### 1.2 Eligibility of the Bidder

The bidder shall not have been blacklisted by any of the government, semi-government institution.

The bidder shall have experience in providing sanitary & garden maintenance services in similar nature and shall have completed at least one (01) similar type of service at the value over Rs. 25 million per year.

### 1.3 Bidding Documents

Bidding Document will consist of the followings:

1. Invitation to Bid
2. Instructions to Bidders
3. Conditions of Contract (CoC)
4. Scope of Work
5. Other Conditions of contract
6. Schedule of Prices
7. Form of Bid
8. Format for Bid Security Guarantee
9. Form of Agreement
10. Format of Performance Guarantee

### 1.4 Pre Bid Meeting & Site Visit

The Bidder will be required to attend a pre bid meeting, at the Training Centre of Ceylon Petroleum Corporation, Refinery Division, Sapugaskanda Kelaniya scheduled on 29/04/2025 at 09.30 hrs.

The Contractor will examine the sites and its surroundings, before submitting their bid and shall satisfy themselves as to the nature of the site and nature of the work and all relevant information as to risks, contingencies and other circumstances which may influence their tender.

CPC will not be responsible for any costs incurred by the prospective bidders, involved with the attendance to this meeting.

Attendance to this meeting by an authorized and competent representative of the Bidder, along with a letter of authorization, will be compulsory.

**Failure to attend the meeting will result in the Bid offer being rejected.**

### 1.5 Schedule of Prices

All rates shall be furnished in the “**Schedule of Prices**” in “**SCHEDULE A**” & “**SCHEDULE B**” of this Bidding document.

The rates should be stated for the sanitary cleaning and garden maintenance works separately for the different blocks/ zones as specified in the Category 1 & 2 in the “Schedule of Prices”.

The rates in Category 1 & 2 in the “Schedule of Prices” should be lump sum prices per month for the total work for employing labourers, (including all charges towards statutory compliance such as EPF, ETF, bonus, gratuity, leave compensation, supervision etc), supply of equipment, tools, consumables and all other overheads required to perform the relevant scope of work as per the bidding document.

The contractor is liable to supply additional services as and when requested by CPC. In case of such situations an additional payments will be made to the contractor as per the rates quoted for the additional services in the “Schedule of Prices”.

The rates should be specified separately for the consumables, as specified in the “Schedule B” (Bill of Quantities for Monthly Consumables requirement for sanitary cleaning work).

Quoted rates should be free from any pre-conditions regarding payments etc. or otherwise offers are liable to be rejected.

There will be no escalation in the price during entire contract period.

Offers not sent in the given format and in the manner required will be rejected.

### **1.6 Bid Security Guarantee**

Each Bid shall be accompanied by a Bid Security Guarantee, undertaking that the offer will be valid for 91 days and that the offer will not be withdrawn during that period. Such Bid Security Guarantee shall be in the form of guarantee issued by a recognized commercial Bank in Sri Lanka and acceptable to the CPC, Refinery and should be en cashable on demand and payable to CPC in a sum of Rupees Four Hundred Thirty Thousand (Rs.430,000/=)

The Bid Security Guarantee shall be valid for 120 days (min. up to 04/09/2025) from the date of closing of the tender and shall be in the format given in Annex “B”, “Format for Bid Security Guarantee”.

Failure to submit the Bid Security Guarantee at the time or before the closing of tender and in accordance with the above said requirements will result in the tender offer being rejected. Bid Security Guarantee from unsuccessful bidder will be returned to them after an award is made in accordance with the above said requirements.

The Bid Security Guarantee of the successful bidder will be returned back to him after receipt of Performance Guarantee.

### **1.7 Business Registration & Public Contract Registration**

Local Agents in Sri Lanka, submitting the Bid should register with the Registrar of Companies and shall produce a copy of the valid Certificate (legally attested copy) of Registration issued by the Register of Companies together with the offer & a copy of the respective company registration of principal bidders also shall be forwarded along with the bid.

Any person who act as an agent or sub-agent, representative or nominee for or on behalf of any bidder / principal supplier, shall register himself and such public contract as per public Contracts Act, No 3 of 1987 for every public contract exceeding five million rupees (SLR) & a copy of the valid Certificate of registration issued by the Registrar of Public Contracts shall be forwarded along with the bid.

Where any person is an agent, sub-agent, representative or nominee for or on behalf of a bidder / principal supplier he shall first produce a certificate of his appointment as agent, sub-agent, representative or nominee to the Registrar before he registers himself under the public contract.[Contact details of the Registrar: Department of Registrar of Companies, “Samagam Medura” No.400, D R Wijewardena Mawatha, Colombo 10 / Tel: +94-11-2689208/ +94-11-2689209/ Email: Registrar@drc.gov.lk. (Contact details may vary from actuals & CPC does not take any responsibility in this regard.)]

### **1.8 Documents / Information to be submitted with the Bid**

The following documents / information shall be submitted with the bids.

- (1). The Original copy of the nonrefundable payment receipt of Rs 3,500.00
- (2). The Original copy of the Bid Security Guarantee
- (3). The Schedule of Prices - Schedule A & Schedule B duly completed & signed

- (4). The Form of Bid (Annex A) duly completed & signed
- (5). Compliance/ Deviation sheet (Annex E)
- (6). Company profile
- (7). Audited Financial Statements of the company for the past three years.
- (8). The bidder shall provide records of recently completed and currently ongoing jobs of a similar nature. The bidder is required to submit a completion report for at least one similar contract with a value exceeding Rs. 25 million
- (9). The bidder shall produce the evidence for payments of ETF and EPF contribution (ie C Form) to its presently working cleaning service employees for the past years.
- (10). Business Registration certificate.
- (11). Public Contract registration
- (12). VAT registration certificate (if registered)

### 1.9 Sealing & Marking of Bids

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 SUPPLY OF SANITARY AND GARDEN MAINTENANCE SERVICES FOR REFINERY DIVISION**" on the top left hand corner and the statement, "**DO NOT OPEN BEFORE 1400 hrs. on 07/05/2025** (to be completed with the time and date specified in the Bidding Document) and shall be addressed to:

**Chairman, Departmental Procurement Committee,  
C/o Manager (Procurement & Stores),  
Procurement & Stores Function,  
No. 609, Dr. Danister De Silva Mawatha,  
Colombo 09.**

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.

### 1.10 Period of Validity of Bids

All offers shall be valid for a minimum period of Ninety One (91) days from the Date of Closing 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.

### 1.11 Modification, Substitution & Withdrawal of Bids

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 clause 1.9**, of any modifications to his Bid, clearly identified as such in two envelopes, duly marked "**BID FOR THE SUPPLY OF SANITARY AND GARDEN MAINTENANCE SERVICES FOR REFINERY DIVISION**". 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 forwarded to the address specified in **Clause 1.9**

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 be deemed to be valid.

### 1.12 Closing of Bids

Bid offers, sealed and addressed as aforesaid, shall be sent under Registered Cover or delivered, to reach:

**Chairman, Departmental Procurement Committee,  
C/o Manager (Procurement & Stores),  
Procurement & Stores Function,  
No. 609, Dr. Danister De Silva Mawatha,  
Colombo 09.**

On or before 14.00 hrs on 07/05//2025

If the bidders or their representatives choose not to send their bid offers under Registered Cover, they may deposit such Bids in the tender box provided for this purpose at the above address.

Any Bid received by the Chairman, DPC after the deadline for submission of Bids, will not be considered and returned unopened to the Bidder.

### 1.13 Opening of Bids

Bids will be opened immediately after the closing date and time fixed for receipt of Bids, at the office of **Manager (Procurement & Stores), Ceylon Petroleum Corporation, No. 609, Dr. Danister De Silva Mawatha, Colombo 09.**

The Chairman, DPC 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 Bidding document.

### 1.14 Award Criteria

DPC 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 and capable to perform the contract satisfactorily.

Substantially responsive bidder shall provide all necessary details to prove their ability to provide a successful service.

The successful Bidder will be called upon to provide Sanitary and Garden Maintenance services for Refinery Division at Kelaniya in conformity with the Tender Conditions for 12 Months with effect from the date of award.

The Successful bidder will be called upon to enter into an Agreement with CPC. A Specimen “**Form of Agreement**” is attached as **Annex –“C”**

### 1.15 Rights of the Procurement Committee to Accept or Reject any or all Bids

The Departmental Procurement Committee reserves the right to accept or reject any bid without giving reasons.

## **2. CONDITIONS OF CONTRACT (COC)**

### **2.1 Performance Guarantee**

On the tender being accepted, CPC shall notify such acceptance by a letter or fax to the successful bidder whose tender has been accepted. Such notification shall require the successful bidder to furnish at his own cost and expenses, a Performance Guarantee through a reputed Commercial Bank in Sri Lanka acceptable to the Refinery in a sum of not less than 10% of the full contract price (without VAT) of the successful tenderer within two weeks. The Performance Guarantee shall be valid for 13 months and shall be strictly in the form given in Annex “D”, “Format for Performance Guarantee” which will be released after successful completion of the job awarded.

If the successful Bidder fails to furnish the Performance Guarantee as provided therein, the bid will be rejected and such bidder will be placed in the list of defaulting contractors.

Further the successful Bidder, in the event of his failure to furnish the Performance Guarantee as required, shall be liable for any losses, costs, expenses and damages, which the CPC may sustain in consequence of such failure and the forfeiture of his Bid Security Guarantee.

### **2.2 Validity of Bid offer**

The rates quoted shall be valid for a period of 12 months commencing from the date of award of the Contract & no rate increase will be entertained.

### **2.3 Payment**

Payments will be made on monthly basis. The Contractor shall send the invoices to CPC for the services given, at the end of each month and CPC Officer- In-charge of this work will certify the bill if the works are carried out satisfactorily.

CPC will be particular about attendance of the labourers and any failure to employ minimum required labour force, the deductions/ penalties will be imposed as Clause 2.4.

The monthly payment will be made based on the actual quantities of consumables supplied within the relevant month and calculated according to the rates mentioned in the “SCHEDULE B”.

### **2.4 Deductions/ Penalties**

Frequent site visits will be conducted by CPC Officer to assess the workmanship of the contractor.

2.4.1 If the works are found unsatisfactory in any of the Zone or Block (refer CPC sketch Nos 2030 & 2031), CPC reserves the right to impose deductions/penalties for each affected Zone or Block from the monthly payment as determined by CPC.

2.4.2 In case the contractor fails to employ required minimum Labour force as mentioned in the Bidding document, CPC has right to make deductions as penalties from the monthly payment as follows.

- a. In the absence of Sanitary service Supervisor, either 0.12% of the Total monthly cost for supply of sanitary & garden maintenance services for Refinery Division (“A+B” in “Schedule of Prices”) or the quoted rate per day for additional service, whichever the higher amount will be deducted for a day.
- b. In the absence of a garden maintenance service Supervisor, either 0.12 % of the Total monthly cost for supply of sanitary & garden maintenance services for Refinery Division (“A+B” in “Schedule of Prices”) or the quoted rate per day for additional service, whichever the higher amount will be deducted for a day.
- c. For absence of a Sanitary labour, either 0.08 % of the Total monthly cost for supply of sanitary & garden maintenance services for Refinery Division (“A+B” in “Schedule of Prices”) or the quoted rate per day for additional service, whichever the higher amount will be deducted for a day.



- d. In the absence of a Garden worker, either 0.08 % of the Total monthly cost for supply of sanitary & garden maintenance services for Refinery Division (“A+B” in “Schedule of Prices”) or the quoted rate per day for additional service, whichever the higher amount will be deducted for a day.

2.4.3 If the contractor fails to provide the sufficient monthly consumables or mandatory tools/ machineries, CPC has the right to impose penalties at its discretion up to maximum of 50%.

## **2.5 Tax Liabilities**

Contractor shall be liable to pay any taxes levied by Sri Lanka Governmental Authority on its profits derived from execution in Sri Lanka of this work under this contract. Contractor shall also be liable for all income taxes of its sub-contractors and personnel income taxes of contractor’s and of its sub-contractors and personnel.

## **2.6 Rights of CPC**

CPC, reserves the right to place orders for carrying out sanitary cleaning and garden maintenance services in any other form as might be considered necessary in the circumstances and the Corporation does not bind itself to place orders on any one particular contractor exclusively. However, once the award has been made and rates of any successful Bidder accepted, he will be bound to supply the services stipulated in the contract, at the accepted rates.

## **2.7 Termination of Contract**

CPC also reserves the right to terminate the contract by giving one month’s notice without assigning any reason.

In the case of any failure to provide required services throughout the month as per the tender conditions and the CPC satisfaction, CPC reserves right to terminate the contract without asking any reason, in which event the Performance Guarantee will be forfeited and the contractor will be placed in the list of defaulting contractors.

## **2.8 Arbitration**

All disputes arising between the parties hereto or their respective representatives, in connection with this contract, during its continuance or at any time after the termination thereof, shall be referred for Arbitration.

Arbitration shall be conducted under the rules of the Arbitration Centre of the Institute of the Development of Commercial Law & Practice (ICLP) in Sri Lanka and in accordance with the Arbitration Act No. 10 of 1995 of Sri Lanka.

### 3. SCOPE OF WORK

The contractor shall provide sanitary and garden maintenance services for the Refinery Division as follows. The number of labourers shall be adjusted, but not less than the minimum quantities specified below to ensure the execution of the jobs up to the satisfaction of CPC requirement.

The total number of minimum labour force to be employed for both garden maintenance and sanitary service is as follows.

1. 02 Supervisors
2. 20 Sanitary labourers
3. 15 Garden maintenance labourers

#### 3.1 Sanitary Cleaning Services

The labour requirement, working schedule, and the main scope of work of the sanitary and office cleaning services are as follows.

Category	Main Job scope	Working Days	Working Hours
Sanitary Cleaning labourers	Janitorial and office cleaning work	<p>20 labourers from Monday to Saturday except Mercantile holidays.</p> <p>10 labourers for Sundays and Mercantile holidays</p> <p>Note :- As the service requirement is limited on the special mercantile holidays of National Day, New Year Day, May Day, Vesak Poya Day, Thai Pongal Day &amp; Christmas Day, the contractor shall provide only minimum of 05 labourers.</p>	7.00 a.m to 5.00 p.m
Supervisor	Supervising the sanitary & cleaning work	<p>01 Supervisor From Monday to Sunday (all days of the year)</p>	7.00 a.m to 5.00 p.m

For efficient maintenance, the total area is divided into three major areas. The contractor shall assign sufficient labourers to below mentioned locations to ensure proper cleaning and maintenance of designated area (Refer attached CPC Sketch number -2031).

Area	Designated sections	Job description
Block 1	Administration building, Police post, Gym area, Sand blasting area, Security office, Medical centre, Laboratory, Bachelor quarters 5A, Club house in 11A	<ul style="list-style-type: none"> <li>○ General office cleaning work</li> <li>○ Toilet/ wash room cleaning Toilets – 45 Bathrooms – 27</li> <li>○ Minor garden maintenance work</li> <li>○ Garbage collection/ removal</li> </ul>
Block 2	Training centre, Civil Department, Locker rooms (03 No), Engineering block, Welding shop (up), Welding shop (down), Materials department, Transport division, Fire & Safety Department, Inspection Department, Bitumen yard	<ul style="list-style-type: none"> <li>○ General office cleaning work</li> <li>○ Toilet/ wash room cleaning Toilets – 46 Bathrooms – 48</li> <li>○ Minor garden maintenance work</li> <li>○ Garbage collection/ removal</li> </ul>
Block 3	Control room, locker room, Utilities building, Boiler section, DG house, Pump house	<ul style="list-style-type: none"> <li>○ General office cleaning work</li> <li>○ Toilet/ wash room cleaning Toilets – 46 Bathrooms – 48</li> <li>○ Minor garden maintenance work</li> <li>○ Garbage collection/ removal</li> </ul>

- The following works are required to be carried out in the above mentioned areas including buildings, rest rooms, garages, yards and all toilet units in the above mentioned sections.

**a) Daily Cleaning**

- i). Cleaning of toilets, urinals and bathrooms at least twice a day (once before 7.30 am & once between 12.00 pm to 2.00 pm) to ensure proper cleanliness and hygienic conditions.
- ii). Cleaning of commodes, squatting pans and urinals. WCs, bowl interiors
- iii). Cleaning of commode seats (both sides) and covers sides, pipes and flush tanks with detergents /disinfectant solution.
- iv). Cleaning of wash basins, showers, soap dishes, tapes, etc. and wiped dry.
- v). Cleaning of all tiled/ cement floor areas and tiled wall in toilets and mopping using CPC approved detergents / disinfectant solutions and drying and keeping floors dry and slip free.
- vi). Air freshener cubes shall be placed in the toilets to avoid odor.
- vii). Hand wash bottles shall be placed on each wash basins.
- viii). Cleaning and polishing mirrors to leave a bright sparkling finish.
- ix). Sweeping all office floors, Dusting and Cleaning Office furniture, equipment, glass partitions and windows.
- x). Mopping of tiled/ cement floor areas.
- xi). Sweeping area around main entrance, around the canteen, all roads, foot paths, drive ways, parking areas & open areas from main gate to Admin building and new one gate.
- xii). Watering plants and flower bushes etc.
- xiii). Collecting garbage in refuse bags and dumping at designated refuse collection points.

**b) Weekly Cleaning**

- i). Cleaning of toilet walls thoroughly using CPC approved detergent / antibacterial agent.

- ii). Cleaning of internal and external glass, associated window frames and fan lights using CPC approved material.
- iii). Vacuum cleaning of window tracks.
- iv). Removing of cobwebs and cleaning of all walls and ceilings
- v). Mopping and polishing of floors and vacuum cleaning of carpets as required

**c) Other work to be carried out**

- i). Spraying Fumigation twice a week.
  - ii). Cleaning all gullies and clearing blockages in the waste water pipelines, drain pipes in buildings when they are clogged.
  - iii). Trimming of plants and flower bushes and maintaining in proper shape.
    - i). Maintaining flower beds, flower bushes, tree pots and decorative trees.
    - ii). Fertilizing & hormone treatments for flowering trees (fertilizers & hormones will be provided by CPC)
  - iv). Collecting and loading garbage to tractor/ garbage collecting cart and transporting to a location as instructed by CPC.
- The working schedule/ activities shall include the above mentioned major scope, however, the contractor is liable to carry out any other related service need of CPC, as instructed.
- The Contractor shall provide all detergents and cleaning materials, equipment, machines and all necessary supplies for carrying out the above mentioned work.
- Additionally, The cleaning of toilets and washrooms in the Refinery Housing Scheme (Bachelor quarters 5A, Club house in 11A) falls under the contractor's scope in Block 1 , the contractor shall assign one laborer to this task and ensure the provision of necessary facilities for the assigned worker.
- The contractor shall provide the following consumables to the Refinery Personnel Services Department at the beginning of each month. If these estimated quantities are insufficient for regular services, the contractor must supply additional materials as needed. Additionally, the required quantities may be adjusted upon CPC's request.

<b>Item Description</b>	<b>Estimated Quantity per Month (Nos.)</b>
Naphthalene ball - 400g packet	10
Tile Cleaner - 4 L	5
Toilet Cleaner - 4 L	10
Glass Cleaner - 4 L	3
Hand wash liquid - 4 L	32
Air freshener - 4 L	3
Air freshener - 40g - 50g gel packet	80
Bleaching powder – 1 kg	5
General purpose surface cleaner - 4 L	3
VIM powder – 650g	80
Perfumed pine disinfectant liquid - 4 L	80
Garbage bags XL size (100 packs)	20
Serviette/ Cotton waste (kg)	40

*Table 1 : Consumables for sanitary cleaning work*

### 3.2 Garden Maintenance Service

The labour requirement, working schedule and the main scope of work of the garden maintenance services are as follows.

Category	Main Job scope	Working Days	Working Hours
Garden maintenance labourers	Garden Maintenance Services	15 labourers from Monday to Saturday except Mercantile holidays.	7.30 a.m to 5.00 p.m.
Supervisor	Supervising the garden maintenance work	01 Supervisor From Monday to Saturday except Mercantile holidays	7.30 a.m to 5.00 p.m.

For efficient maintenance of Refinery garden, the total area is divided into five major areas as follows. The contractor shall assign sufficient labourers to these areas to ensure proper cleaning and maintenance (Refer attached CPC Sketch number -2030).

Area	Description of area
Zone 1	Refer Zone 1 demarcated in CPC Sketch No. 2030 - Administration building area, Security section, Laboratory area, Canteen area, Training centre, back side of the Materials building, Fab shop area, Bitumen filling area
Zone 2	Refer Zone 2 demarcated in CPC Sketch No. 2030 - Control room, LPG storage, Tool stores, Process workshop, Drum filling area, steam power generation area, Asphalt blowing area
Zone 3	Refer Zone 3 demarcated in CPC Sketch No. 2030 - Upper tank farm, Lower tank farm, Pump house
Zone 4	Refer Zone 4 demarcated in CPC Sketch No. 2030 - Crude oil tank area and API area
Zone 5	Refer Zone 5 demarcated in CPC Sketch No. 2030 - Boundary area (Pattiwila road, Mabima road, boundary fence adjacent to the SDT), area on both side of the lake

- The following works are required to be carried out in the open areas, roads, lawns & gardens in the above mentioned areas.
  - i). Cutting/ trimming of grass by manually or using grass cutting machine/ lawn mower at regular intervals of time (at least two times per month) to give uniform look (grass height – only about 1”).
  - ii). Trimming and shaping of hedges and plants.
  - iii). Weeding out wild plants & unnecessary grass.
  - iv). Cutting & removing of unnecessary trees as per the directions of CPC.

- v). Sweeping & cleaning of all roads regularly and removing of weeds, grass, and unwanted plants etc., that grow on the sides of the roads and disposing properly and keeping them in a neat and clean condition.
  - vi). All the wild plants on the tank's concrete base, stair case base and around building wall should be removed twice a month.
  - vii). Regular watering and maintaining grass, plants, trees etc.
  - viii). Overall maintenance of all open areas, lawns, gardens, roads and tank area in a very cleaned condition.
  - ix). Cleaning of drains around the buildings.
  - x). Cleaning of roadside gullies monthly and storm water gully blockages when the need arises.
  - xi). Disposing diseased rats and mice and burying carcasses of diseased pigeons, crows and dogs when the need arises.
  - xii). Collecting garden waste, garbage, and other types of waste, daily and transporting to designated disposal locations by a tractor or a suitable vehicle as instructed by CPC.
- The working activities shall include the above mentioned major scope, however, the contractor is liable to carry out any other related service need of CPC, as instructed.
  - All the tool and machineries required to perform the scope of Refinery garden maintenance to be provided by the contractor.
    - The basic machines and equipment that are required for the jobs are highlighted bellow.
      - Grass cutting machines, Lawn Movers, Tractors/ dumpers where necessary, Mini Excavator, etc.
      - High Pressure Washers, Vacuum Cleaners, Brooms, Ekel Brooms, Rakes, Wipers, Brushes, Mops, Pruning tools, garden Shears, Shovels, Gardening Knives, Spraying machines etc.
    - However, contractor is liable to provide efficient, safe and appropriate tools as per the discretion of the CPC.
  - All the necessary consumables which include Fuel, oil and spares of tools and machineries.

**Important:**

- ✦ Only Nylon wire with bush cutters or Lawn Mover shall be used for areas inside the tank Dike wall, around pipelines and pump houses.
- ✦ When cutting grass using machines, a frame with mesh should be used to cover pipelines and equipment.
- ✦ When cutting grass inside the tank farm tank dike walls, fire permits shall be obtained from relevant authority and all the recommended precautions shall be in place before starting the job.
- ✦ The quality of the detergents/ cleaning materials/ consumables shall be manufactured by a reputed manufactures having ISO 9001 quality management system certification and acceptable to the CPC expectation.
- ✦ All the containers shall be unopened and sealed as per Manufactures Standards.

- ✦ All the equipment, tools and machineries shall be suitable for intended purposes and acceptable to the CPC standards.

### **3.3 Other Conditions of Contract**

- 3.3.1. All activities shall be supervised by the qualified supervisors and they will oversee the cleaning work & garden maintenance work to ensure that the maintenance is carried out properly.
- 3.3.2. All labourers employed shall be physically fit persons of 18-60 years of age and shall have ability to use all necessary machineries & equipment. Male workers are preferred for these jobs and maximum up to 3 nos of female laborers will be allowed only for the cleaning services jobs.
- 3.3.3. All the labourers employed for work should be provided with a suitable outfit which shows the company name printed in the back of the top outfit (T-shirt and trouser for both male and female are preferred).
- 3.3.4. Other necessary outfits, overalls, gumboots, helmets, gloves, face shields & all personnel protective wear are to be supplied by the contractor.
- 3.3.5. The drivers employed to assist with garden cleaning work must be disciplined, possess a heavy vehicle driving license issued by the Commissioner General of Motor Traffic, and passes a trial and test conducted in accordance with the CPC accepted procedure.
- 3.3.6. The labourers employed are expected to be honest and diligent people with a good moral conduct. In case any of the labourer so provided is not found suitable or in the event of any act of misconduct by any employee of the contractor, the contractor shall take immediate action to remove such employee and replace him with a suitable employee in order to prevent disruption of the service. The contractor shall be fully responsible of the discipline of his workers to maintain the dignity of CPC.
- 3.3.7. Attendance registers are to be maintained to record the attendance of labourers. The contractor is responsible for keeping the monthly attendance records for their employees and failure will result in deduction from the particular month's bill.
- 3.3.8. The contractor shall be responsible for paying fair and reasonable wages in compliance with relevant categories of Wages Board Ordinance to the labourers involved in this service and their EPF and other obligations.
- 3.3.9. If there is any damage to the CPC property or any other financial burden on the CPC because of willful or negligent action by the labourers, CPC shall be entitled to recover the same by means of compensation from the contractor.
- 3.3.10. The contractor is liable to supply cost break down of the quoted price as and when requested by CPC.
- 3.3.11. The contractor is expected to obtain blanket insurance cover for all labourers involved, against accidents, injuries, deaths etc. Any type of losses due to any such incident is the sole responsibility of the contractor.
- 3.3.12. All works should be carried out according to CPC Fire and Safety Regulations.
- 3.3.13. All labourers involved shall be highly reliable people who are personally known to the contractor. They shall all be screened with police clearance reports, which will be a mandatory requirement (if requested by CPC). Producing of these reports shall be the responsibility of the contractor.

## SCHEDULE A

**SCHEDULE OF PRICES**  
**SUPPLY OF SANITARY AND GARDEN MAINTENANCE SERVICES FOR**  
**REFINERY DIVISION**

TENDER NO REF- PD/SER/04/2025

**CEYLON PETROLEUM CORPORATION**  
**REFINERY DIVISION**

Category	Description	Total Monthly Cost (without VAT) (Rs)
<b>1. Sanitary Cleaning Service</b>	Total cost including man power, equipment, consumables (including consumables mentioned in the Table No. 1 in the scope of work) and other overhead relevant to the sanitary cleaning service as per the bidding document.	
	For Block 1 : demarcated In CPC Sketch No 2031	.....
	For Block 2 : demarcated In CPC Sketch No 2031	.....
	For Block 3 : demarcated In CPC Sketch No 2031	.....
	<b>Total Cost for Sanitary cleaning Services - A</b>	.....
<b>2. Garden Maintenance Services</b>	Total cost including man power, equipment, consumables and other overhead relevant to the garden maintenance service as per the bidding document.	
	Zone 1 : demarcated in CPC Sketch No. 2030	.....
	Zone 2 : demarcated in CPC Sketch No. 2030	.....
	Zone 3 : demarcated in CPC Sketch No. 2030	.....
	Zone 4 : demarcated in CPC Sketch No. 2030	.....
	Zone 5 : demarcated in CPC Sketch No. 2030	.....
	<b>Total Cost for Garden Maintenance Services - B</b>	.....
<b>Total monthly cost for supply of sanitary &amp; garden maintenance services for Refinery Division - (A+B)</b>		.....
<b>Total cost for 12 months ( for 1 year) ( without VAT)</b>		.....
<b>Total cost for 12 months ( for 1 year) ( with 18% VAT)</b>		.....

Signature : .....



**3. Rates for additional services as and when requested by CPC for special days and special occasions.**

<b>Description</b>	<b>Rate per Day (w/o VAT) (07:00 h-17:00 h)</b>	<b>Rate per OT hour (w/o VAT)</b>
a) For a Supervisor (sanitary service)	.....	.....
b) For a Supervisor (garden maintenance service)	.....	.....
c) For a Sanitary labourer	.....	.....
d) For a Garden worker	.....	.....

Note : VAT Registration No. is to be indicated, if VAT is paid by the bidder in respect of this service. If it is not indicated in the quotation, CPC will not pay VAT component.

VAT Registration No :- ..... (If applicable only)

Signature : .....

Date : .....

Name : .....

Designation : .....

Company Stamp:

Company Name : .....

Address : .....

.....

Telephone No :.....

Fax No: : .....

## SCHEDULE B

**4. Bill of Quantities for Monthly Consumables requirement for sanitary cleaning work**

<b>Item Description</b>	<b>Quantity (Nos.)</b>	<b>Unit Cost (Rs) w/o VAT</b>	<b>Total Cost (Rs) w/o VAT</b>
Naphthalene ball - 400g packet	10		
Tile Cleaner - 4 L	5		
Toilet Cleaner - 4 L	10		
Glass Cleaner - 4 L	3		
Hand wash liquid - 4 L	32		
Air freshener - 4 L	3		
Air freshener - 40g - 50g gel packet	80		
Bleaching powder – 1 kg	5		
General purpose surface cleaner - 4 L	3		
VIM powder – 650g	80		
Perfumed pine disinfectant liquid - 4 L	80		
Garbage bags XL size (100 packs)	20		
Serviette/ Cotton waste (kg)	40		
<b>Total Cost</b>			

Company Name : .....

Address : .....

.....

Signature : .....

Date : .....

Designation : .....

Company Stamp:

Telephone No :.....

FORM OF BID

To: The Chairman  
Departmental Procurement Committee (Major)  
Ceylon Petroleum Corporation  
Refinery Division  
Sapugaskanda  
Kelaniya  
SRI LANKA

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

Sir,

- A-1 Having familiarized ourselves with the formal request for Instruction to Bidders and Conditions of contract, for “**Supply of Sanitary and Garden Maintenance Services for Refinery Division**”, 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 offer 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 offer you may receive.
- A-4 The Bid we are offering is complete and fulfills the requirements discussed in the Bidding document.
- A-5 We agree to abide by this Bid offer for the period of Ninety One (91) days from the date of opening of the same. Conditions and prices quoted will 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 Tender, Tender Conditions and Performance Guarantee.
- A-7 We affirm that providing of the said services will commence within 14 days after we receive notice of acceptance of our Bid from the CPC.
- A-8 We offer the prices as given in the “**Schedule of Prices**” for “**Supply of Sanitary and Garden Maintenance Services for Refinery Division**” as detailed out in this tender document.  
We agree that it is open to the Procurement Committee to reject this offer or to accept.

Dated this ..... day of .....2025.  
Signature.....in the capacity of.....  
..... duly authorized to sign tenders for and on behalf of :

Name .....  
Address .....  
.....  
.....

Witnesses:

- |                     |                     |
|---------------------|---------------------|
| 1. Signature: ..... | 2. Signature: ..... |
| Name: .....         | Name: .....         |
| Address : .....     | Address: .....      |
| .....               | .....               |

## FORMAT FOR BID SECURITY GUARANTEE

[This 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: Deputy Refinery Manager (Maintenance & Projects), Ceylon Petroleum Corporation, Refinery Division, Sapugaskanda, Kelaniya** [insert (by PE) name and address of Employer]

Date: ----- [insert (by issuing agency) date]

BID SECURITY No.: ----- [insert (by issuing agency) number] We have been informed that ----- [insert (by issuing agency) name of the Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated ----- [insert (by issuing agency) date] (hereinafter called "the Bid") for the execution of "**Supply of Sanitary and Garden Maintenance Services for Refinery Division**" [insert name of Contract] under Invitation for Bids No. **REF-PD/SER/04/2025** [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"); or
- (c) having been notified of the acceptance of its Bid by the Employer 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) the successful bidder furnishing the performance security, 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 of authorized representative(s)]

## FORM OF AGREEMENT

This CONTRACT (hereinafter called the “Contract”) is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, CPC and, on the other hand, *[name of Service Provider]* (hereinafter called the “Service Provider”).

### WHEREAS

- (a) The CPC has requested the Service Provider to provide certain Services as defined in the Conditions of Contract and Contract Data attached to this Contract (hereinafter called the “Services”);
- (b) The Service Provider, having represented to the CPC that they have the required skills, and personnel and resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of \_\_\_\_\_ ;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- (a) The Conditions of Contract;
- (b) The Contract Data;
- (c) The Form of Bid
- (d) The Schedule of Prices
- (e) The CPC’s Requirements
- (f) The following Appendices : *[Note: If any of these Appendices are not used, the words “Not Used” should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]*  
 Appendix A: Description of the Services  
 Appendix B: Schedule of Payments  
 Appendix C: Key Personnel  
 Appendix D: Breakdown of Contract Price  
 Appendix E: Services and Facilities Provided by the Employer

2. The mutual rights and obligations of the CPC and the Service Provider shall be as set forth in the Contract, in particular:

- (a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
- (b) The CPC shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of CPC

-----  
*[Authorized Representative]*

For and on behalf of *[name of Service Provider]*

-----  
*[Authorized Representative]*

## FORMAT FOR PERFORMANCE GUARANTEE

.....  
*[Issuing Agency's Name, and Address of Issuing Branch or Office]*

**Beneficiary:** **Deputy Refinery Manager (Maintenance & Projects), Ceylon Petroleum Corporation, Refinery Division, Sapugaskanda, Kelaniya.** *[Name and Address of Employer]*

**Date:** .....

**PERFORMANCE GUARANTEE NO.:** .....

We have been informed that ..... *[Name of Contractor]*  
 (Hereinafter called "the Contractor") has entered into Contract No..... *[Reference number of the contract]*  
 dated.....with you, for the **"Supply of Sanitary and Garden Maintenance Services for Refinery Division"**.*[name of contract and brief description of Service]* (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]*, 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 the.....day of....., 20..... *[Insert date, 28 days beyond the Intended Completion Date]* and any demand for payment under it must be received by us at this office on or before that date.

-----  
*[Signature(s)]*

## COMPLIANCE/ DEVIATION SHEET

Please mark “√” if complied with the bidding document requirements or mark “X” if there is a deviation and indicate the deviation in the cage provided.

	Specification /condition	Complied	Deviations if any
1	Original of the nonrefundable payment receipt of Rs 3,500.00		
2	Original of the Bid Security Guarantee – Annex B		
3	Offer validity - 91 days		
4	Schedule of Prices - Schedule A		
5	Bill of Quantities for Monthly Consumable requirement for sanitary cleaning work - Schedule B		
6	Form of Bid - Annex A		
7	Company profile		
8	Audited Financial Statements of the company for the past three years.		
9	Agreed with payment terms and other requirements		
10	Evidence of payment of ETF and EPF (ie C Form) to the employees		
11	Completion report for one similar contract with a value exceeding Rs. 25 Mn		
12	Past supply records of recently completed and currently ongoing jobs of a similar nature		
13	Copy of Business Registration		
14	Copy of Public Contract registration per Clause 1.7		
15	VAT registration certificate (if registered)		
16	Other deviations if any		

Company Name : .....

Signature : .....

Designation : .....

Date : .....





