



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

BIDDING DOCUMENT

**SUPPLY OF SANITARY AND CLEANING SERVICES FOR
SAPUGASKANDA TERMINAL**

Tender No REF- PD/SER/11/2024

TENDER NOTICE

CEYLON PETROLEUM CORPORATION SAPUGASKANDA TERMINAL

Supply of sanitary and cleaning services for Sapugaskanda Terminal Public Tender REF – PD/SER/11/2024

The Chairman, Departmental Procurement Committee on behalf of Ceylon Petroleum Corporation (CPC) invites sealed bids from eligible bidders for “Supply of sanitary and cleaning service for Sapugaskanda Terminal” for 12 months period.

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 **21/04/2025 at 9.30** Hours at the Refinery Division, Sapugaskanda Kelaniya. Attendance to this meeting is essential and if not attended, offer will not be accepted.

The Bid will be **closed at 14.00 hrs. on 28/04/2025** and opened at the Office of Manager (Procurement & Stores), Ceylon Petroleum Corporation at the address given below, immediately after the closing time of the Bid. Bidders or their authorized representatives may present at the opening of the Bid.

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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1. INSTRUCTIONS TO BIDDERS (ITB)

1.1 Introduction:

- 1.1.1 Chairman, Department Procurement Committee (Minor), Ceylon Petroleum Corporation (CPC) invites bids from Contractors in Sri Lanka for **Supply of sanitary and cleaning services for Sapugaskanda Terminal.**
- 1.1.2 The contract will involve the provision of services for sanitary and cleaning work within the Sapugaskanda Distribution Terminal. Payments will be made on a monthly basis at a fixed price agreed upon in the contract.
- 1.1.3 The period of the Contract shall be a **maximum of 12 months from the date of commencement of the work.** However, the Contract may be terminated prior to this period if necessary.

1.2 Basis of Bid

- 1.2.1 Bids are to be forwarded for **Supply of sanitary and cleaning services for Sapugaskanda Terminal.**
- 1.2.2 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.
- 1.2.3 Bids are to be forwarded for **Supply of sanitary and cleaning services for Sapugaskanda Terminal** as per the Scope of Work and conditions of the contract stipulated in the Bidding Document.

1.3 Eligibility of the Bidder

- 1.3.1 Bidders shall not be blacklisted by any of the government, semi-government institution.
- 1.3.2 The bidder shall have experience in providing Sanitary Services in similar nature and shall have completed at least one (01) Sanitary Service Contract at the value over **Rs. 10 million** per year.

1.4 Content of the Bidding Documents

- 1.4.1 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

1.5 Documents to accompany the Bid

- 1.5.1 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 Sanitary Service in last 03 Years (2022, 2023, 2024) including the period of contract, details of contact persons and Name of Clients.
- Past performance – Bidders shall forward past supply records for the last three (03) years of value over **Rs. 5 (Five) million.**
- The bidder shall forward completion report of at least 01 Sanitary & cleaning Service Contract value over **Rs. 10 (Ten) million.**
- Audited Financial Statements of the company for the past three years.
- The bidder shall produce the evidence for payments of ETF and EPF contribution to its presently working cleaning service employees for the past years.
- If the Bidder has registered for VAT, copy of VAT registration certificate to be supplied.
- Schedule of Prices duly completed and signed.
- Business Registration certificate.
- Form of Bid (**Annex A**) duly completed and signed.
- Form of Bid Security Guarantee (**Annex B**).
- The Original copy of the non-refundable payment receipt.

1.6 Sealing and marking of Bids

1.6.1 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 SUPPLY OF SANITARY AND CLEANING SERVICES FOR SAPUGASKANDA TERMINAL**" on the top left-hand corner and the statement, "**DO NOT OPEN BEFORE 14.00 hrs. on 28/04/2025** (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.**

1.6.2 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.

1.7 Period of validity of Bids

1.7.1 All offers shall be valid for a **minimum period Ninety (90) 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.**

1.8 Format and Signing of Bids

1.8.1 The Bidder shall prepare an Original and a Duplicate of the Bid specified above, clearly marking as, "**Bid for the Supply of sanitary and cleaning services for Sapugaskanda Terminal**" Original and duplicate as appropriate. In the event of any discrepancy between the Original and Duplicate, the Original shall govern.

1.8.2 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.**

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

1.9 Clarification of Bidding Document

- 1.9.1 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 1.6 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.

1.10 Site Visit / pre bid meeting

- 1.10.1 The bidder, at the bidder's own responsibility and risk is encouraged to participate for a site visit and pre bid meeting at the Refinery Division, Sapugaskanda, Kelaniya scheduled to be held at **9.30 hrs. on 21/04/2025**. The bidders shall send their authorized representative to participate for this site visit.
Failure to attend the site visit & pre bid meeting will result in the Bid offer being rejected.

1.11 Deadline for submission of Bids

- 1.11.1 Chairman, **Departmental Procurement Committee**, CPC must receive Bids at the address specified in **ITB Clause 1.6**, not later than **14.00hrs. on 28/04/2025**. Chairman, **Departmental 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.

1.12 Late Bids

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

1.13 Modification, Substitution & Withdrawal of Bids

- 1.13.1 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:

The Bidders shall provide an Original and a Duplicate, as specified in **the ITB clause 1.6**, of any modifications to his Bid, clearly identified as such in two envelopes, duly marked **"Supply of sanitary and cleaning services for Sapugaskanda Terminal"**. The envelopes shall be sealed in an outer envelope, duly marked **"BID MODIFICATIONS"**.

- a) 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 Supply of sanitary and cleaning services for Sapugaskanda Terminal,
Procurement & Stores Function,
No. 609, Dr. Danister De Silva Mawatha,
Colombo 09.**

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.

1.14 Closing of Bids

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

**Chairman,
Departmental Procurement Committee
Ceylon Petroleum Corporation
Bid for the Supply of sanitary and cleaning services for Sapugaskanda Terminal,
Procurement & Stores Function,
No. 609, Dr. Danister De Silva Mawatha,
Colombo 09.**

Not later than **14.00 hrs Sri Lanka local time on 28/ 04/2025.**

1.14.2 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 above address.

1.15 Opening of Bids by CPC

1.15.1. 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**, 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.

1.15.2 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.

1.15.3 Bids and modifications sent pursuant to ITB Sub Clause 1.13 that are not opened will not be considered for evaluation, regardless of the circumstances.

1.16 Bid Security Guarantee

1.16.1. The bidder shall furnish as part of its Bid, a Bid Security Guarantee, undertaking that the offer will be valid for 90 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, and should be encashable on demand and payable to CPC in a sum of Rupees One Hundred Seventy Thousand (Rs 170,000/=)

1.16.2. The Bid Security Guarantee shall be valid for 120 days (i.e. until 26/08/2025) from the date of closing of the bid and shall be in accordance with the specimen in Annex “B”, “Format for Bid Security Guarantee”

1.16.3. 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.

- 1.16.4. Bid Security Guarantee from unsuccessful bidder will be returned promptly upon the successful bidder furnishing the performance security.
- 1.16.5. The Bid Security Guarantee of the successful bidder will be returned back to him after receipt of Performance Guarantee.
- 1.16.6. The bid security may be forfeited:
- (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 successful bidder fails within the specified time to:
 - (i) Sign the Contract; or
 - (ii) Furnish the required Performance security.

1.17 Schedule of Prices

- 1.17.1. 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.
- 1.17.2. The rates quoted shall cover services provided on all working days, Full Moon Poya Days, Sundays, Corporation & other holidays without any additional cost.
- 1.17.3. The rates should be inclusive of cost towards employing labourers and all charges towards statutory compliance such as EPF, ETF, Bonus, Gratuity, Leave Compensation, insurance, Social Security Contribution Levy (if applicable) etc. and any other expenses for this contract.
- 1.17.4. There will be no escalation in the price during entire contract period.**
- 1.17.5. Offers not submitted on the prescribed form and in the manner required are liable for rejection.

1.18 Preliminary Examination of Bids

- 1.18.1. 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.

1.19 Evaluation and Comparison of Bids

- 1.19.1 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 1.5 of “Instruction to Bidders” and Scope of Work and other technical information requested in this document shall be considered of all the bidders who have complete at least one Sanitary service contract over a value of Rs. 5 (Five) million within last ten (10) years.
 - 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.
- 1.19.2 CPC reserves the right to accept or reject any variation or deviation.

1.19.3 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.

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

1.20.1. The CPC Procurement Committee will not be bound to make the award to the Bidder submitting the lowest offer.

1.20.2. 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.

1.20.3. 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.

1.21 Award Criteria

1.21.1. Subject to sub-Clause 1.18 & 1.19 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.

1.21.2. The successful Bidder will be called upon to perform the Contract for **Supply of Sanitary & Cleaning Services for Sapugaskanda Terminal** or part thereof conforming to the scope of work.

1.21.3. 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.

1.22 Security Clearance

1.22.1 The successful Bidder shall have to meet all the security requirements required by the government security measures, since the Sapugaskanda Distribution Terminal is considered as a high security zone, 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.

2. 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 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 The Period of the Contract

- 2.2.1 The period of the Contract shall be a maximum of 12 months from the date of commencement of the work.
- 2.2.2 The contractor shall undertake the due performance of the contract during the period of the contract in accordance with the schedule of work.

2.3 Performance Security:

- 2.3.1. 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 (price for 12 months period), in the form of a Bank Guarantee through a reputed Commercial Bank in Sri Lanka acceptable to Ceylon Petroleum Corporation, Refinery Division as per Annexure "D".
- 2.3.2. The performance Guarantee shall be valid for 13 months and shall be strictly on the form given in Annex "D", "Format for Performance Guarantee", which will be released after Successful completion of the job awarded.
- 2.3.3. 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.
- 2.3.4. 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.

2.4 Mode of Payment

- 2.4.1 Payment will be made on monthly basis. CPC will particular about the attendance of the labourers and any failure to employ minimum required labour force will result in the deductions/ penalties will be imposed as Clause 2.5.
- 2.4.2 Contractor shall be responsible for making the wages to the labourers involved in this contract. The contractor shall submit invoices to CPC for the services provided at the end of each month and CPC will officer incharge of this work will certify the bill if the work are carried out satisfactory.

2.5 Deductions/ Penalty Charges

- 2.5.1 Deputy operation Manager (Sapugaskanda Terminal) reserves the right to impose deductions/penalties in the case of unsatisfactory services given by the contractor.
- 2.5.2 In case the contractor fails to employ minimum required labour force as mentioned in the clause 3.0 Scope of Work (i.e. minimum 04 No. Sanitary labourers & 05 No General labourer & a supervisor), CPC has right to make deductions as penalties from the monthly payments as follows.
- a. For absence of a sanitary labourer, either 0.21% of the Lump Sum Price per month or the quoted rate per day for additional services which ever the higher amount will be deducted for day.
 - b. For absence of a general labourer, either 0.27% of the Lump Sum Price per month or the quoted rate per day for additional services which ever the higher amount will be deducted for day.
 - c. For absence of supervisor, either 0.38% of the Lump Sum Price per month or the quoted rate per day for additional services which ever the higher amount will be deducted for day.
 - d. In addition to the deduction indicated in above a, b, c for manpower shortage, CPC reserves the right to deduct up to 10% of the contract value for poor performance on monthly basis,

2.6 Defaults by Successful Bidder

- 2.6.1 If the successful Bidder, defaults in supplying the said service or otherwise commit a breach of any of the provisions in the Contract with CPC for the contract “**Supply of sanitary and cleaning services for Sapugaskanda Terminal**”, he shall be liable to pay to CPC all losses, damages and expenses incurred by CPC, in consequence of such default or breach. Bidders should declare that they had read the Bid conditions, and that they make the offer in compliance with, and subject to all the conditions thereof, and agree to perform the services in accordance with the said conditions in the manner therein set out, and in terms of this Bid.

2.7 Security Clearance

- 2.7.1 The selected contractor shall take the full responsibility of their employees especially with regard to the CPC property and other security requirements required by the government security measures. All the employees engaged by the prospective contractor shall obtain police reports, Extra employees with police reports, shall be in their pool at the time of awarding the tender to maintain the number of employees in the site to cover up any absenteeism.

2.8 Rights of CPC

- 2.8.1 CPC, reserves the right to place orders for carrying out sanitary/ cleaning 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 for the entire period & **no rate increase will be entertained.**

2.9 Termination of Contract

- 2.9.1. CPC also reserves the right to terminate the contract by giving one month's notice without assigning any reason.
- 2.9.2. If any shortcomings of the cleaning service are noticed, a warning letter will be issued explaining the shortcomings of the service. The service will be closely monitored for a period of one month from the date of the warning letter is issued. If the service is not improved by the Successful Bidder, CPC reserves the right to terminate the contract within a period of one month from the date of notice is given, in which event the Performance Guarantee will be forfeited.

2.10. Scope of Supply by Contractor

- 2.10.1. Contractor should insure the all workers for any damage and loss of life of their workers. This Insurance Cover to be produced before the 1st month payment.
- 2.10.2. All salaries & wages, overtime, EPF, ETF and other relevant employee payments are to be done by the contractor. CPC will not be responsible of workers employment and wages paid to the employees shall be in compliance with relevant categories of Wages Board Ordinance.
- 2.10.3. Contractor shall provide all detergent and cleaning materials, equipment, machines and all necessary supplies for carrying our intended work.
- 2.10.4. Necessary uniforms & personnel protective wear to be supplied by the contractor.
- 2.10.5. Contractor shall maintain record sheets & the check lists of cleaning records and make them available to CPC officers for inspection at any time.

2.11 Other Conditions of Contract

- 2.11.1. All Workers should wear their uniforms during the duty hours.
- 2.11.2. All labourers employed shall be physically fit and males and be over 18 years of age and below than 60 years of age.
- 2.11.3. All works should be carried out according to Fire and Safety Regulation.
- 2.11.4. The labourers employed are expected to be honest and diligent people with a good moral conduct. 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.

2.12 Force Majeure:

- 2.12.1 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.

2.13 Arbitration

- 2.13.1 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.

3. SCOPE OF WORK

This service has to be provided within Sapugaskanda Distribution Terminal premises & the contractor shall provide sanitary & cleaning services tentatively from April 2025 and the number of labourers that he intends to be used shall be minimum of 9 depending on their capabilities but have to be adjusted for the satisfactory execution of the cleaning work to ensure neat and tidy environment throughout the day.

The contractor shall engage a labour force of:

1. Minimum of 04 No. Sanitary labourers
2. Minimum of 05 No. General labourers for grass cutting and miscellaneous cleaning
3. Minimum of 01 No. Supervisor

Working days : Monday to Saturday (including all working days, Full Moon Poya Days, Corporation & other Mercantile holidays except 06 special holidays of National day, New Year day, May day, Vesak poya day, Poson poya day & Christmas day)

Working hours : Sanitary labourers : 7.00 to 16.30 hrs
: General labourers : 7.30 to 18.00 hrs
: Supervisor : 7:00 to 18:00 hrs

The following works are required to be carried out in the buildings, yards and different sections at Sapugaskanda Terminal including Bowser parking yard.

DAILY CLEANING SERVICES

1. Sweeping, cleaning and waxing of all carpeted, terrazzo and cement floor areas including pavements and common lobbies to be free of dust and dirt. The floors should also be dry sweep as and when necessary.
2. Sweeping and cleaning of all other areas including drains to be free of leftover waste and dirt.
3. Cleaning of tables, chairs and other furniture and instruments including all telephones to be disinfected with use of suitable disinfectant.
4. Cleaning of glass windows and doors with the use of suitable glass cleaning solutions to be free of finger marks and dirt. Constant attention should be made to remove marks and dirt from all the doors.
5. Sweeping and cleaning of all stair cases inclusive of cleaning the steps, landings, cleaning and polishing of stainless steel and brass rails.
6. Providing of quality dustbins as per the requirement of D.O.M. – Sapugaskanda Terminal. (No. of bins – approx. 25)
7. Collection of all wet refuse and dry refuse from all the areas in the buildings to be kept temporary at a designated dumping point within the premises until disposal.
8. Cleaning of toilets in the entire buildings (approx. 25) including toilets in terminal yard and bowser parking yard. The cleaning entails the heavy-duty scrub down of toilet floors, walls, 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.

9. Separate good quality bins to be provided to collect waste papers. The waste papers to be collected and kept at a given point until dispose.

ONCE IN A WEEK CLEANING SERVICES

Cleaning of curtains/ vertical blinds, internally and externally to be free of dirt and stains including finger marks.

TWICE A WEEK CLEANING SERVICES

1. Vacuuming of all floor areas with the use of a suitable vacuum machine in order to remove adhering dust and dirt from the floor surfaces. Spots and stains should also be removed.
2. Heavy duty cleaning of the internal glass surfaces with the cleaning access from inside of the building and partitions with the use of a suitable glass cleaning solutions and wipe down implements with the view to achieve a see-through appearance of the glass surface.
3. Cleaning of all partitions, doors, windows, frames and panels and venetian blinds to be free of dust, dirt and stains including finger marks.

MONTHLY CLEANING SERVICES

1. Shampooing with a recommended shampoo and liquid vacuum drying of all floor areas.
2. Washing and drying of all cemented floor areas to be free of dirt and stains.
3. Cleaning of the ceiling to remove cobwebs and cleaning of all overhead fittings and fixtures inclusive of cleaning the A/C ventilators, external of the light diffusers etc.
4. Pruning of flower bushes to be maintained in a beautiful manner.
5. Cleaning of drainage lines. Work includes the cleaning of all drainage lines at least once a month and cleaning the same when there is a block.

OTHER WORK TO BE CARRIED OUT

1. Cleaning & sweeping the roads.
2. Supply of necessary support to emptied the toilet pits and gullies using gully sucker bowser.
3. Grass cutting of entire Sapugaskanda Terminal premises including tank farm area and bowser parking yard and **maintaining the required machinery and utilities for the activity.**
4. Spray weedicide for demarcated areas and **maintaining the required machine & chemicals.**
5. Grass cutting to be conducted at least once a month in any area and cutting to be done to 1” height.
6. Cleaning trenches, fences and all miscellaneous cleaning work (**contractor shall provide all required equipment for theses purpose**).
7. Vacuum cleaner should be available at site for cleaning purposes.
8. The contractor is liable to supply additional services on Sundays & other special days and special occasions as and when requested by CPC. In case of such situations an additional payment will be made to the contractor as per the rates quoted in the “Schedule of Prices” in “SCHEDULE A” (Item No. B).

04.SCHDULE OF PRICES

SUPPLY OF SANITARY AND CLEANING SERVICES FOR SAPUGASKANDA TERMINAL

CEYLON PETROLEUM CORPORATION

Tender No REF- PD/SER/11/2024

Description	Amount (Rs.)
A. Lump Sum Price per Month (without VAT)	
1. To supply all necessary labour, materials & equipment to provide sanitary & cleaning services as per the Scope of Work & CPC Bidding Document & General Conditions. (a) Cutting of grass periodically with a suitable grass cutting machine within the terminal premises, spraying weedicides, cleaning of trenches, fences & all miscellaneous cleaning work & pruning of flower bushes in order to maintain the garden in a beautiful manner. & (b) Providing all sanitary and cleaning services (All detergents, cleaning materials, air fresheners, equipment, machines and all necessary supplies to be provided by the contractor).

Description	Rate per 9hr day (7.30 hrs. – 16.30 hrs.) (Without VAT) Rs.	Rate per OT hour (without VAT) Rs.
B. To supply additional services as and when requested by CPC for special days and special occasions		
1. for a Sanitary labourer
2. for a General labourer
3. for a supervisor

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 Name : Company Stamp:

Address :

Telephone No :

ANNEX-A: FORM OF BID

To: The Chairman
Departmental Standard Procurement Committee (Minor)
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 “Sanitary & Cleaning Services for Sapugaskanda Terminal”, 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 fulfils the requirements discussed in the Bid document.
- A-5 We agree to abide by this Bid offer for the period of Ninety (90) 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 & Cleaning services to Sapugaskanda Terminal 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 of2025.
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:
.....

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 : Deputy Refinery Manager (Maintenance & Project), Ceylon Petroleum Corporation, Refinery Division, Sapugaskanda, Kelaniya

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 of **Supply of sanitary and cleaning services for Sapugaskanda Terminal** under Invitation for Bids

No .REF-PD/SER/11 / 2024

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) Being 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 _____ 2025, 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: 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/ Supplier] (hereinafter called “the Contractor”) has entered into Contract No.[reference number of the contract] dated

.....with you, for the **Supply of sanitary and cleaning service for Sapugaskanda Terminal** under Invitation for Bids No. **REF- PD/SER/11/2024**. [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.

This guarantee shall be governed by the laws of Sri Lanka and shall be subject to the Uniform Rules for Demand Guarantees, published as number 758 by the International Chamber of Commerce, except as stated above.

.....
[Signature(s)]

