



**JANITORIAL SERVICE FOR CPC REGIONAL OFFICE
PREMISES AT NUGEGODA, GALLE,
ANURADHAPURA, KANDY, BADULLA,
BATTICALOA, KURUNEGALA, JAFFNA, KEGALLE
FOR THE YEAR 2026**

B/28/2025

CEYLON PETROLEUM CORPORATION

BIDDING DOCUMENT

INVITATION FOR BIDS (IFB)
MINISTRY OF ENERGY
CEYLON PETROLEUM CORPORATION

**JANITORIAL SERVICE FOR CPC REGIONAL OFFICE PREMISES AT NUGOGODA,
GALLE, ANURADHAPURA , KANDY, BADULLA,
BATTICALOA, KURUNEGALA, JAFFNA & KEGALLE FOR THE YEAR 2026**

B/28/2025

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

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.

Bidding Documents can be obtained on working days between **0900 hrs. to 1500 hrs. up to 28.08.2025** from the office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, 01st Floor, No.609, Dr. Danister De Silva Mawatha, Colombo 09 after payment of non-refundable fee of Rs. 3,000.00 (Rs. 2,480.36+ 2.5% SSCL + 18% VAT) to CPC.

All Bids should be accompanied by a Bid Security amounts to Rs. 100,000.00.

The Bid will be **closed at 1400 hrs. on 29.08.2025** 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. As per the Public Contract Act No, 3 of 1987, the Prospective Bidders shall be registered in Department of Registrar of Companies through <https://eroc.drc.gov.lk/> website and submit PCA 3 certificate along with their Bid.

Note : A Site visit is not mandatory. (Please refer clause 1.21 of the Bidding Document)

Clarifications, (if any), shall be sought from the Engineering & Premises Manager over the Tel. No. 011 7296133 or from my office over Tel. Nos., 011 7296336.

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.
Tel - 011 7296336
E-mail : supplies@ceypetco.gov.lk

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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 **Janitorial Service for CPC Regional Office Premises at Nugegoda, Galle, Anuradhapura, Kandy, Badulla, Batticaloa, Kurunegala, Jaffna & Kegalle for the year 2026.**
- 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 **Janitorial Service for CPC Regional Office Premises at Nugegoda, Galle, Anuradhapura, Kandy, Badulla, Batticaloa, Kurunegala, Jaffna & Kegalle for the year 2026**
- 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 **the Janitorial Service for CPC Regional Office Premises at Nugegoda, Galle, Anuradhapura, Kandy, Badulla, Batticaloa, Kurunegala, Jaffna & Kegalle for the year 2026** as per the Scope of Work stipulated in the Bidding Document.

1.3 Issue of Bidding Documents

- 1.3.1 Bidding Documents will be issued on working days between **0900 hrs. to 1500 hrs. up to 28.08.2025** from the office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, 01st Floor, No.609, Dr. Danister De Silva Mawatha, Colombo 09 after payment of non-refundable fee of Rs. 3,000.00 (Rs. 2,480.36+ 2.5% SSCL + 18% VAT) to CPC.
- 1.3.1 Bidding Document will consist of the followings;
- Instructions to Bidders (ITB)
 - Conditions of Contract (COC)
 - Scope of Work
 - Schedule of Prices
 - Form of Bid (Annex –A)
 - Form of Bid Security Guarantee (Annex –B)
 - Form of Agreement (Annex – C)
 - Form of Performance Security Guarantee (Annex –D)

1.4 Documents to accompany 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 (2022, 2023, 2024) 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. 02 (Two) million.**
- A copy of the Business Registration.
- **PCA-3 certificate** as per the public Contract act No 3 of. 1987. (If Contract value is greater than Rs. 5 million)
- Schedule of Prices duly completed and signed.
- Form of Bid (**Annex A**) duly completed and signed.
- Bid Security Guarantee (**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 "**JANITORIAL SERVICE FOR CPC REGIONAL OFFICE PREMISES AT NUGOGODA, GALLE, ANURADHAPURA , KANDY, BADULLA, BATTICALOA, KURUNEGALA, JAFFNA & KEGALLE**" on the top left hand corner and the statement, "**DO NOT OPEN BEFORE 1400 hrs on 29.08.2025** (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 Service for CPC Regional Office Premises at Nugegoda, Galle, Anuradhapura, Kandy, Badulla, Batticaloa, Kurunegala, Jaffna & Kegalle**
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 13.11.2025)** 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 Service for CPC Regional Office Premises at Nugegoda, Galle, Anuradhapura, Kandy, Badulla, Batticaloa, Kurunegala, Jaffna & Kegalle**" 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 29.08.2025**. 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.

1.10 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 Service for CPC Regional Office Premises at Nugegoda, Galle, Anuradhapura, Kandy, Badulla, Batticaloa, Kurunegala, Jaffna" & Kegalle**. 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 Service for CPC Regional Office Premises at Nugegoda, Galle, Anuradhapura, Kandy, Badulla, Batticaloa, Kurunegala, Jaffna & Kegalle**
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 Service for CPC Regional Office Premises at Nugegoda, Galle, Anuradhapura, Kandy, Badulla, Batticaloa, Kurunegala, Jaffna & Kegalle,**
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 29.08.2025**, 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 to a value of Rs. 100,000.00 obtained from a Licenced Commercial Bank operate in Sri Lanka.
- 1.14.2 The Bid Security Guarantee should be valid for hundred and Five (105) days (i.e. until 11.12.2025) 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.

1.16 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 Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
- 1.17.2 Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern, and the unit rate will be corrected.
- 1.17.3 If the total bid price increases due to corrections made on above procedure, the bid price shall not be adjusted to the increased price and the corrections should be readjusted within the bid price in consultation with the bidder.
- 1.17.4 If the bid price decreases by the above procedure, the amount stated in the Form of Bid shall be adjusted with the concurrence of the bidder and shall be considered as binding upon the bidder.
- 1.17.5 If the bidder does not accept the corrected amount of bid, its bid shall be rejected and the bid security may be forfeited.

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 Service for CPC Regional Office Premises at Nugegoda, Galle, Anuradhapura, Kandy, Badulla, Batticaloa, Kurunegala, Jaffna & Kegalle** or part thereof conforming to the scope of work.
- 1.20.3 The Successful bidder will be called upon to enter into an Agreement with CPC. A Specimen Form of Agreement is attached as Annexure – C.

1.21 Site Visit

The site visit is not a mandatory requirement for this contract. However, it is highly recommended that, all the bidders should visit the locations prior to quote.

Any bidder who wish to visit the site may contact, Dy. Eng. & Prem Manager, via 011 7296133 or 0718669943.

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 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 5% of the Contract price, in the form of a Bank Guarantee obtained from a Licensed Commercial Bank operating in Sri Lanka.

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 & 2.2.1), 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 40% of the certified work done will be imposed on the monthly bill for any shortcomings noticed during the month with written notification to the contractor. For the first month the deduction will limit to 10% of certified work done and for second occurrence it will be 20% . From the third incident the deduction will be 40%. However, this penalty schedule does not make any conjunction with the termination clause and CPC reserves the rights to terminate as per the clause 2.7.

2.5 Defaults by Successful Bidder

2.5.1 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 "**Janitorial Service for CPC Regional Office Premises at Nugegoda, Galle, Anuradhapura, Kandy, Badulla, Batticaloa, Kurunegala, Jaffna & Kegalle**", 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.

2.6 Security Clearance

- 2.6.1 The selected company 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 report. 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.

2.7 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. 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.

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 the Contractor

- 2.9.1 The Successful Bidder should insure the all workers for any damage and loss of life of their workers. This Insure Cover to be produced before the 1st month payment.
- 2.9.2 All salaries & wages, overtime, EPF, ETF and other relevant payments to the employees of the contractor or to be done by the successful bidder. The salaries wages, overtime, EPF & ETF to the employees of the contractor to be paid as per the government approved rates or wages ordinance. CPC will not be responsible for workers employment or their payments.

2.10 Scope of supply by CPC

- 2.10.1 Changing room for the workers will be provided
- 2.10.2 Office for the supervisor will be supplied at the Basement Floor
- 2.10.3 A room to keep cleaning equipment will be supplied in each floor

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.

03. SCOPE OF WORK

The premises includes the CPC regional offices located at following different addresses all over the island.

1. CPC regional office (West)
148/1, Highlevel Road, Nugegoda.
2. CPC Regional Office (South)
No. 287, Mathara Road, Magalle, Galle
3. CPC regional office (North Central)
Mosque Road, Bank Town, Anuradhapura
4. CPC Regional office (Central)
No. 45, Old Gampola Road, Panideniya, Peradeniya
5. CPC Regional Office (East)
Bar Road,Batticaloa,
6. CPC Regional Office (Uva)
No 41, Bandaranayake Mw,Badulla.
7. CPC Regional Office (Noth/West)
No 4, Bandaranayake Mw,Kurunegala
8. CPC Regional Office (North)
Stanly Road,Jaffna.
9. CPC Regional Office (Sabaragamuwa)
436, Kandy Road, Kegalle

Following works are required to be carried out at in all buildings including office buildings, workshop, and stores building and the garden, Path ways, Car parks etc.

3.1 DAILY CLEANING SERVICES

- 3.1.1 Sweeping, cleaning and mopping all Granite/ Vinyl carpeted/Tiled floor areas and all cemented floor areas including the balconies 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 Cleaning well lobbies inclusive of mopping the floors, walls, lift doors to remove dirt marks and impressions.

- 3.1.5 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. .
- 3.1.6 Sweeping and wet mopping of all escape and passenger staircases inclusive of cleaning the steps, landings, cleaning and polishing of stainless steel rails.
- 3.1.7 Providing of quality large size foot operated garbage 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)
- 3.1.8 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.
- 3.1.9 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.
- 3.1.10 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.**
- 3.1.11 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 cleaning solutions and wipe down implements with the view to achieve a see through appearance of the glass surface.
- 3.2.2 Cleaning of all partitions doors window frames and panels to be free of dust, dirt and stains including finger marks.
- 3.2.3 Cleaning of curtains/vertical blinds, internally and externally to be free of dirt and stains including finger marks.
- 3.2.4 Trimming of grass and keep clean & tidy the entire premises including the garden.

4. SCHEDULE OF PRICES

CEYLON PETROLIUM CORPORATION

**JOB JANITORIAL SERVICE FOR CPC REGIONAL OFFICE PREMISES AT NUGEGODA, GALLE,
ANURADHAPURA ,KANDY,BADULLA,BATTICALOW,KURUNEGALA, JAFFNA & KEGALLE(2026)**

Item	Description	Unit	Qty	Rate (Rs/Month)	Amount (Rs)
	<p>Note A list of all chemicals including the recommended area and mixture quality that will be used should be submitted along with the bid. The specification of the machinery, tools and equipment to be used should also be submitted. (From 01/01/2026 - 31/12/2026)</p> <p>The selected contractor should take action to insure (workman compassion) all the staff deployed at CPC Premises</p>				
1	Cost of General labors				
1.1	CPC Premises at Nugegoda (01 Nos)	Nos	12.0		
1.2	For Regional Office South- Galle (02 Nos)	Nos	12.0		
1.3	For Regional Office North central- Anuradhapura (02 Nos)	Nos	12.0		
1.4	For Regional Office Central- Kandy (03 Nos) (One to be allocated to Agro Sales outlet at Udaeriyagama)	Nos	12.0		
1.5	For Regional Office East- Batticaloe (02 Nos)	Nos	12.0		
1.6	For Regional Office Uva- Badulla (02 Nos)	Nos	12.0		
1.7	For Regional Office North west -Kurunegala (02 Nos)	Nos	12.0		
1.8	For Regional Office North - Jaffna (02 Nos)	Nos	12.0		
1.9	For Regional Office Sabaragamuwa - Kegalle (02 Nos)	Nos	12.0		
2	<p>Cost of consumables (Cleaning chemicals, fresheners etc)</p> <p>(Dettol 2 ltr, Air freshener 64 ltr, Harpic 32 ltr, Teepole 64 ltr, Phynole 48ltr, tile cleaner 48 ltr, Vim 2 kg, Bleaching 5 kg per month)</p>	Air Nos	12.0		

4. SCHEUDULE OF PRICES

CEYLON PETROLIUM CORPORATION

JOB JANITORIAL SERVICE FOR CPC REGIONAL OFFICE PREMISES AT NUGEGODA, GALLE,

ANURADHAPURA ,KANDY,BADULLA,BATTICALOW,KURUNEGALA, JAFFNA & KEGALLE(2026)

Item	Description	Unit	Qty	Rate (Rs/Month)	Amount (Rs)
3	Cost of Tools & Equipment (Grass cutters, Vacuum cleaners etc)	Nos	12.0		
4	Initial cost (cost for supplying foot operated garbage bins etc)	Nos	12.0		
	<p><u>Note</u></p> <p>Total of 20 sets of foot operated garbage bins are to be provided. Each set shall consists of three bins as follows</p> <p>70 L capacity - 01,30 L Capacity - 01,18 L Capacity - 01</p> <p>For Regional Office West - Nugegoda (2 sets)</p> <p>For Regional Office South- Galle (2 sets)</p> <p>For Regional Office North central- Anuradhapura (3 sets)</p> <p>For Regional Office Central- Kandy (4 sets) (One to be allocated to Agro Sales outlet at Udaeriyagama)</p> <p>For Regional Office East- Batticaloe (2 sets)</p> <p>For Regional Office Uva- Badulla (2 sets)</p> <p>For Regional Office North west -Kurunegala (2 sets)</p> <p>For Regional Office North - Jaffna (1set)</p> <p>For Regional Office Sabaragamuwa - Kegalle (2 sets)</p>				
Total Amount I				Rs	
Less Discount				Rs	
Sub Total II				Rs	
2.5% SSCL				Rs	
Sub Total III				Rs	
Add VAT (.....%)				Rs	
Total Amount with VAT				Rs	

4. SCHEUDULE OF PRICES

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Item	Description	Unit	Qty	Rate (Rs/Month)	Amount (Rs)
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1) Grand Total in Words :

2) Name of Bidder :

3) Address :
.....

4) Signature of Bidder :

5) VAT Registration No. :

.....
Company Seal

.....
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 Service for CPC Regional Office Premises at Nugegoda, Galle, Anuradhapura, Kandy, Badulla, Batticaloa, Kurunegala, Jaffna & Kegalle** 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 Tender. 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 of2025

in the capacity of

..... duly authorized to sign tenders for and on behalf of :

Signature

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 : [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 _____ 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 :[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 [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.

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)]