



**CLEANING & JANITORIAL SERVICE FOR THE
AVIATION REFUELLING TERMINAL, MATTALA FOR
THE YEAR 2026/2027**

B/54/2026

CEYLON PETROLEUM CORPORATION

BIDDING DOCUMENT

2026

PROCUREMENT NOTICE
CEYLON PETROLEUM CORPORATION
CLEANING & JANITORIAL SERVICES FOR THE AVIATION REFUELLING
TERMINAL, MATTALA FOR THE YEAR 2026/2027
Bid No.: B/54/2026

The Chairman, Departmental Procurement Committee (DPC) of Ceylon Petroleum Corporation (CPC), invites sealed bids from eligible and experienced service providers for the provision of **Cleaning & Janitorial Services for the Aviation Refuelling Terminal, Mattala** for a period of one (01) year.

Interested bidders may obtain the Bidding Documents from the office of the Manager (Procurement & Stores), Ceylon Petroleum Corporation, upon payment of a non-refundable fee of **Rs. 2,000.00** (Rs. 1,653.58 + 2.5% SSCL + 18% VAT). Bidding Documents will be issued up to **1500 hrs. on 08.09.2026**.

Sealed bids will be accepted up to **1400 hrs. on 09.09.2026** and will be opened immediately thereafter in the presence of bidders and/or their authorized representatives who choose to attend.

Completed bids may be deposited in the Tender Box available at the Procurement & Stores Function or sent by Registered Post to reach the address given below before the closing date and time. Late submissions will not be accepted.

A site visit will be conducted at **1000 hrs. on 02.09.2026** at the Aviation Refueling Terminal, Mattala. Participation in the site visit is **mandatory** and failure to attend will result in the bid being rejected as non-responsive.

Further information may be obtained from Mr. N.G.R.B. Tennakoon, Actg. Assistant Manager, (Aviation Operations), Telephone: 047-2031945 or Email: ranjith.t@ceypetco.gov.lk.

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, Sri Lanka

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01. INSTRUCTIONS TO BIDDERS (ITB)

1.1 Introduction:

- 1.1.1 Chairman, Departmental Procurement Committee (Lower Minor) on behalf of Ceylon Petroleum Corporation (CPC) is inviting sealed bids from eligible and experienced Janitorial Service Providers in Sri Lanka for the contract of “**Cleaning & Janitorial Services for Aviation Refueling Terminal at Mattala.**”
- 1.1.2 The period of Contract shall be **12 Months from 08.11.2026 to 07.11.2027.**

1.2 Eligibility Criteria

- 1.2.1 The Bidder shall not be blacklisted, suspended or debarred by any Government Institution, State-Owned Enterprise or Statutory Body in Sri Lanka as at the closing date of bids.
- 1.2.2 The Bidder shall have a minimum of three (03) years experience in providing Cleaning and Janitorial Services to a government or private organizations.
- 1.2.3 The Bidder shall have successfully completed at least five (05) Cleaning and Janitorial Service contracts, each with an individual contract value not less than Rs. 3.0 Million, during the last three (03) years (2023, 2024 and 2025).

1.3 Basis of Bid

- 1.3.1 Bids are to be forwarded on the basis for providing Cleaning & Janitorial Services for Aviation Refueling Terminal at Mattala, for a one year period as per the Scope of Work stipulated in the Bidding Document.
- 1.3.2 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.

1.4 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 the following documents and information along with their Bids. All documents shall be submitted in the English language.
 - Company Profile, including details of the Bidder’s overall experience during the last five (05) years.
 - Documentary evidence demonstrating the successful completion of at least five (05) cleaning and janitorial service contracts, each having a minimum individual contract value of **Rs. 3.0 million**, during the three-year period covering **2023, 2024, and 2025**. The Bidder shall provide complete details of each contract, including the client’s name

and address, contract number, contract value, contract period, contact person, contact details, and other relevant information.

- List of cleaning and janitorial service contracts carried out for Government and/or private-sector organizations during the last three (03) years.
- List of ongoing cleaning and janitorial service contracts, including details of the respective clients, contract values, and contract periods.
- List of equipment, tools, cleaning materials, and chemicals proposed to be used in the performance of the Contract.
- Schedule of Prices duly completed and signed.
- Form of Bid (**Annex A**) duly completed and signed.
- Form of Bid Security (**Annex B**).

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 CLEANING & JANITORIAL SERVICES FOR AVIATION REFUELING TERMINAL AT MATTALA**" on the top left hand corner and the statement, "**DO NOT OPEN BEFORE 1400 hrs on 09.09.2026** (to be completed with the time and date specified in the Bidding Document) and shall be addressed to:

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

- 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 of Fourty Nine (49) days from the closing date of the Bid (i.e. up to 27.10.2026)**. 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 Cleaning & Janitorial Services for Aviation Refueling Terminal**

at Mattala” 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, erasures 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 Deadline for submission of Bids

- 1.10.1 Chairman, Procurement Committee, CPC must receive Bids at the address specified in **ITB Clause 1.6**, not later than the **1400 hrs. 09.09.2026**, Chairman, Procurement Committee, CPC may, at his discretion, extend this deadline for submission of Bids, by amending the Bidding Documents, in which case all rights and obligations of CPC and the Bidders will thereafter be subjected to the deadline as extended.

1.11 Late Bids

- 1.11.1 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.

1.12 Modification, Substitution & Withdrawal of Bids

- 1.12.1 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 1.8**, of any modifications to his Bid, clearly identified as such in two envelopes, duly marked **“Bid for the Cleaning & Janitorial Services for Aviation Refueling Terminal at Mattala”**. 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 given in clause 1.6. 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.

1.13 Closing of Bids

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

Chairman,
Departmental Procurement Committee (Lower Minor),
C/o Manager (Procurement & Stores),
Ceylon Petroleum Corporation
1st Floor,
609, Dr. Danister De Silva Mawatha,
Colombo 09,
Sri Lanka.

1.13.2 Not later than **1400 hrs Sri Lanka local time on 09.09.2026**. 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 above.

1.14 Opening of Bids by CPC

1.14.1 Bids will be opened immediately after the closing date and time fixed for receipt of Bids, at the office of above address given in clause 1.13 or such other place as arranged if the Manager (Procurement & Stores) Office is not available.

1.14.2 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.

1.14.3 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.

1.14.4 Bids (and modifications sent pursuant to ITB Sub Clause 1.12) that are not opened will not be considered for evaluation, regardless of the circumstances.

1.15 Bid Security Guarantee

1.15.1 The bidder shall furnish as part of its Bid, a bid security or bid securing declaration to a value of Rs. 40,000.00 obtained only from a License Commercial Bank operate in Sri Lanka or by making a cash deposit to the CPC Head Office.

1.15.2 The Bid Security Guarantee should be valid for Seventy-Seven (77) days (i.e. until 24.11.2026) from the date of closing of Bid. A form of Bid Security Guarantee is attached in Annex "B".

1.15.3 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.

1.15.4 The bid security or bid securing declaration of the unsuccessful bidders shall be returned promptly upon the successful bidder furnishing the performance security.

1.15.5 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 1.18.

- (c) If the successful bidder fails within the specified time to:
- (i) Sign the Contract; or
 - (ii) Furnish the required Performance security.

1.16 Schedule of Prices

- 1.16.1 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.
- 1.16.2 Prospective Bidders are requested to submit their offers in Sri Lankan Rupees.
- 1.16.3 Offers not submitted on the prescribed form and in the manner required are liable for rejection.

1.17 Preliminary Examination of Bids

- 1.17.1 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.

1.18 Correction of Errors

- 1.18.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:
- Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
 - 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.
 - 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.
 - 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.
 - If the bidder does not accept the corrected amount of bid, its bid shall be rejected and the bid security may be forfeited

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 1.4 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.

1.19.2 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, and reserves the right to increase or decrease the number of units to be contracted for, at prices indicated in the Schedule of Prices.

1.20.3 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 1.19 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 Cleaning & Janitorial Services for Aviation Refuelling Terminal at Mattala or part thereof conforming to the scope of work.

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

1.22 Site Visit

1.22.1 The bidder, at the bidder's own cost should attend for a site visit which is mandatory scheduled to be held at **1000 hrs. on 02.09.2026**. The bidders shall send their authorized representative to participate for this site visit.

1.22.2 Bidder should provide names, NIC numbers and vehicle numbers day before the site visit to Aviation Refuelling Terminal, Mattala.

1.22.3 Failure to attend this site visit will be a reason for the rejection of bids.

1.23 Security Clearance

1.23.1 Prior to submitting the Bid, the Bidder shall take into consideration that the successful Bidder will be required to comply with all security requirements imposed by the relevant Government authorities, as the Terminal is located within a high-security zone.

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 In the event of any discrepancy, ambiguity, or inconsistency among the Contract documents, the order of precedence shall be as follows:
 - a. Letter of Award
 - b. Bidder's Bid
 - c. Conditions of Contract
 - d. Scope of Service
 - e. Schedule of Prices

2.2 Performance Security:

- 2.2.1 Within fourteen (14) days of receipt of the Letter of Acceptance, the successful Bidder shall furnish to the Employer a Performance Security in an amount equivalent to five percent (5%) of the Contract Price, in the form of a Bank Guarantee or a cash deposit made to the CPC.
- 2.2.2 Where the Performance Security is furnished in the form of a Bank Guarantee, it shall be substantially in the form provided in Annexure "D" and shall be issued by a Licensed Commercial Bank operating in Sri Lanka and acceptable to the Employer.
- 2.2.3 Failure of the successful Bidder to comply with the requirements of Sub-Clauses 2.2.1 and 2.2.2 shall constitute sufficient grounds for cancellation of the award and forfeiture of the Bid Guarantee.

2.3 Mode of Payment

- 2.3.1 Payments shall be made on a monthly basis in accordance with the rates and prices specified in the Schedule of Prices, subject to applicable deductions, penalties, and other adjustments provided for under the Contract.

2.4 Staff Requirement

- 2.4.1 The Contractor shall provide, as a minimum, the following personnel on a full-time basis throughout the Contract period:
 - One (01) Supervisor; and
 - Five (05) Janitors
- 2.4.2 The Contractor shall ensure that the required number of personnel is maintained at all times during the specified working days and hours.

2.5 Penalty Charges & Deductions

- 2.5.1 A penalty of up to a maximum of five percent **(05%) of the monthly bill** may be imposed for any shortcomings or deficiencies observed in the performance of the Services during the relevant month. Such shortcomings or deficiencies shall be notified to the Contractor.
- 2.5.2 In the event that the Contractor fails to provide the minimum required workforce of one (01) Supervisor and five (05) Janitors, CPC shall have the right to make deductions from the monthly payment as follows:

- a) For the absence of any Janitor, the applicable per-day rate quoted by the Contractor in the BOQ for one Janitor shall be deducted for each absent Janitor for each day of absence.
- b) For the absence of the Supervisor, the applicable per-day rate quoted by the Contractor in the BOQ for the Supervisor shall be deducted for each day of absence.
- c) Where the Contractor provides fewer personnel than the minimum required workforce, the deduction shall be calculated based on the number of personnel absent and the respective per-day rates quoted in the BOQ.
- d) The value of any BOQ item not completed or satisfactorily performed during the relevant month shall be deducted from the monthly payment.

2.6 Defaults by Contractor

- 2.6.1 If the Contractor, defaults in supplying the said service or otherwise commit a breach of any of the provisions in the Contract with CPC for the contract “Cleaning & Janitorial Services for the Aviation Refuelling Terminal at Mattala”, the Contractor shall be liable to pay to CPC all losses, damages and expenses incurred by CPC, in consequence of such default or breach.

2.7 Security Clearance

- 2.7.1 The Contractor shall be fully responsible for the conduct and activities of all personnel deployed under the Contract, particularly with regard to the protection of CPC property and compliance with all security requirements applicable to the Terminal.
- 2.7.2 As the Terminal is located within a high-security area associated with an international airport, all personnel deployed by the Contractor shall obtain the necessary security clearance from the relevant Government security authorities, including any clearance required by the Ministry of Defence, Airport and Aviation Services (Sri Lanka) (Private) Limited, the Civil Aviation Authority of Sri Lanka, CPC, and/or any other relevant authority.
- 2.7.3 The Contractor shall maintain an adequate pool of additional personnel who have obtained the required security clearances in order to provide replacements for absent personnel and to maintain the minimum staffing requirements specified under the Contract at all times.
- 2.7.4 No person who has not obtained the required security clearance shall be deployed at the Terminal.

2.8 Termination

- 2.8.1 If any shortcomings of the services are noticed, a warning letter will be issued explaining the shortcomings or deficiencies and requiring the Contractor to take appropriate corrective action. 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. Termination under this Clause shall be without prejudice to any other rights or remedies available to CPC under the Contract or applicable law.

2.9 Working Days & Hours

- 2.9.1 The normal working days under the Contract shall be Monday to Saturday, excluding Sundays and Mercantile Holidays.

- 2.9.2 The normal working hours shall be from **7.30 a.m. to 4.30 p.m.**, subject to applicable statutory rest intervals and labour laws.

2.10 Responsibilities of the Contractor

- 2.10.1 The Contractor shall be solely responsible for the payment of all salaries, wages, overtime payments, Employees' Provident Fund (EPF) contributions, Employees' Trust Fund (ETF) contributions, and all other statutory payments, benefits, allowances, and obligations relating to the personnel employed under the Contract.
- 2.10.2 The Contractor shall provide, at its own cost, all Personal Protective Equipment (PPE), uniforms (comprising a T-shirt, trousers, a cap, and a pair of lightweight shoes.), and other items required for the safe and proper performance of the Services.
- 2.10.3 All personnel deployed under the Contract shall remain employees of the Contractor. Nothing contained in the Contract shall create an employer-employee relationship between CPC and any personnel employed or deployed by the Contractor.
- 2.10.4 The Contractor shall be responsible for all liabilities relating to accidents, injuries, occupational incidents, and compensation payable to its personnel in accordance with the applicable laws of Sri Lanka, including the applicable provisions relating to workers' compensation.
- 2.10.5 CPC shall not be responsible for the employment, remuneration, statutory contributions, compensation, or other employment-related obligations of the Contractor's personnel.
- 2.10.6 All the personnel deployed under the contract shall be of age 18 – 60 years.

2.11 Force Majeure:

- 2.11.1 Neither Party shall be liable for failure or delay in performing its obligations under the Contract to the extent that such failure or delay is caused by an event beyond the reasonable control of the affected Party, including acts of God, war, invasion, civil war, rebellion, revolution, insurrection, earthquake, epidemic, pandemic, or other similar events of force majeure. Except in circumstances constituting Force Majeure, the Contractor shall bear all risks and liabilities arising out of or in connection with the performance of the Services under the Contract.

2.12 Arbitration

- 2.12.1 Any dispute, difference, controversy, or claim arising out of or in connection with the Contract, including any matter relating to its interpretation, performance, breach, termination, or validity, which cannot be resolved amicably between the Parties, shall be referred to and finally resolved by arbitration in Colombo, Sri Lanka, in accordance with the **Arbitration Act, No. 11 of 1995 of Sri Lanka**. The arbitral tribunal shall consist of three (03) Arbitrators. Each Party shall appoint one (01) Arbitrator, and the two Arbitrators so appointed shall appoint the third Arbitrator, who shall act as the Presiding Arbitrator.

2.13 The Period of the Contract

- 2.13.1 The Contract period shall be one (01) year commencing from the date specified by CPC for commencement of the Services.
- 2.13.2 The Contractor shall duly perform all obligations under the Contract throughout the Contract period in accordance with the Scope of Services, Schedule of Work, and other requirements of the Contract.

3. SCOPE OF WORK

The Contractor shall provide all labour, supervision, cleaning materials, consumables, chemicals, tools, machinery and equipment necessary for the satisfactory performance of the Cleaning and Janitorial Services, except for those items expressly stated to be supplied by CPC.

All cleaning activities shall be carried out in a manner satisfactory to CPC and without causing damage to buildings, equipment, installations, furniture or other property within the Terminal.

3.1 Daily Cleaning Services

The following services shall be carried out on each working day:

- 3.1.1 Sweeping and cleaning of all floor areas, including office areas, rest rooms, pump houses, garage, generator room, electrical substation rooms, Stores Office, Quality Control (QC) Office, Fire Office, huts and other areas included within the Scope of Work.
- 3.1.2 Mopping of all tiled floor areas, including offices, cubicles/rooms, reception area, rest rooms, meal rooms and other tiled areas, using a suitable cleaning solution. Scrubbing and removal of stains, spills and other dirt shall also be carried out as necessary.
- 3.1.3 Dry dusting and cleaning of office furniture, office equipment and other fittings and rearranging the same in their proper positions. Telephones and other frequently handled surfaces shall be cleaned and disinfected using a suitable disinfectant.
- 3.1.4 Dusting and cleaning of walls, partitions, doors, fittings, glass partitions, windows and other glass surfaces. Fingerprints, stains, smudges and other visible marks shall be removed as necessary to maintain a clean and presentable appearance.
- 3.1.5 Cleaning of thirteen (13) toilets and urinal areas. Cleaning shall include, but shall not be limited to, heavy-duty scrubbing and cleaning of floors, walls, sanitary fittings, commodes, squatting pans and other fittings, followed by appropriate disinfection. Air fresheners shall be applied as required to maintain hygienic conditions. Such cleaning shall be carried out **at least twice daily** and additionally whenever necessary.
- 3.1.6 Cleaning of three (03) bath areas, including scrubbing and cleaning of floors, walls and fittings and appropriate disinfection. Such cleaning shall be carried out **at least twice daily** and additionally whenever necessary.
- 3.1.7 Collection of garbage, litter and discarded items from all relevant areas, including offices, service roads, vehicle parking areas, drainage surroundings, paved/concreted areas and garden areas, and transportation of such waste to the designated collection point(s) within the Terminal premises.
- 3.1.8 Collecting litters and discarded items from service roads, Vehicle Park, drainage system, cement paving area and garden.
- 3.1.9 Providing, cleaning and maintaining one (01) Sanitag-type sanitary waste bin at the ladies' toilet. The bin shall be maintained in a clean and hygienic condition at all times.
- 3.1.10 Watering of palm trees, flower pots and other designated plants within the Terminal premises.
- 3.1.11 Inspection of the Visitor Parking Area and its surroundings and washing/cleaning of the area whenever necessary to maintain it in a clean and presentable condition.

3.2 Twice a week Cleaning Services

The following services shall be carried out at least twice per week:

- 3.2.1 Vacuum cleaning of fiber cushioned furniture,
- 3.2.2 Heavy-duty cleaning of internal glass surfaces and external glass surfaces that can be safely accessed from inside the building, including glass partitions and glass doors, using suitable glass-cleaning solutions and appropriate cleaning equipment so as to maintain clear, stain-free and presentable glass surfaces.
- 3.2.3 Thorough cleaning of partition doors, window frames, panels and vertical blinds to remove dirt, stains, dust and fingerprints.

3.3 Weekly Cleaning Services

- 3.3.1 Cleaning of the storm-water drainage system, approximately **1,100 m in length**, to prevent blockage and accumulation of debris. Where requested by CPC, insecticide shall also be sprayed in designated areas. **The insecticide required for such spraying shall be supplied by CPC.**
- 3.3.2 Every Saturday, general and deep cleaning of the internal areas of the Administration Complex shall be carried out. This shall include thorough cleaning of toilets, lunchrooms, signboards and other areas requiring detailed cleaning. Metal fittings, including brass and stainless-steel fittings, shall be polished using suitable polishing materials.
- 3.3.3 Sweeping and cleaning of the Vehicle Parking Area, approximately **90 m²**, including removal of litter, loose dirt and other debris.

3.4 Monthly Cleaning Services

The following services shall be carried out at least once every month:

- 3.4.1 Washing and cleaning of the floors of the Garage, Main Fuel Pump House and Fire Pump House and the pavements surrounding the respective buildings using suitable detergents. Water required for such cleaning shall be provided by CPC.
- 3.4.2 Sweeping and cleaning of the floors of the spare-parts storage area of the Stores.
- 3.4.3 Washing and cleaning of the Vehicle Servicing Area (Ramp Area) using suitable detergent.
- 3.4.4 Sweeping and cleaning of the floors of the Electrical Main Substation. Water shall not be used in electrical areas unless specifically authorized by CPC.
- 3.4.5 Cleaning of the Rigid Pavement Area, approximately **8,400 m²**, including removal of litter, loose dirt, sand, weeds and other debris. Washing shall be carried out where applicable and/or when instructed by CPC.
- 3.4.6 Cleaning of the Tank Bund Area, approximately **3,100 m²**, including removal of litter, loose dirt, weeds, vegetation and other debris, as applicable.
- 3.4.7 Thorough cleaning/washing of the Vehicle Parking Area, approximately **90 m²**, where required, in addition to the weekly sweeping and cleaning specified under Clause 3.3.3.

3.5 Periodical Grounds Maintenance and Other works to be carried out

- 3.5.1 Periodical removal of accumulated sand, soil and other debris from concreted surfaces and service roads as necessary.
- 3.5.2 Grass cutting along the fuel hydrant pipeline within the area under CPC control, covering an approximate area of **16,000 m²**, shall be carried out **once every two (02) months**.
- 3.5.3 Grass cutting of the turfing/inner perimeter area, covering an approximate area of **2,000 m²**, shall be carried out **once every month**.
- 3.5.4 The Contractor shall provide, at its own cost, the grass-cutting machine(s), associated equipment, cutting line/cable and fuel required for carrying out the grass-cutting work.
- 3.5.5 The perimeter fence and wall shall be kept free from weeds, creepers, vines and other unwanted vegetation at all times.
- 3.5.6 Tree branches, shrubs and flowering plants shall be pruned and maintained as necessary to keep the surrounding areas neat and tidy, as directed by CPC.
- 3.5.7 Any other cleaning and janitorial activities reasonably required for the proper maintenance of the areas covered under this Scope of Work shall be carried out by the Contractor as directed by CPC.

4. SCOPE OF MATERIAL SUPPLY

4.1 General Requirements

- 4.1.1 Unless expressly stated otherwise in this Bidding Document, all cleaning materials, consumables, chemicals, tools, machinery, equipment and fuel necessary for the satisfactory performance of the Services shall be supplied by the Contractor at its own cost and shall be deemed to be included in the Contract Price.
- 4.1.2 CPC shall provide only those items specifically stated in this Scope of Work as being supplied by CPC, including:
- (a) Water required for the specified washing and cleaning activities; and
 - (b) Insecticide required for spraying when specifically requested by CPC.
- 4.1.3 All cleaning chemicals and materials supplied by the Contractor shall be suitable for their intended use and shall not cause damage to CPC property, equipment, finishes or installations.
- 4.1.4 The quantities specified under Clause 4.2 represent the minimum quantities to be made available for the performance of the Services. The Contractor shall provide any additional quantities reasonably required to maintain the specified standard of cleanliness without additional cost to CPC.
- 4.1.5 Durable cleaning implements that remain in good and serviceable condition may continue to be used. However, damaged, worn-out or unserviceable items shall be replaced promptly by the Contractor at its own cost.

4.2 Minimum Consumable items to be supplied by the Contractor

Item	Minimum Qty.
Dustbin bags	250 Nos./month
Plastic brooms	07 Nos.
Plastic buckets	03 Nos.
Spray cans/Bottles	04 Nos.
Mops	04 Nos.
Floor Wipers	05 Nos.
Air freshener Blocks/ pieces	10 Nos./month
Phenolic Disinfectant/ Suitable equivalent	08 liters/ month
Air-Freshener liquid	08 liters/ month
Disinfectant toilet cleaner	04 liters/ month
Tile cleaner	04 liters/ month

General Purpose Disinfectant (Dettol or equivalent)	01 litre / month
Detergent	08 liters/ month
Petrol for grass cutter	40 liters/ month or as required to perform the specified work
Glass cleaner	04 liters/ month
Cable for grass cutting machine	20 m or as required
Other required material such as toilet brush, duster, hand wash	As required

- 4.2.1 The quantities specified above shall not relieve the Contractor of its responsibility to supply any additional quantity required for satisfactory performance of the Services.
- 4.2.2 No additional payment shall be made by CPC for increased consumption of materials or consumables necessary to meet the required cleaning standards.

4.3 Returnable Machines and equipment to be available throughout the year

The following machinery, tools and equipment shall be provided by the Contractor and shall be available in good working condition throughout the Contract period:

- Grass cutting Machine (s)
- Vacuum Cleaner
- Floor Cleaner/Polishing Machine
- 20 feet Ladder
- Crowbar
- Shovel
- Hoe
- Extendable cobweb brush capable of reaching approx.. 20 feet.
- Hedge clipper
- 240 litres garbage bin with caster wheels
- 50m garden hose

- 4.3.1 The Contractor shall provide adequate quantities of the above equipment to perform the Services without interruption.
- 4.3.2 All maintenance, repairs, fuel, replacement parts and other operating costs associated with the Contractor's machinery, tools and equipment shall be borne by the Contractor.
- 4.3.3 Defective or unserviceable equipment shall be repaired or replaced promptly so that the performance of the Services is not affected.

5. SCHEDULE OF PRICES

The Bidder shall quote its total monthly price for the complete performance of the Services in accordance with the Scope of Work, Scope of Material and Equipment Supply and all other requirements of the Bidding Document.

The rates quoted shall include all costs associated with labour, supervision, salaries and wages, overtime where applicable, EPF, ETF, statutory obligations, uniforms, PPE, materials, consumables, chemicals, tools, machinery, equipment, fuel, transportation, overheads, profit and all other expenses necessary for the satisfactory performance of the Contract, except taxes that are required to be separately identified in the Schedule of Prices.

No separate payment shall be made for any activity, material, consumable, equipment or obligation expressly or reasonably required under the Scope of Work unless specifically provided for in the Schedule of Prices.

Taxes and statutory levies shall be indicated separately and calculated in accordance with the rates applicable under the laws of Sri Lanka.

A. TABLE 01: BREAKDOWN OF MONTHLY COST

The Bidder shall indicate the monthly rate applicable to each item below.

No.	Description	Unit	Rate Rs.
1	Cleaning of Toilets and Urinal Areas – 13 Nos. - Heavy-duty cleaning and disinfection of floors, walls, sanitary fittings, commodes, squatting pans and other fittings at least twice daily. - Application of air fresheners throughout the day/as required.	Month	
2	Cleaning of Bath Areas – 3 Nos. - Cleaning, scrubbing and disinfection of floors, walls and fittings at least twice daily. - Application of air fresheners as required.	Month	
3	Daily Sweeping, Cleaning and Mopping of Tiled Floor Areas – Approx. 1,000 m² including scrubbing and removal of stains and spills as necessary.	Month	
4	Daily Sweeping and Cleaning of Rendered/Other Floor Areas – Approx. 2,300 m².	Month	
5	Cleaning of Glass Partitions, Windows and Doors – Approx. 500 m². - Daily removal of dust, stains, fingerprints and smudges as necessary. - Twice-weekly heavy-duty cleaning of internal glass surfaces and external glass surfaces safely accessible from inside the building.	Month	

6	Cleaning Office Furniture and Equipment. • <i>Daily dry dusting and cleaning.</i> • <i>Rearranging items to their proper positions.</i> • <i>Disinfection of telephones and frequently handled surfaces.</i> • <i>Twice-weekly vacuum cleaning of fabric-covered/cushioned furniture.</i> • <i>Twice-weekly cleaning of partition doors, window frames, panels and vertical blinds.</i>	Month	
7	Weekly Cleaning of Storm-Water Drainage System – Approx. 1,100 m, including spraying of insecticide when requested by CPC. Insecticide shall be supplied by CPC.	Month	
8	Monthly Cleaning of Operational and External Areas, including: • <i>Garage, Main Fuel Pump House and Fire Pump House floors and associated pavements;</i> • <i>Vehicle Servicing/Ramp Area;</i> • <i>Spare-Parts Storage Area;</i> • <i>Electrical Main Substation;</i> • <i>Vehicle Parking Area – approx. 90 m²;</i> • <i>Rigid Pavement Area – approx. 8,400 m²; and</i> • <i>Tank Bund Area – approx. 3,100 m².</i> <i>Cleaning methods shall be as specified under Clause 3.4.</i>	Month	
9	Periodical Grounds Cleaning and Maintenance, • <i>including: Removal of accumulated sand and debris from service roads and concreted surfaces;</i> • <i>Grass cutting along the fuel hydrant pipeline – approx. 16,000 m² once every two months;</i> • <i>Grass cutting of turfing/inner perimeter area – approx. 2,000 m² once per month;</i> • <i>Removal of weeds, vines and vegetation from perimeter fences and walls; and</i> • <i>Pruning of tree branches, shrubs and plants as necessary.</i>	Month	
10	Daily Collection of Garbage, Litter and Discarded Items from all designated areas and transportation to the identified collection point(s) within the Terminal premises.	Month	
11	Daily Watering of Palm Trees, Plants and Flower Pots.	Month	
12	Providing, Cleaning and Maintaining One (01) Sanitag-Type Sanitary Waste Bin at the Ladies' Toilet.	Month	
13	Cleaning/Washing of the Visitor Parking Area and Surroundings as Necessary.	Month	
14	Supply of Cleaning Materials, Consumables, Chemicals, Machinery, Tools, Equipment, Fuel and	Month	

	Other Items <i>specified under Section 4, excluding items expressly stated to be supplied by CPC.</i>		
15	All Other Cleaning and Janitorial Services Included in the Scope of Work but Not Separately Itemized Above.	Month	
	Sub Total (1)		
	2.5% SSCL		
	Sub Total (2)		
	18 % VAT		
	Total Monthly Cost		
	Total Contract Price for Twelve (12) Months		

B. Table – 02: Rates only (Not to be Added separately to the Bid Price)

The rates quoted in Table 02 shall be used for the purpose of calculating deductions arising from the absence of personnel in accordance with Clause 2.5 of the Conditions of Contract.

Item	Description	Unit	Rate (Rs.)
1	Janitor	Person/Day	
2	Supervisor	Person/Day	

VAT REGISTRATION NUMBER:

Name of the company:

Address:

Name& Signature

Company Seal:

Telephone Numbers:

ANNEX-A: FORM OF BID

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

From:

.....

.....

Sir,

- A-1 Having familiarized ourselves with the formal request for Instruction to Bidders, Conditions of Contract and Scope of work for Janitorial Services Aviation Refueling Terminal at Mattala of Ceylon Petroleum Corporation 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 Fourty Nine (49) 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 of2026.

in the capacity of

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

Signature

Name

Address

.....

.....

Witnesses:

1. Signature:

Name:

.....

Address :

.....

.....

2. Signature:

Name:

.....

Address:

.....

.....

ANNEX-B: FORMAT FOR BID SECURITY GUARANTEE

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

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

Date : [insert (by issuing agency) date]

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

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

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

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

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

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

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

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

ANNEX-C: FORM OF AGREEMENT

This agreement made this _____ day of _____ 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)]