



**JANITORIAL SERVICE FOR CPC HEAD OFFICE
BUILDING AT DEMATAGODA, AGRO CHEMICAL &
SSE WORKSHOP AT KOLONNAWA &
MUTHURAJAWELA TERMINAL**

B/26/2023

CEYLON PETROLEUM CORPORATION

BIDDING DOCUMENT

2023

TENDER NOTICE
CEYLON PETROLEUM CORPORATION

**JANITORIAL SERVICE FOR CPC HEAD OFFICE BUILDING AT DEMATAGODA,
AGRO CHEMICAL & SSE WORKSHOP AT KOLONNAWA & MUTHURAJAWELA
TERMINAL**

B/26/2023

The Chairman, Departmental Procurement Committee (DPC) of Ceylon Petroleum Corporation invites sealed bids from eligible bidders for the Contract “**Janitorial Service for CPC Head Office Building at Dematagoda, Agro Chemical & SSE Work Shop at Kolonnawa and Muthurajawela Terminal**” for a period of one year commencing from 01.01.2024.

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 between **0900 hrs. and 1500 hrs. up to 26.09.2023** from the office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, 1st. Floor, No. 609, Dr. Danister De Silva Mwt., Colombo 09, on a written request and on payment of non-refundable fee of **Rs. 5,000.00 (Rs.4,241.78 + 2.5% SSCL + 15% VAT per set)**.

The Bid will be **closed at 1400 hrs. on 27.09.2023** and opened at the Office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, at the address given below, immediately after 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.

Bids may be sent by post under registered cover or deposited in the Tender Box kept in the Office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, 01st Floor, No, 609, Dr. Danister De Silva Mawatha, Colombo 09.

The interested bidders may obtain further information from Mr. J.A.C.K.J. Bandara, Deputy Manager (Premises) Tele No. 011-5455133 or e-mail: jackjbandara@gmail.com

Chairman,
Departmental Procurement Committee,
c/o Manager (Procurement & Stores),
Ceylon Petroleum Corporation,
No. 609, Dr. Danister De Silva Mawatha,
Colombo 09,
Sri Lanka.
Tele : 0094-11-5455332
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01. 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 **Janitorial Service for CPC Head Office Building at Dematagoda, Agro Chemical & SSE Work Shop at Kolonnawa and Muthurajawela Terminal.**
- 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 for **Janitorial Service for CPC Head Office Building at Dematagoda, Agro Chemical & SSE Work Shop at Kolonnawa and Muthurajawela 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 **Janitorial Service for CPC Head Office Building at Dematagoda, Agro Chemical & SSE Work Shop at Kolonnawa and Muthurajawela Terminal** as per the Scope of Work 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 Janitorial Service to an office complex with more than seven floor or to at least one government or semi-government institution within last ten (10) years.
- 1.3.3 The bidder shall have completed at least one (01) Janitorial 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 Janitorial Service in last 03 Years (2020, 2021, 2022) 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. 05 (Five) million.**
- The bidder shall forward completion report of at least 01 Janitorial Service Contract value over Rs. 10 million.
- A copy of the valid Certificate of Registration issued by the Registrar of Companies together with the offer
- 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 JANITORIAL SERVICE FOR CPC HEAD OFFICE BUILDING AT DEMATAGODA, AGRO CHEMICAL & SSE WORK SHOP AT KOLONNAWA & MUTHURAJAWELA TERMINAL**" on the top left hand corner and the statement, "**DO NOT OPEN BEFORE 1400 hrs on 27.09.2023** (to be completed with the time and date specified in the Bidding Document) and shall be addressed to:

Departmental Procurement Committee,
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 Seventy Seven (77) days** from the Date of Closing of the Bid. (i.e. up to 13.12.2023) 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 Janitorial Service for CPC Head Office Building at Dematagoda, Agro Chemical & SSE Work Shop at Kolonnawa & Muthurajawela 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

- 1.10.1 The bidder, at the bidder’s own responsibility and risk is encouraged to participate for a site visit scheduled to be held at **10.00 hrs. on 19.09.2023**. The bidders shall send their authorized representative to participate for this site visit.

1.11 Deadline for submission of Bids

- 1.11.1 Chairman, Procurement Committee, CPC must receive Bids at the address specified in **ITB Clause 1.6**, not later than the **1400 hrs. on 27.09.2023** 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.

1.12 Late Bids

- 1.12.1 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.

1.13 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:
 - 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 Janitorial Service for CPC Head Office**

Building at Dematagoda, Agro Chemical & SSE Work Shop at Kolonnawa, Muthurajawela Terminal". 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,
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.

1.14 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
1st Floor,
609, Dr. Danister De Silva Mawatha,
Colombo 09,
Sri Lanka.

Not later than **1400 hrs Sri Lanka local time on 27.09.2023**

- 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 office of 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 address given in close 1.14 or such other place as arranged if the Manager (Procurement & Stores) Office is not available.

- 1.15.2 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.

- 1.15.3 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.

1.15.4 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 or bid securing declaration to a value of Rs. 200,000.00 obtained from a licensed Commercial Bank operating in Sri Lanka.

1.16.2 The Bid Security Guarantee should be valid for hundred and Five (105) days (i.e. until 10.01.2024) from the date of closing of Bid. A form of Bid Security Guarantee is attached in Annex "B".

1.16.3 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.

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

1.16.5 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 1.19

(c) 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 Prospective Bidders are requested to submit their offers in Sri Lankan Rupees.

1.17.3 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 Correction of Errors

1.19.1 Bids determine to substantially responsive will be checked by the employer for any arithmetic errors. Errors will be corrected by the employer as follows;

a. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and

b. 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.

- c. 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.
- d. 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.
- e. If the bidder does not accept the corrected amount of bid, its bid shall be rejected and the bid security may be forfeited.

1.20 Evaluation and Comparison of Bids

1.20.1 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 Janitorial contract over a value of Rs. 10 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.

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

1.20.3 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.

1.21 Procurement Committee’s right to accept or reject any or all Bids

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

1.21.2 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.

1.21.3 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.

1.22 Award Criteria

1.22.1 Subject to sub-Clause 1.20 & 1.21 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.

1.22.2 The successful Bidder will be called upon to perform the Contract for **Janitorial Service for CPC Head Office Building at Dematagoda, Agro Chemical & SSE Work Shop at Kolonnawa, Muthurajawela Terminal** or part thereof conforming to the scope of work.

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

1.23 Security Clearance

1.23.1 The successful Bidder shall have to meet all the security requirements required by the government security measures since the Terminal is located in a high security zone. All the employees engaged by the prospective contractor shall obtain Police Reports.

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 this contract shall be 12 months from 01.01.2024.
- 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.

2.2 Performance Security:

- 2.2.1 Within 14 days from receipt of the "Letter of Award", the Contractor shall deliver to the Employer a Performance Guarantee amounting to 10% of the Contract price, in the form of a Bank Guarantee issued by 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 & 2.2.2), it shall constitute sufficient grounds for cancellation of the award and forfeit the Bid Guarantee.

2.3 Mode of Payment

- 2.3.1 Payments will be done on monthly basis, basis after end of monthly service.

2.4 Penalty Charge

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.

However the penalty charge will apply for each location (CPC Head Office, Kolonnawa & Muthurajawela) separately and only on the amount certified for the particular location on where the lack of performance is identified.

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 Head Office Building at Dematagoda, Agro Chemical & SSE Work Shop at Kolonnawa & Muthurajawela 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.

2.6 Security Clearance

- 2.6.1 The selected companies 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.

2.7 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 3.00 pm and maximum of two late comings is allowed per each janitor. Attendance of all janitors and supervisors shall be marked in the book that will be provided by the contractor at all three locations. The contractors are responsible to maintenance of the monthly attendance of each his employee above 95% and failure will caused for percentage deduction from the particular month's bill.

2.9 Scope of Supply by the CPC

- 2.9.1 Changing room for the workers will be provided
2.9.2 Office for the supervisor will be supplied at the Basement Floor of H/O only
2.9.3 A room to keep cleaning equipment will be supplied in each floor

2.10. Scope of Supply by Contractor

- 2.10.1 The successful Bidder 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 to be done by the successful bidder. CPC will not be responsible of workers employment.
- 2.10.3. Contractor shall maintain the check lists of cleaning of wash rooms and make available for the CPC officers to check at any time.

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.

3. SCOPE OF WORK

3.1 CPC HEAD OFFICE BUILDING

Following works are required to be carried out at in all buildings, including the main building comprising of 7 floors, mezzanine floor, ground floor and a basement, stores building, security building and the yard, Path ways, Car parks etc. in the CPC premise of 609, Danister De Silva Rd, Colombo-09.

3.1.1 DAILY CLEANING SERVICES

Sweeping, cleaning and mopping all Granite, Vinyl carpeted, Tiled floor areas and all cemented floor areas including the balconies on each floors to be free from dust and dirt.

3.1.1.1 Sweeping and cleaning all woolen carpeted floor areas with the use of a suitable carpet sweeper to remove dust, sand and debris from the surfaces.

3.1.1.2 Sweeping and cleaning of all other areas including balconies, terraces cemented floors etc. and drains to be free of leftover waste and dirt.

3.1.1.3 Cleaning of tables, chairs, furniture's and instruments, including all telephones to be disinfected with the use of a suitable telephone disinfectant.

3.1.1.4 Cleaning of lift lobbies inclusive of mopping the floors, walls, lift doors to remove dirt marks and impressions.

3.1.1.5 Cleaning of lift cabs inclusive of cleaning the wall, handrails, floors, lift buttons. Etc.

3.1.1.6 Cleaning of main lobby by the way of buffing the floor with approved chemicals and floor polishing machines. 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. .

3.1.1.7 Sweeping and wet mopping of all escape and passenger staircases inclusive of cleaning the steps, landings, cleaning and polishing of stainless steel rails.

3.1.1.8 Providing of quality medium sized foot operated color coded dust bins for waste segregation (There bins per set for Food Waste, Polythene & Plastic and papers) as per the requirements of each floor to Premises Engineer's approval. (02 sets for each floor)

3.1.1.9 Providing of approved quality foot operated sanitary bins for the ladies wash rooms as per the requirements of each floor to Premises Engineer's approval (02 Nos of each for a washroom)

3.1.1.10 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.

- 3.1.1.11 CPC has arranged to get a paid service from Colombo Municipal Council (CMC) to remove the daily collected garbage at CPC head office. However the selected contractor is responsible to coordinate with CMC and remove daily collected waste and keep the premises clean.
- 3.1.1.12 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 thrice a day. The washroom at ground floor lobby (both male and female) should be cleaned four times a day. However each cleaning should not exceed 15 minutes and contractor should provide sufficient manpower to clean the washrooms within the allocated time(i.e. 15 minutes)
- 3.1.1.13 Cleaning of garden, pathways, roof top machine floors parking areas, machine areas and terrace in 3rd floor. Selected contractor should employ a trained gardener to maintain the garden inside the premises and third floor terrace.
- 3.1.1.14 Applying chemicals (both powders and sprays) to control the breeding of mosquito larvae and mosquitoes to all the drains and all possible water accumulating places in the premises

3.1.2 ONCE IN A WEEKLY CLEANING SERVICES

- 3.1.2.1 Heavy duty vacuuming of all carpeted floor areas with the use of a suitable heavy duty vacuum machine in order to remove adhering dust and dirt from the floor surfaces. Spots and stains should also be removed.
- 3.1.2.2 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.
- 3.1.2.3 Cleaning of all partitions doors window frames and panels to be free of dust, dirt and stains including finger marks.
- 3.1.2.4 Cleaning of curtains/vertical blinds, internally and externally to be free of dirt and stains including finger marks.
- 3.1.2.5 Trimming of grass area and keep clean & tidy the terrace areas
- 3.1.2.6 Cleaning of kitchen waste lines and industrial waste lines in Mezzanine floor weekly to prevent grease accumulate in waste line.

3.1.3 MONTHLY CLEANING SERVICES

- 3.1.3.1 Shampooing with a recommended shampoo and liquid vacuum drying all vinyl all areas carpeted floor areas. All shampooed areas should be dried just after the shampooing process.
- 3.1.3.2 Washing and drying all cemented floor areas to be free of dirt and stains.

3.1.3.3 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.

3.1.3.4 Granite & Marble areas to be cleaned and polished.

3.1.3.5 Cleaning of grease traps and sand filter in the rear side of the building of the ground level

3.1.3.6 Cleaning of sewer sump waste paper accumulation gully in front of the building

3.1.3.7 Cleaning of ground floor pond by removing fungus, dust particles and other accumulated particles

3.1.4 QUARTERLY CLEANING SERVICES

3.1.4.1 Shampooing with a recommended shampoo and liquid vacuum drying all woolen carpeted floor areas as to remove dirt, dust and stains.

3.1.5 REQUIRED MAN POWER

3.1.5.1 02 Nos of full time **experienced supervisors** should be at site during usual working hours. Proven documents to be furnished for experience of supervisor in the same field with the bid.

3.1.5.2 The contractor shall provide sufficient number of people to carry out required work according to the contract. However a minimum of 25 people excluding the supervisors to be present for duty every day. Out of above 25 at least 4 male janitors of allowable working age should be employed. The cleaning crew should include one trained gardener. A designated uniform to be provided for each employer & wearing them during the working hours will be compulsory.

3.1.5.3 An attendance register will be maintained at the premises department to record and check this requirements.

3.1.6 OTHER WORK TO BE CARRIED OUT

3.1.6.1 BASEMENT

The basement & ground floor car park, waste water gulleys and ramp leading to basement should sweep once a day so to ensure that debris, rubbish and dirt is not visible in the area. The machine rooms Generator, Transformer rooms etc. also to be cleaned.

3.1.6.2 GROUND FLOOR

The security huts and checkpoints at the entrance and stores building in the rear portion should be cleaned according to the Schedule No. 01.

3.1.6.3 3rd FLOOR 4th FLOOR (CHAIRMAN'S OFFICES / MINISTRY OFFICE)

Vacuum cleaning should be done on daily basis at the Chairman's Office and Hon. Minister & Hon. Deputy Minister Office.

3.1.6.4 CANTEEN

The canteen and the pantry area should be cleaned by sweeping and removing waste including in all tables, wash basins, sinks three times a day.

3.1.6.5 WASTE WATER SYSTEM

Periodic cleaning of waste water systems including “P” traps in wash basins, Gulleys in order to keep the system in operation.

Periodic removing and collecting sand/mud from yards drains and gulleys from storm water and waste water system and cleaning to avoid blocking the floor.

3.1.6.6 TERRACE & GARDEN

Maintaining Terraces and Garden with Periodic grass cutting, fertilizing (fertilizers will provide by CPC) watering and chemical spraying (chemicals will supply by CPC) with an experienced Gardner.

3.2 AGRO CHEMICAL BUILDING & SERVICE STATION WORKSHOP

Following works are required to be carried out at the CPC Agro Chemical Building and Service Station Workshop at Kolonnawa.

3.2.1 DAILY CLEANING SERVICES

- 3.2.1.1 Cleaning of tables, chairs, furniture's and instruments, including all telephones to be disinfected with the use of a suitable telephone disinfectant.
- 3.2.1.2 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**.
- 3.2.1.3 Applying chemicals (both powders and sprays) to control the breeding of mosquito larvae and mosquitoes to all the drains and all possible water accumulating places in the premises.
- 3.2.1.4 Trimming of grass, uprooting small plants/trees grown in the yard and cutting of the branches of the trees in the yards.
- 3.2.1.5 Cleaning of drains inside the entire yard.

3.2.2 REQUIRED MAN POWER

- 3.2.2.1** The contractor shall provide 04 people to carry out required work according to the contract. Out of above three should be male and one should be female. However one of the supervisors in the CPC head office should supervise their work once every week. A designated uniform to be provided for each employer & wearing them during the working hours will be compulsory.
- 3.2.2.2** An attendance register will be maintained at the premises to record and check this requirements.

3.3 MUTHURAJAWELA TERMINAL

3.3.1 BACKGROUND

- 3.3.1.1** Following works are required to be carried out in all buildings, including the newly constructed hanger, stores buildings, security building rest rooms and the yard, Path ways, Car parks, entrances to the premises etc. in the CPC Premises at Muthurajawela. (Total extent is 20 Acres of Land)

3.3.2 DAILY CLEANING SERVICES

- 3.3.2.1** Sweeping, cleaning and moping all tiled floor area and all cement rendered floor areas (internal & external) to be free of dust and dirt.
- 3.3.2.2** Cleaning of tables, Chairs, furniture's and instruments, including all telephones to be disinfected with the use of a suitable telephone disinfectant.
- 3.3.2.3** Sweeping and cleaning of the access roads and surrounding areas of the building and yards to be free of debris and other wastes including all drains.
- 3.3.2.4** Providing of quality large size foot operated dust bins and waste paper collector bins as per the requirements to Premises Engineer's approval.
- 3.3.2.5** Collection of all wet refuse and dry refuse from all the areas in the building and premises and temporarily to be kept at a designate dumping point within the premises, until disposal.
- 3.3.2.6** 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.
- 3.3.2.7** Cleaning of all toilet in the entire premises. The cleaning entails the heavy duty scrub down of toilet floors, walls fitting and under fitting 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.
- 3.3.2.8** Cleaning of yard pathways/roads, parking areas machine areas and yards.
- 3.3.2.9** Monitoring the entire land with necessary day to day treatments such watering, grass cutting uprooting small plants/trees.

3.3.3 WEEKLY CLEANING SERVICES

3.3.3.1 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.

3.3.3.2 Cleaning of all partitions doors window frames and panels to remove dust, dirt and stain including finger marks.

3.3.3.3 Cleaning of curtains /vertical blinds, internally and externally to remove dirt and stain including finger marks.

3.3.3.4 Cleaning the roof plumbing system (Roof, gutters & downpipes, etc.)

3.3.4 MONTHLY CLEANING SERVICES

3.3.4.1 Cleaning and drying all cemented floor areas to be free of dirt and stains.

3.3.4.2 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.

3.3.4.3 Spraying of approved weed killer to control weeds spreading in the premises.

3.3.4.4 Trimming of grass, uprooting small plants/trees grown in the yard and cutting of the branches of the trees in the yards.

3.3.4.5 Cleaning of drains inside the entire yard.

3.3.5 REQUIRED MAN POWER

3.3.5.1 One number of full time **experienced supervisor** should be at site during usual working Hours. Proven documents to be furnished for experience of supervisor of the same field with the bid.

3.3.5.2 The contractor shall provide sufficient number of people to carry out required work according to the contract. However a minimum of 06 people (Minimum four male janitors) excluding the supervisors to be available for duty every day. A designated uniform to be provided each employer & wearing them during the working hours will be compulsory.

3.3.6 TOOLS AND EQUIPMENT REQUIRED

3.3.6.1 All the cleaning equipment should be supplied by the contractor. Electricity will be supplied by CPC free of charge.

3.3.6.2 Minimum of two grass cutters should be provided by the contractor for day today grass cutting. The cost of fuel and maintenance shall be included in to the contractor's price. The contractor, at any failure of the equipment, should provide temporary ones until fault is repaired.

3. SCHEUDULE OF PRICES

CEYLON PETROLIUM CORPORATION

JOB JANITORIAL SERVICE FOR CPC HEAD OFFICE BUILDING AT DEMATAGODA, AGRO CHEMICAL & SSE WORK SHOP AT KOLONNAWA AND MUTHURAJAWELA TERMINAL

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 01/01/2024 to 31/12/2024)</p>				
1)	<u>For Head office</u>				
1.1	Cost of supervisors (minimum two)	Nos	12		
1.2	Cost of General labourers/Janitors (minimum 4 male janitors & total 25)	Nos	12		
1.3	Cost of supplying and maintaining (including disposal) foot operated sanitary bins (33 Nos) for ladies wash rooms (CPC Head office)	Nos	12		
1.4	Cost of consumables (Cleaning chemicals, Air fresheners etc) (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)	Nos	12		
1.5	Cost of Tools & Equipment (Grass cutters, vacuum cleaners, shampooing machine etc)	Nos	12		
1.6	Initial cost (cost for supplying garbage bins and hair bins etc)	Nos	12		
	<p>Note Total of 20 units of hair boxes'(size-1 L) and 26 sets of garbage bins are to be provided. Each garbage bin set shall consists of three bins as follows 70 L capacity - 01 30 L Capacity - 01 18 L Capacity - 01</p>				

JOB JANITORIAL SERVICE FOR CPC HEAD OFFICE BUILDING AT DEMATAGODA, AGRO CHEMICAL & SSE WORK SHOP AT KOLONNAWA AND MUTHURAJAWELA TERMINAL

Item	Description	Unit	Qty	Rate (Rs/Month)	Amount (Rs)
2)	<u>Agro chemical, SSE workshop</u>				
2.1	Cost of General labourers/Janitors (Minimum 03 male labours and total 05)	Nos	12		
2.2	Cost of consumables (Cleaning chemicals, Air fresheners etc, For third floor open terrace lawn mover to be provided) (Dettol 1 ltr, Air freshener 16 ltr, Harpic 16 ltr, Teepole 16 ltr, Phynole 15ltr, tile cleaner 8 ltr, Vim 1 kg, Bleaching 2 kg per month)	Nos	12		
2.3	Cost of Tools & Equipment (Grass cutters, vacuum cleaners, shampooing machine etc)	Nos	12		
2.4	Initial cost (cost for supplying garbage bins complying to the requirement as above 1.6.etc. No of bins will be depending on location as per the site requirement)	Nos	12		
3)	<u>For Muthurajawela terminal</u>				
3.1	Cost of supervisors (minimum one)	Nos	12		
3.2	Cost of General labourers/Janitors (Minimum 06 male labours and total 10)	Nos	12		
3.3	Cost of consumables (Cleaning chemicals, Air fresheners etc) (Dettol 1 ltr, Air freshener 16 ltr, Harpic 16 ltr, Teepole 16 ltr, Phynole 15ltr, tile cleaner 8 ltr, Vim 1 kg, Bleaching 2 kg per month)	Nos	12		
3.4	Cost of Tools & Equipment (Grass cutters, vacuum cleaners, shampooing machine etc)	Nos	12		
3.5	Initial cost (cost for supplying garbage bins complying to the requirement as above 1.6.etc. No of bins will be depending on location as per the site requirement)	Nos	12		

JOB JANITORIAL SERVICE FOR CPC HEAD OFFICE BUILDING AT DEMATAGODA, AGRO CHEMICAL & SSE WORK SHOP AT KOLONNAWA AND MUTHURAJAWELA TERMINAL

Item	Description	Unit	Qty	Rate (Rs/Month)	Amount (Rs)
4	Providing the Services of Gulley bowser (Capacity 5000 l)	Nos	5		
Total Amount I				Rs	
Less Discount				Rs	
Sub Total II				Rs	
Add SSCL (.....%)				Rs	
Sub Total				Rs	
Add VAT (.....%)				Rs	
Total Amount with VAT				Rs	

VAT NO :

Total amount in words :

Name & Address :

Telephone No :

Fax No :

.....

Signature of Tenderer

.....

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 Head Office Building at Dematagoda, Agro Chemical & SSE Work Shop at Kolonnawa & Muthurajawela 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 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 of2023

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 _____ 2022, 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)]