

MINISTRY OF IRRIGATION

MAHAWELI AUTHORITY OF SRI LANKA



**PROVIDING FOR JANITORIAL SERVICES FOR THE
OFFICE PREMISES OF THE MASL OFFICE BUILDINGS
AT NO. 11, JAWATTA ROAD, COLOMBO 5**

CONTRACT NO. MASL/JANI/JW/2023

Bidder's Name:.....

NOVEMBER-2022

Reference Only

Instruction to Bidders

1. Sealed Bids in duplicate are requested by the Director General of Mahaweli Authority of Sri Lanka, 9th Floor, No.500, T.B.Jayah Mawatha, Colombo10 up to 14.00 hrs **09th December 2022** for Providing Janitorial Services for the Office premises of the Mahaweli Authority of Sri Lanka, No. 11, Jawatta Road , Colombo 05.

2. SCOPE OF WORK

The Contractor shall clean and maintain in good and sanitary condition of land and Premises, described as No.11, Jawatta Road, Colombo 05. The service shall include the following,

- 2.1 Dusting of all office furniture, office equipment etc. and sweeping of all areas within the Main buildings in the said premises daily.
- 2.2 Removal of all refuse from garbage bins, waste paper baskets, ash trays etc. daily and depositing the same for removal in bulk and removal of same from the premises daily. Replacing Polythene bin liners in the garbage bin and washing the washbasins daily.
- 2.3 Cleaning of all Toilets in the building twice a day during working hours and on requirement. The sanitary fittings, floor drains etc. shall be made free of dirt and slim and be disinfected using and approved proprietary disinfectant. Deodorants such as Naphthalene of P.D.C.B shall be of placed in sufficient quantity to maintain pleasant odor within toilets, individual sinks, washbasins etc.
- 2.4 Keeping all storm water and wastewater drains and gullies/Man holes clean and functioning Gully should be cleaned daily.
- 2.5 Preventing from rainwater stagnation within the premises.
- 2.6 Cleaning and dusting of walls, partitions, doors, fans, light fittings, air Condition fortnight, cleaning of glass panels of partitions window sashes using Proprietary spray cleaning solution once a fortnight.
- 2.7 Cleaning of all external walls and removal of plants roots etc. from external walls once a month.
- 2.8 Removing cobwebs from the whole buildings weekly
- 2.9 Cleaning gutters and roofs from dead leaves and debris once a month
- 2.10 Applying carpets powder once a week and waxing and polishing of the floors once a month.
- 2.11 Sweeping & keeping clean the entire outdoor area daily.
- 2.12 Watering the plants in the pots daily
- 2.13 Cleaning pump sump & overhead tanks once in three months.

3. Submission of Bid

- 3.1 Contractor's should complete the following Annexes and submit with the bid
 - **Annex - A** (Form of bid)
 - **Annex - C** (Bill of Quantities)
 - **Annex – F** (List of Staff & Equipment)
 - **Annex – G** (Cost Breakdown of monthly amount)

4. Following documents should be submitted with the Bids.
 - 4.1 Company profile.
 - 4.2 Past records and documentary evidence in similar works during last five years to as per **Annex-E**
 - 4.3 Resources to be deployed on the project as per the **Annex-F**
5. If any Contractor is registered for VAT, the Contractor shall indicate the amount of VAT claimed separately at the end of the Summary of Costs, in addition to the net value of bid, along with VAT registration number and attach Certificate of same. If any bidder is not registered for VAT he/she shall indicate so and shall submit a letter from the Commissioner of Inland revenue Department, certifying the company has not been registered for VAT.
6. All duties, taxes, and other levies payable by the Contractor under the contract, or for any other cause shall be included in the rates, prices and total bid price submitted by the Contractor.
7. A Contractor requiring any clarification of the Bid Documents shall contact the Employer in email address given hereunder. Employer will respond to any such request for clarification received no later than three (03) days prior to the deadline for submission of bids.
email: premisesmagtmasl@gmail.com
8. A pre bid meeting is scheduled to be held on 23.11.2022 at 10.30 a.m in the Conference hall, 9th Floor, Mahaweli Authority of Sri Lanka, No. 500, T.B.Jayah Mawatha, Colombo 10.
9. At any time prior to the deadline for submission of bids, the Employer may amend the Bid Documents by issuing addenda;
Any addendum such issued shall be part of Bid Documents;
Any addendum shall be communicated in writing or by facsimile to all purchasers of the bidding documents.
10. Sealed bids marked “**Providing Janitorial Services for the Office premises of the Mahaweli Authority of Sri Lanka, No. 11, Jawatta Road , Colombo 05**” on the Top Left hand corner of the envelope may be dispatched either by Registered post or hand delivered to the office of Director General, Mahaweli Authority of Sri Lanka, No.500, T.B.Jayah Mawatha, Colombo10 on or before the closing time of specified date of submission.
11. Bids will be opened immediately after the closing time of bids, at the office of Director General, Mahaweli Authority of Sri Lanka, No.500, T.B.Jayah Mawatha, Colombo10
12. Further information could be obtained from the Dy Director (Electrical), (Dam Safety Management Centre), No. 11, Jawatta Road, Colombo 5, Telephone No. 011 2505675 or 011 2698957, Fax No. 011 2687498
13. All other Terms & Conditions are as per **Annex B**.
14. Period of contract shall be for **one year** commencing from 01st January 2023
15. All labors should be below 60 years
16. All bidders are requested to make site visit before the preparation of bid document.
17. Lowest bidder is not a criterion for the award of contract.
18. The Engineer to the Contract is Deputy Director Technical Services at MASL H/O.
19. The Representative to the Engineer to the contract is Assistant Director (Premises management) at MASL H/O.

20. The bid shall be valid until: 63 days from the deadline for Bid Submission.
21. The Bid shall include a Bid Security (issued by a bank) in the format given in the document.
22. The amount of the Bid Security shall be: LKR 70,000.00
Bid Security shall be valid for 91 days from the deadline for Bid submission.
23. Within Seven (7) days of the receipt of notification of award from the Purchaser, the successful Bidder shall furnish the Performance Security of 10% of the total Bid price valid up to 28 days beyond the contract period as per the attached format.

Reference Only

Form of Bid

Annex A

Name of Bid: **Providing Janitorial Services for the Office Premises of the Mahaweli Authority of Sri Lanka, No. 11, Jawatta Road , Colombo 05.**

Contract No. MASL/JANI/JW/2023

To:

Director General, Mahaweli Authority of Sri Lanka, 500, T.B. Jayah Mawatha, Colombo 10.

Gentleman,

1. Having examined Bid Document pertaining to the above Contract, we/I, the undersigned, offer to execute and complete such works under the Contract in conformity with the terms and conditions stipulated in the Annex B of the Bid Document for the Sum of Sri Lankan Rupees
..... (Rs.) .+ VAT

2. We/I acknowledge that the Schedule (Bill of Quantities, Annex-C) forms part of our Bid.

3. We/I undertake, if our Bid is accepted, to offer our services as stipulated in the Scope of Work and Terms & Conditions within the time stated.

4. We agree to abide by this Bid for the period of 63 days from the date fixed for receiving or any extended period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5. Unless and until a formal Agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall constitute a binding contract between us/me.

6. We understand that you are not bound to accept the lowest or any Bid you may receive.
Dated thisday of 2022 in the capacity of
of
.....

(IN BLOCK CAPITALS)

Signature

Company Seal

Address:
.....

Witness

Occupation

Address

Terms and conditions of Contract

- 1 Cleaning operations in office areas shall be performed before 8.30am on working days..
Cleaning of common areas may be carried out during normal office hours.

The Contractor shall furnish for the Employer's approval schedule for the daily, weekly and monthly cleaning operations required to be performed under the contract and shall not deviate from these schedules without the Employer's prior consent.
- 2 The Contractor shall provide all necessary equipment, tools and implements such as polishing machines, vacuum cleaners, safety harness, hoses, brushes, brooms, mops etc. required to perform the specified services. The equipment tools and implements shall be of heavy duty industrial type and shall be maintained in good working order and be replaced when no longer satisfactory.
- 3 The Contractor shall be responsible for supply of all consumable such as detergents, cleaning powder, floor polish, waxes, deodorants, garbage bin liners etc. A record of all consumable used shall be maintained for inspection by the Employer when required.
- 4 It shall be the responsibility of the Contractor to furnish all labour required to provide the specified services. The Contractor shall maintain an attendance register and a dispatched schedule of employed for the inspection by the Employer whenever required. It shall be the responsibility of the Contractor to pay wages, employee's provident fund contribution, insurance, premium etc. in respect of staff employed by him in conformity to the prevailing laws and regulations.
- 5 Contractor needs to carryout services, except Sundays and public holidays. Generally service should be started on or before 7.30 a.m. and work stop at 4.30 p.m
- 6 Minimum Labour requirement of the site is as follows.

(01) Supervisor	01 Nos.
(02) Labourers (Male)	03 Nos.
(03) Labourers (Female)	10 Nos.
- 7 The Contractor shall provide additional labour of at least 1/3 of the present requirement as and when required by the Employer for additional works that would be required by the employer. Labour shall be Provided by the Contractor in a Short notice. Fill daily rate for the following labour categories. These labour rates are used for any additional works/ public holidays to be carried out during the contract period.

Type of Labourers	Rate Per Day in Rs.
1) Labourers (Male)	-----
2). Labourers (Female)	-----
3) Un skilled	-----
4) Semi skilled	-----
5) Carpenter	-----
6) Mason	-----
7) Plumber	-----
8) Electrician	-----

Payment for such works shall be made separately on No. of Labourers deployed. If the contractor fails to supply required labour, Employer obtain services from outside and reimburse such payment from contractor according to the given rates.

8. The Contractor and the staff employed by the Contractor shall stick to the security procedures and abide rules laid down by the Employer. Contractor or his staff shall not engage in any activity which will endanger the security of the premises and/or of its occupants. The Contractor shall be held responsible for any such indiscretion by him or his employees.
9. The Contractor shall furnish the names Permanent address and National Identify card details of the staff who would be detailed for work under this Contract. A revised list shall be furnished with each monthly bill. The Contractor shall, if called upon to do so by the Employer, discontinue forthwith the services of any employee details for work under this contract.
10. All Contractor's staff detailed for work under this contract except the Supervisor shall wear a clean Uniform while on duty. Contractor shall provide adequate no of uniforms for the janitors and shall supervise the cleanliness of dresses.
12. The services under this contract shall be performed under the direct charge and supervision of an Officer designated by the Employer, who shall be referred to as the "Employers Representative" Directions and orders given by the Employers Representative with regard to the method of work, nature and quality of work or materials used shall be received or acted upon by the Contractor as if they are the orders of the Employer.
13. The Contractor shall appoint a Supervisor whose duties will include control, maintain discipline and supervision of the Contractor's staff and Co-ordination of same with the Employer's Representative. The name of the Supervisor shall be communicated formally to the Employer.
14. The Employer will designate an officer for each floor to oversee the services provided by the Contractor. Certification by these officers of the services performed shall be attached to each monthly bill.
15. The Employer shall provide the Contractor free of charge electricity and water for the performance of this contract.
16. The Employer will provide a small locker room for the Contractor's use. Contractor shall ensure that no disturbance is caused to others in the use of this room.
17. Sub-contracting shall not be allowed for part of whole of the services specified under this contract.
18. In providing the services under this contract, the Contractor shall ensure the safety of all occupants of the building and premises including his staff. The Contractor shall be responsible for any damage done to any structure, equipment, fitting and/or finishes due to negligent action by himself or his staff.
19. The Contractor shall indemnify the Employer against any claim by or in respect of any employee of the Contractor under the workmen's Compensation Ordinance or from third parties for any loss or damage suffered in the course of performing the services specified in this contract.
20. The Contractor shall submit to the Employer on the first week of every month a bill for the services rendered in the preceding month. The employer reserves the right to deduct from the monthly bill the penalties imposed due to unsatisfactory performance of service as per annexed list of penalties (ref. **Annex-D**)
21. In addition, deductions are made for the undeployed labours to meet the minimum requirement. Stated in the clime 7 of the 'Terms and condition of the contract' at a rate specified in the clime as 5 of the 'Terms and condition of the Contract' for each labour.

22. If there be any increase or decrease of costs of labour due to any decision of the Government after the award of the contract, the payment to the Contractor shall be increased or decreased by an amount corresponding to the change in costs.
23. If the Contractor fails to perform the services to the reasonable satisfaction of the Employer, may two (02) months prior notice cancel this Agreement, and the Contractor shall not be entitled by reason of such cancellation to any damages from the Employer.
The Employer reserves the right to this renew this Agreement if it desires, for a further length of time on terms and conditions to be mutually agreed upon by the Employer and the Contractor.
24. In the event of any dispute arising in the interpretation of this Agreement or concerning any question which is not disposed of by the Agreement between the parties, the decision of the Secretary, State Ministry of Irrigation shall be final and binding on the Employer and the Contractor.
25. The Contractor shall have adequate financial capacity to maintain the Contract.
26. The minimum monthly chemical requirement shall be as per the table annex – G. Details and quantities of the materials used should be informed to MASL and the quantities are recorded after conformation. In the event of any unsatisfactory service due to absence of labour or poor services. The cost of decreased materials will be deducted relevant to that service and any additional penalty of recommended by the engineer to the contractor.

Reference

Bill of Quantities for Janitorial Services at Jawatta ,MASL Complex for year 2023

	Description	Monthly Charges in Rs.
1	Dusting of all office furniture, equipment etc. and sweeping of all area and removing cobwebs within the buildings in the said area as directed.	
2	Removal of all refuse from garbage bins, waste paper baskets, etc. daily and depositing the same for removal by others in bulk. Replacing polythene bin liners in the garbage bin daily.	
3	Cleaning of all toilets in the buildings twice a day during working hours and as required The sanitary fittings, floor drains etc. shall be made free from dirt and slim and be disinfected using and approved proprietary disinfectant. Deodorants such as Naphthalene of P.D.C.B shall be of placed in sufficient quantity to maintain pleasant odour within toilets, individual sinks, washbasins etc.	
4	Keeping all storm water and wastewater drains and gullies clean and functioning. Gully should be cleaned daily.	
5	Preventing from water rainwater stagnation within the premises.	
6	Cleaning of glass panels of partitions and windows sashes using proprietary spray cleaning solution once a fortnight.	
7	Cleaning and dusting of walls, partitions, doors, fans, light fittings, air conditioners, once a fortnight.	
8	Cleaning of all external walls and removal of plants roots etc. from external walls once a month.	
9	Cleaning gutters and roofs from dead leaves and debris once a month.	
10	Vacuum cleaning of floor carpets, applying carpet powder	
11	Waxing and polishing of the floors once a month.	
12	Sweeping and keeping clean the entire outdoor area daily and watering the plants in the pots and premises daily.	
13	Cleaning Pump sump & Overhead Tank	
14	Allow provisional sum for the payment of additional works/public holidays for laboures	6,000.00
	Total per month	
	Sub Total (Total for 12 months to be transferred to Form of Bid)	
	Value Added Tax (8% of Sub Total)	
	Grand Total with VAT	

VAT Registration No.

Signed :

Signature of Tenderer

for and behalf of

.....
.....

(Place the common seal)

Date:.....

Note: Bidders who are registered with Department of Inland Revenue for payment of VAT fill and annex a copy of Certificate of Registration issued by the department. Bidders who are not registered for VAT should submit a letter from Department of Inland Revenue, stating that they have not registered for VAT.

Note 2: Bidders are requested to submit cost break up of each work item as per the attached format (Annex-G)

PENALTIES FOR UNSATISFACTORY WORK

Item	Penalty for unsatisfactory performance as a % of amount quoted in the schedule of prices.
1. Dusting of furniture, office equipment and sweeping of building etc.	3% per day
2. Removal of garbage, waste paper etc. and replacing bin-liners etc.	4% per day
3. Cleaning, disinfecting and deodorizing toilets etc.	3% per day
4. Keeping of all storm water and waste water drains and gully's clean and functioning.	4% per day
5. Cleaning & dusting of walls, windows partitions, doors fans & light fittings etc.	3% per day
6. Cleaning of external ledges overhangs and gully's etc.	10% per occasion
7. Vacuum Cleaning, waxing and polishing	4% per day
8. Sweeping and Keeping Cleaning of entire outdoor area inclusive of Car park	3% per day

Reference Only

Works Experience:**Performance records during the last five years in the relevant field**

(Add extra sheets if necessary)

Name of client & Location of Building	No. of Floors	Description of Contract & period	Date of Award	Contract Price
<i>Reference Only</i>				

Resources to be deployed on the project:

- (a) List of staff to be deployed

No	Employee Name	Identity No	Address	Telephone No

- (b) List of Equipment to be deployed

No	Machine Name	Cost	Serial Number / Model Number

Cost Break down of Monthly Amount for Cleaning Services

no.	Workers	Nos.	Rate per day (Rs.)	working days	Salary Amount
1	Labour	13			
2	Supervisor	1			
3	EPF				
4	ETF				
no.			Rate per day (Rs.)	working days	Amount
5	Chemical & Materials				
6	Machines & Equipment				
7	Administrative Charge				
8	Profit				
	Total per Month				

Bid Security (Bank Guarantee)

[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]

.....
[Bank's name, and Address of Issuing Branch or Office]

Beneficiary: Director General,
Mahaweli Authority of Srilanka.
9th Floor,
No. 500, T.B.Jayah Mawatha,
Colombo 10.

Date:

BID GUARANTEE NO.:

We have been informed that [name of Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated (here in after called "the Bid") for the execution of Providing Janitorial Services for the Office Premises of the Mahaweli Authority of Sri Lanka, No. 11, Jawatta Road , Colombo 05.Under Contract No. MASL/JANI/JW/2023

Furthermore, we understand that, according to your conditions, bids must by a bid guarantee.

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

- (a) Has withdrawn its Bid during the period of bid validity specified by Bidder in the Form of bid; or
- (b) Having been notified of the acceptance of its Bid by the purchaser during the period of bid validity,(i) fails or refuses to execute the Contract From; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) If the bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of 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 of the name of the successful bidder: or (ii) twenty-eight days after the expiration of the Bidder's Bid.

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

.....
[Signature]

Performance Security

[Note: the purchaser is required to fill the information marked as “” and delete this note prior to selling of the bidding document]*

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

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

* Beneficiary: The Director General,
Mahaweli Authority of Srilanka
9th Floor,
No.500, T.B.Jayah Mawatha,
Colombo 10.

Date:

PERFORMANCE GUARANTEE No. :

We have been informed that *[name of contractor]* (hereinafter called “the contractor”) has entered into Contract No *[reference number of the contract]* dated with you, for Providing Janitorial Services for the Office premises of the Mahaweli Authority of Sri Lanka, No. 11, Jawatta Road, Colombo 05. Of *[name of contract and brief description]* (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 payable, up on receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of, 20.. *[Insert date, 28 days beyond the scheduled completion date including the warranty period]* and any demand for payment under it must be received by us at this office on or before that date.

.....
Signature(s)