

MINISTRY OF IRRIGATION

MAHAWELI AUTHORITY OF SRI LANKA



**PROVIDING JANITORIAL SERVICES FOR THE  
OFFICE PRIMESES OF THE MASL HEAD OFFICE  
BUILDING AT NO. 500, T.B.JAYAH MAWATHA,  
COLOMBO 10**

**CONTRACT NO. MASL/JANI/HO/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, 9<sup>th</sup> Floor, No.500, T.B.Jayah Mawatha, Colombo10 up to **14.00 hrs 09<sup>th</sup> December 2022** for Providing Janitorial Services for the Office premises of the Mahaweli Authority of Sri Lanka, No. 500, T.B. Jayah Mawatha, Colombo 10.

2. **SCOPE OF WORK**

The Contractor shall clean and maintain in good and sanitary condition of land and Premises, described as No.500 T.B.Jayah Mawatha, Colombo 10. These buildings consist of 12 floors (Each floor area - 762 m<sup>2</sup> ), roof top, other building ( Canteen, Generator room, Pump Room, Driver's & Security Rooms ) and Rathmalana Training Center.

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, rest rooms and said premises daily.
- 2.2 Removal of all refuse from garbage bins, waste paper baskets, etc. daily and depositing the same for removal in bulk 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 at least 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, wash basins etc.
- 2.4 Keeping all storm water and wastewater drains and gullies 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 conditioners once a 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 of cobwebs from the whole building weekly.
- 2.9 Cleaning of gutters and roofs from dead leaves and debris once a month.
- 2.10 Applying carpets powder twice a month and waxing and polishing of the floors as indicated below.

<b>Floor Type</b>	<b>Description of Work</b>
Cement Floor	Waxing & Polishing once a month
Terrazo Floor	Washing & Waxing once a month
Parquet Floor	Sealering once in 4 months

Lift	Vaccum cleaning of carpets and wiping with reputed detergence cloth daily.
Tile Floor	Washing and mopping once a week
Ground Floor	Mopping twice a day and washing daily
Lobbies of remaing floors	Mopping daily
Carpet Floors	Vacuume clening applying with carpet powder once a week

- 2.11 Sweeping & keeping clean the entire outdoor area inclusive of paved and unpaved car park daily before 08.30 hrs.
- 2.12 Watering the plants in the plots and in the premises daily
- 2.13 Dusting of all furniture, equipment etc. and sweeping of all areas, cleaning of all toilets, removal of all refuse from garbage bins, waste paper baskets, etc. in the 2 Quarters belongs to MASL Located at Director General, No.A4,Bullers Road, Colombo 07.

### 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, satisfaction services provide during last five years 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 by email to any such request for clarification received no later than three (03) days prior to the deadline for submission of bids.

Employer's Address - Deputy Director General (TS), Mahaweli Authority of Sri Lanka, No. 500, T.B.Jayah Mawatha, Colombo 10. 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, 9<sup>th</sup> 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 addendum;  
Any addendum such issued shall be part of Bid Documents;  
Any addendum shall be communicated in writing or by email 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. 500, T.B. Jayah Mawatha, Colombo 10**" on the Top Left hand corner of the envelope may be dispatched to receive 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 02p.m on 30<sup>th</sup> November 2022.
11. Bids will be opened immediately after the closing time of bids, at the office of Director General's office, Procurement Division. Mahaweli Authority of Sri Lanka, No.500, T.B.Jayah Mawatha, Colombo10.
12. Further information could be obtained from the Assistant Director (Premises Management), Mahaweli Authority of Sri Lanka, No.500, T.B. Jayah Mawatha, Colombo 10, Telephone No. 011 2676202, Fax No. 011 2687142.
13. All other Terms & Conditions are as per **Annex- B**.
14. Period of contract shall be for **one year** commencing from 01<sup>st</sup> 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 General 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: 77 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 130,000.00  
Bid Security shall be valid for 105 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.

## Form of Bid

Name of Bid: **Providing Janitorial Services for the Office premises of the Mahaweli Authority of Sri Lanka, No. 500, T.B. Jayah Mawatha, Colombo 10**

**Contract No. MASL/JANI/HO/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 77 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 this .....day of ..... 2022 in the capacity of .....  
..... duly authorized to sign Bids for and on behalf 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 implement's such as polishing machines, vacuum cleaners, safety harness, hoses, brushes, brooms, mops , grass cutters, etc. required to perform the specified services. The equipment, tools and implement's shall be of heavy duty industrial type and shall be maintained in good working order be replace when no longer satisfactory.
3. The Contractor shall be responsible for supply of all consumable such as detergents, cleaning, Powder, 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 dispatch schedule of deployment 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. 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. The Contractor shall submit a schedule of rates for labour for such 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 holiday to be carried out during the contract period.

<u>Type of Labourers</u>	<u>Rate per day in Rs.</u>
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 obtains services from outside and reimburses such payment from contractor according to the given rates.

6. 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.**
7. Minimum labour requirement of the site is as follows.

01) Supervisor	01 Nos
02) Labourers (Male)	03 Nos
03) Labour For Landscaping (Male)	01 Nos
04) Sanitary Laboures ( Male:2 & Female:1)	03Nos

05) Laborers ( Female)

12 Nos

06) Laborer (Female)

01 Nos for Rathmalana Training Centre

8. The Contractor and the staff employed by the Contractor shall confirm to the security procedures and 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 unemployed labours to meet the minimum requirement. Stated in the clause 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, Ministry of Irrigation shall be final and binding on the Employer and the Contractor.
25. In the event that certain changes are contemplated arising out of necessary in a Floor, the work programme as well as charges connected thereto could be agreed on by mutual consent.
26. The Contractor shall have adequate financial capacity to maintain the Contract.

Reference

## Bill of Quantities for Janitorial Services at Head Office, MASL 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 at least twice a day during working hours and as request to keep the toilet clean and out of odour. 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/man holes clean and functioning. Gully should be cleaned daily.	
5	Preventing from water rainwater stagnation within the premises. (Depend Only when here requirement on rainy days or in case of such water stagnation in the premises.)	
6	Cleaning of glass panels of partitions and windows sashes using proprietary spray cleaning solution and once a fortnight.	
7	Cleaning and dusting of walls, partitions, doors, fans, light fittings, air conditioners, once a fortnight.	
8	Cleaning gutters and roofs from dead leaves and debris once a month.	
9	Vacuum cleaning of floor carpets as described under 2.10 of Scope of Work.	
10	Waxing, sealing mopping, polishing and washing of the floors and lift as described under 2.10 of Scope of Work.	
11	Sweeping and keeping clean the entire outdoor area daily and watering the plants in the pots and in the premises daily.	
12	Allow provisional sum for the payment of additional works/public holidays for laborers.	10,000.00
13	Allow provisional sum for cleaning of all external walls and remove of plants roots etc. from external walls as requirement with approval. (Should use standard safety method)	30,000.00
14	Allow provisional sum for Rats/Mice and Cockroaches Control services Once in two months.	28,000.00
15	Cleaning of out door glass panels windows out door sashes using proprietary spray cleaning as requirement - 12 floors (Should use standard safety method)	36,000.00
	<b>Total per month</b>	
	<b>Sub Total (Total for 12 months, to be transferred to Form of Bid)</b>	
	Value Added Tax (15% of Sub Total)	
	<b>Grand Total with VAT</b>	

VAT Registration No. ....

Signed : .....

Signature of Tenderer

for and behalf of

.....

(Place the common seal)

Date:.....

Note 1: 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 (Annex-G)

**PENALTIES FOR UNSATISFACTORY WORK**

	<b>Description</b>	<b>Penalty for unsatisfactory performance as a % of amount quoted in the schedule of prices.</b>
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.	5% per day
2	Removal of all refuse from garbage bins, waste paper baskets, ashtrays etc. daily and depositing the same for removal by others in bulk. Replacing polythene bin liners in the garbage bin daily.	5% per day
3	Cleaning of all toilets in the buildings twice a day during working hours. 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 or P.D.C.B shall be of placed in sufficient quantity to maintain pleasant odour within toilets, individual sinks, washbasins etc.	3% per event
4	Keeping all storm water and wastewater drains and gullies clean and functioning. Gully should be cleaned daily.	4% per day
5	Preventing from water rainwater stagnation within the premises. (Depend Only when here requirement on rainy days or in case of such water stagnation in the premises)	4% per day
6	Cleaning of glass panels of partitions and windows sashes using proprietary spray cleaning solution once a fortnight.	50% per event
7	Cleaning and dusting of walls, partitions, doors, fans, light fittings, air conditioners, once a fortnight.	50% per event
8	Cleaning gutters and roofs from dead leaves and debris once a month.	100% per month
9	Vacuum cleaning of floor carpets.	50% per week
10	Waxing, sealarng mopping, polishing and washing of the floors and lift as described under 2.10 of Scope of Work.	4% once a month
11	Ground Floor Mopping twice a day and washing daily, Lobbies of remaining floors Mopping daily.	4% per day
12	Sweeping and keeping clean the entire outdoor area daily and watering the plants in the pots and in the premises daily.	3% per day
13	Minimum labour requirement as per item No. 7 of terms and conditions.	Quoted rate as per item No. 5 of terms and conditions per day per labour

**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
Reference Only				

**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	20			
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				
	<b>Total per Month</b>				

Reference

## Bid Security (Bank Guarantee)

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

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

Beneficiary: Director General,  
Mahaweli Authority of Srilanka.  
9<sup>th</sup> 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 MASL Head Office Building at No.500. T.B.Jayah Mawatha,Colombo 10. Under Contract No. MASL/JANI/HO/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  
9<sup>th</sup> 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. 500, T.B. Jayah Mawatha, Colombo 10. 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)*