

MINISTRY OF AGRICULTURE, LIVESTOCK, LAND & IRRIGATION

MAHAWELI AUTHORITY OF SRI LANKA



**PROVISION FOR HIRING SKILLED LABOURERS,
UNSKILLED LABOURERS, AND GENERAL
MAINTENANCE WORKS FOR THE HEAD OFFICE
OF MAHAWELI AUTHORITY OF SRI LANKA
(MASL),**

NO. 500, T.B. JAYAH MAWATHA, COLOMBO - 10.

CONTRACT NO. MASL/JANI/HO/2026

Bidder's Name:.....

February-2026

REFERENCE ONLY

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VOLUME - I
SECTION - 01
INSTRUCTION TO BIDDERS

REFERENCE ONLY

INSTRUCTION TO BIDDERS

1. SEALED BIDS

Sealed bids in duplicate are invited by the Director General, Mahaweli Authority of Sri Lanka, 9th Floor, No. 500, T.B. Jayah Mawatha, Colombo 10, up to 14:00 hrs on . .2026, for the Provision of Sanitary Labours and General Maintenance works for the Head Office of Mahaweli Authority of Sri Lanka (MASL), No. 500, T.B. Jayah Mawatha, Colombo – 10.

2. SCOPE OF WORK

The contractor shall provide the following labour categories:

- | | |
|---|-----------|
| 1. Janitorial Labour (Female) | : 13 Nos. |
| 2. Male Janitorial Labour (Toilet Cleaning) | : 02 Nos. |
| 3. Garden / Outdoor Area Cleaning Labour (Male) | : 02 Nos. |
| 4. Janitorial Labour – Rathmalana Tranning Center (Male/Female) | : 03 Nos. |
| 5. Cleaning Supervisor (Male or Female) | : 01 Nos. |
| 6. Multitfunctional Skill labour for Genarel Maintenance works (Male) | : 02 Nos. |
| 7. Unskilled Labour for additional works as required | |

The scope of work is restricted to manual cleaning and support services only, carried out using materials, chemicals, machines, and equipment supplied by the (MASL) Employer.

3. CONTRACT PERIOD

The contract period shall be twelve (12) months, with a possibility of extension subject to performance and mutual agreement.

4. SITE INSPECTION

Bidders are encouraged to visit the site and familiarize themselves with the working conditions before submitting their bids.

5. TENDER DOCUMENTS

1. Prospective Bidders can obtain the Bidding Documents by a written request on a company/firm letter head, addressed to the Deputy Director General (Technical Services), Mahaweli Authority of Sri Lanka, 3rd Floor, No. 500, T.B. Jayah Mawatha, Colombo 10 from /.... /2026 up to /.... /2026 from 9.30 hrs to 15.00 hrs on working days, on payment of a non-refundable tender of **Rs.5,500.00 per set** of Bidding Documents.
2. Further details could be obtaining from Section Head (Premises Management), Mahaweli Authority of Sri Lanka, 2ND Floor, No. 500, T.B. Jayah Mawatha, Colombo - 10, during office hours – Telephone: 0112-639200

6. SUBMISSION OF TENDERS

6.1 Tender(s) shall be duly signed by the Tenderer and submitted on the Form of Tender issued by the MASL.

6.2 Tenders shall be placed in two separate sealed envelopes marked "Original" and "Duplicate" and shall be sent under one registered cover address to Director General, Mahaweli Authority of Sri Lanka, 9th Floor, No. 500, T.B. Jayah Mawatha, Colombo 10, to reach him on or before / / 2025 at 14.00 p.m. or deposited in the Tender Box made available at the Procurement Division, Mahaweli Authority of Sri Lanka, 9th Floor, No. 500, T.B. Jayah Mawatha, Colombo 10, prior to the closing time specified.

The sealed cover in which the tender is enclosed should be marked "PROVISION FOR HIRING SKILLED LABOURERS, UNSKILLED LABOURERS, AND GENERAL MAINTENANCE WORKS FOR THE HEAD OFFICE OF MAHAWELI AUTHORITY OF SRI LANKA (MASL), NO. 500, T.B. JAYAH MAWATHA, COLOMBO -10.."

" On the top left corner of the cover.

6.3 The tender shall accompany with a copy of Business Registration.

6.4 The Tender shall submit financial situation & Annual Turnover.

5.5 The tender shall accompany with a method of statement.

7. ACCEPTANCE/REJECTION OF TENDERS

7.1 Tenders must be duly signed and accompanied by: A Bid Security obtained from a reputed bank registered in Central Bank of Sri Lanka acceptable to the MASL in favor of Mahaweli Authority of Sri Lanka for a sum Rs.225,705.00 and valid for a period of 105 days from the date on which the tender is to be closed.

7.2 The Chairman, Department Procurement Committee will reserve the right to accept or reject any or all Tenders received and have the right to select any Tender in a manner which will be most advantageous to the MASL. Considering the quoted price.

7.3 Successful Tenderer will be notified through registered post to the address given by him in the tender.

7.4 The bid security of the unsuccessful tenderer will be returned to them after the successful tender submitted the initial payment stated in above item.

8. PRE-BID MEETING

8.1 Bidder should familiarize themselves with local conditions of the relevant work sites. The perspective Bidders are encouraged to visit the site before submitting the bid and attend the pre-bid meeting as specified below.

8.2 A Pre-bid meeting will be held at 10.00 a.m. on / / 2026 at Premises Management, Mahaweli Authority of Sri Lanka, 2nd Floor, No. 500, T.B. Jayah Mawatha, Colombo - 10.

VOLUME - I

SECTION - 02

STANDARD FORMS (CONTRACT)

- **FORM OF AGREEMENT**
- **FORM OF BID SECURITY**

REFERENCE ONLY

STANDARD FORM: FORM OF AGREEMENT

This Agreement is made this date [Day] of[Month] 2025 between **Mahaweli Authority of Sri Lanka** incorporated under Act. No. 23 of 1979 having its Head Office at No. 500, T.B. Jaya Mawatha, Colombo 10 (hereinafter referred to as “the Employer”) of the **One Part** and.....
.....
.....

(Hereinafter referred to as “the Investor”) of the Other Part.

WHEREAS, the Employer is desirous that the Investor undertakes the use of a designated stream bed stretch for the purpose of removing deposited earth materials, specifically “**PROVISION FOR HIRING SKILLED LABOURERS, UNSKILLED LABOURERS, AND GENERAL MAINTENANCE WORKS FOR THE HEAD OFFICE OF MAHAWELI AUTHORITY OF SRI LANKA (MASL), NO. 500, T.B. JAYAH MAWATHA, COLOMBO - 10.**”, as referred to under Reference No. **MASL/JANI/HO/2026**; **AND WHEREAS**, the Employer has accepted the Proposal submitted by the Investor, which includes terms and conditions relating to royalty payments to the Employer and the preparation of lands incidental to the said removal.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS: -

- (1) The following documents shall be deemed to form and be read and construed as part of this agreement, viz.
 - a. The Letter of Acceptance dated
 - b. The Letter of Acknowledgement of the letter in (a) above by the Contractor dated
 - c. The said Bid dated
 - d. Addenda Nos.....
 - e. Contract Data
 - f. Terms of reference (TOR)
 - g. Priced Quotation
 - h. Any other relevant Correspondence (Specify)

- (2) **IN CONSIDERATION** of the Employer granting the Investor permission to utilize the designated lands for the removal of deposited materials from the specified tank bed by means of appropriate machinery and for the subsequent extraction of sand as herein provided, **the Investor hereby covenants and agrees** to undertake with the Employer to duly effect all agreed payments, to diligently carry out and fully complete the said works, and to rectify or remedy any defects arising therefrom, all in strict conformity with and subject to the provisions, terms, and conditions set forth in this Contract.
- (3) **The Employer hereby covenants and agrees** to permit the Investor to utilize the designated lands for the removal of deposited materials from the specified tank bed, by the use of appropriate machinery, and for the subsequent extraction of sand, subject to the Investor duly effecting the agreed payments and remedying any defects in the manner and within the timeframes prescribed in the Terms of Reference and in accordance with the provisions of this Contract.

IN WITNESS WHEREOF, the Employer has hereunto set his hand and the Investor has hereunto set his hand, or where applicable, has caused its Common Seal to be affixed, on this **Day** of **Month 202...** at the place and date first above written.

.....
Signature/Common Seal of Employer

Was hereunto affixed in the presence of Witness:

1.

Name

Designation

Signature

2.

Name

Designation

Signature

.....

Signature/Common Seal of Investor

Was hereunto affixed in the presence of Witness:

1
.....

Name

Designation

Signature

ID No.....

2
.....

Name

Designation

Signature

ID No.....

FORM OF BID SECURITY

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

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 the **"PROVISION FOR HIRING SKILLED LABOURERS, UNSKILLED LABOURERS, AND GENERAL MAINTENANCE WORKS FOR THE HEAD OFFICE OF MAHAWELI AUTHORITY OF SRI LANKA (MASL), NO. 500, T.B. JAYAH MAWATHA, COLOMBO - 10."**, under invitation for Bids No. **MASL/JANI/HO/2026**

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 arithmetical errors take in to consideration the bid rate in the price quotation and errors in transferring the amount from price quotation to Forms of Tenderers.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder or (b) if the Bidder is not the successful bidder, upon our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to

.....

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

.....

[Signature of authorized representative(s)]

VOLUME - I
SECTION - 03
CONDITIONS OF CONTRACT

REFERENCE ONLY

TERM AND CONDITIONS OF CONTRACT

1. The selected Contractor shall enter into a formal agreement with the **Mahaweli Authority of Sri Lanka** within **fourteen (14) days** from the date of issuance of the **Letter of Acceptance** and the **Notice to Proceed**.
2. The initial Contract Period shall be **One (1) year** (365 days), commencing **fourteen (14) days** after the issuance of the **Letter of Acceptance** and the **Notice to Proceed**
3. The Contractor shall submit a cash deposit or a bank guarantee equivalent to **1.5% of the initial Contract Price**, issued either by a bank registered under the **Central Bank of Sri Lanka**. This Bid Security shall remain valid for **twenty-eight (28) days beyond the expiry of the Bid Validity Period**.
4. The Bid Security shall be forfeited in full if the selected Contractor, upon notification of bid acceptance within the bid validity period, fails or refuses to: (i) sign the formal agreement with the **Mahaweli Authority of Sri Lanka** within **fourteen (14) days** from the date of issuance of the **Letter of Acceptance Notice to Proceed**. (ii) withdraws its bid during the bid validity period specified (iii) fails to accept the correction of arithmetical errors, including discrepancies between the bid rates, price quotation, and the amounts transferred to the Form of Tender; or (iv) fails to provide the required **Performance Security**, the bid guarantee shall be forfeited in full.
5. The selected Contractor shall provide a **Performance Security** equivalent to **five percent (5%) of the initial Contract Price**. This Performance Security shall remain valid for **twenty-eight (28) days beyond the expiry of the Contract Period**, including any duly approved extensions. The Performance Security shall be in the form of an **unconditional guarantee** issued by a **reputed bank registered under the Central Bank of Sri Lanka**. In the event that the Contractor fails to complete the works in accordance with the terms and conditions of the Contract, the **Mahaweli Authority of Sri Lanka (MASL)** reserves the right to **encash the Performance Security** in fully as a penalty.
6. Cleaning operations in the office premises should be completed on or before 8:00 AM on working days (Including Saturdays). Common areas 'may be cleaned during normal office hours.

7. The Contractor must submit a schedule for daily, weekly, and monthly cleaning tasks to the Employer for approval and shall not deviate from the approved schedules without the Employer's prior written consent.
8. The Contractor shall employ only janitorial staff who are below 60 years of age and in sound medical condition, capable of performing physically demanding cleaning tasks.
9. The Contractor shall supply twenty-two (20) **janitorial labours** and two (02) **multi-skilled labours**, One (01) **Supervisor** dedicated exclusively to cleaning and related support services at the MASL Head Office - Colombo 10, the Rathmalana Training & Development Center, and the Director General's Quarters (as and when required). The scope of work shall be limited to manual cleaning and related support services only and shall be carried out using all materials, chemicals, machinery, and equipment provided by the Employer (MASL).
10. All labours supplied under this contract, irrespective of their designated category (including but not limited to Female Sanitary Labour, Male Sanitary Labour, Garden Labour, or any other classification), shall form a single, unified, and interchangeable cleaning workforce. The Employer (MASL) and/or its designated Authorized Representative shall have full authority to deploy, assign, reassign, or rotate any labour to perform any cleaning, janitorial, or related task at any of the assigned MASL locations, in accordance with operational requirements.

Labour categorization is intended solely for staffing and administrative purposes and shall not limit, restrict, or entitle any labour to a specific type of work. All personnel shall work collectively as a single unit to ensure continuous service delivery and the highest standards of cleanliness as determined by the Employer.

11. The Contractor shall obtain and maintain the following minimum insurance coverage throughout the duration of the Contract Period:
 - a) **Property Insurance:** A minimum cover of Rs. 1,000,000.00 (One Million Rupees) for third-party property and the project site respectively.
 - b) **Personal Injury/Death Insurance:**
 - **Third Parties, Employer's Personnel, and Other Persons Engaged by the Employer:** Coverage of Rs. 1,000,000.00 (One Million Rupees) per event per person.
 - **Contractor's Workmen:** Coverage of Rs. 1,000,000.00 (One Million Rupees) per event per person.
 - **Contractor's Employees (Other than Workmen):** Coverage of Rs. 1,000,000.00 (One Million Rupees) per event per person.

All insurance policies shall be issued by a reputable insurer and shall remain valid for the entire project duration. The Contractor shall provide proof of insurance coverage to the Employer prior to the commencement of works and upon request during the project period.

The Contractor shall be solely responsible for the payment of all wages, Employees' Provident Fund (EPF) and Employees' Trust Fund (ETF) contributions, insurance premiums, and all other statutory dues related to the deployed personnel, in full compliance with the applicable labor laws and regulations.

- 13 The Contractor shall employ a qualified, **permanent Supervisor to oversee all cleaning operations at both the Head Office and the Rathmalana Training and Development Centre.** The Supervisor's duties shall include:

- Monitoring and ensuring strict compliance with agreed schedules, procedures, and quality standards.
- Maintaining discipline and providing direct, on-site supervision of all Contractor staff.
- Coordinating daily operations with the Employer's Authorized Representative;
- Ensuring all indoor and outdoor premises are maintained in a clean, hygienic, and orderly condition that complies with the standards stipulated by the Public Health Department of the Colombo Municipal Council.
- Directing labour to conduct daily mosquito-breeding site inspections and preventive measures, and ensuring the accurate and timely completion of all required Dengue Control Inspection Sheets as per health regulations.

The Contractor shall formally notify the Employer in writing of the appointed Supervisor's name, qualifications, and contact details prior to deployment. No changes to the assigned Supervisor shall be made without the Employer's prior written approval.

- 14 The Contractor shall provide additional labour amounting to at least one-third (1/3) of the current workforce as and when required by the Employer for additional works. **The Contractor shall submit a schedule of labour rates for such works**, which shall be applicable for any additional works or public holidays during the contract period. Labour shall be mobilized at short notice upon the Employer's request. Payment for such additional works shall be calculated based on the actual number of labours deployed, as per the agreed Dayworks Rates. if the Contractor fail to supply the required labour promptly, the Employer reserves the right to procure such services from external sources. In such cases, the cost incurred by the Employer evaluated at the stipulated Day works Rates or actuals (whichever is higher) shall be deducted from the Contractor's dues or recovered as a debt payable by the Contractor.

15. The Contractor and all personnel employed by the Contractor shall strictly adhere to the security procedures and regulations established by the Employer. Neither the Contractor nor any staff members shall undertake any actions that may compromise the security of the premises or its occupants. The Contractor shall bear full responsibility for any security breaches caused by the Contractor or its employees, and shall be liable for all consequences arising from such violations.
16. The Contractor shall submit to the Employer, prior to commencement of work, a complete list of all personnel assigned to this Contract, including: Full legal names, Permanent residential addresses, National Identity Card numbers (or equivalent government-issued identification). An updated personnel list shall be submitted with each monthly invoice. The Employer reserves the right to immediately require the removal of any assigned employee from the project, and the Contractor shall comply with such requests without delay by withdrawing the specified employee from the premises within 24 hours of notification and providing a suitable replacement within two (2) working days.
17. All Contractor personnel assigned to work under this Contract (excluding the Supervisor/s) shall wear clean, company-approved uniforms always while on duty. The Contractor shall:
- Ensure regular laundering and maintenance of all uniforms
 - Implement daily inspections to verify uniform cleanliness and proper presentation
 - Immediately replace any damaged, stained, or unsuitable uniforms at no cost to the Employer.
- Failure to maintain proper uniform standards may result in disciplinary action, including possible removal of non-compliant staff from the premises.
18. The Contractor shall perform all labour services under the direct authority and instruction of the Employer's Representative. This includes adhering strictly to directives concerning cleaning methodologies, site-specific procedures, quality benchmarks, and – critically – the safe and correct use of all chemicals, equipment, and tools provided by the Employer. These instructions shall be treated as binding. Work performed contrary to the written or verbal directives of the Employer's Representative, particularly regarding the use of supplied materials, may be deemed non-compliant. In such instances, the Contractor shall not be eligible for any claims for time extension or additional compensation.
19. All cleaning chemicals, tools, and equipment required for the service shall be supplied by and shall remain the property of the Employer (MASL) as Government Property. The

Contractor's responsibility is strictly limited to the proper use, safekeeping, and maintenance of these supplied items. The Contractor shall not, under any circumstances, treat these items as its own, and is expressly prohibited from selling, transferring, or using them for purposes outside this Contract. Any loss or damage attributable to the Contractor's negligence may result in liability for replacement costs.

20. For verification purposes, the Employer's designated officer for each Division will provide a daily sign-off (**Annexure - 01**) confirming the attendance and task completion of the Contractor's deployed labour. This daily certification, based on the labour's performance using Employer-supplied resources, must be obtained by the Contractor. The submitted monthly invoice must be accompanied by the complete set of these daily certifications to be eligible for payment processing.
21. The Contractor shall submit to the Employer, within the first week of every month, an invoice for the services rendered in the preceding month. **Monthly payment shall be derived from the verified daily attendance and performance of labour as certified in the Daily Labour Performance Certificates (Annexure - 01) for each floor or division, which must accompany the invoice. For any day where work is marked unsatisfactory in Annexure-01, a penalty of maximum 15% of the daily labour rate for that location shall be applied, as detailed in the Schedule of Penalties. The total of all penalties for the month will be deducted from the gross amount. Submission of incomplete certificates may result in payment delays.**
22. The Employer shall provide electricity and water necessary for the execution of the contracted services at no cost to the Contractor. These utilities shall be used solely for the performance of work under this Contract, and the Contractor shall implement reasonable conservation measures. Any misuse or wastage of utilities may result in corresponding charges being deducted from the Contractor's payments.
23. The Employer shall provide a designated locker room for the exclusive use of the Contractor's personnel. The Contractor shall ensure that: The facility is always maintained in a clean and orderly condition, only authorized staff utilize the space; and No disturbances are caused to adjacent occupants or operations. The Employer reserves the right to revoke access privileges if these conditions are not met.
24. The Contractor shall not subcontract any portion of the labour or services specified under this Contract, whether in whole or in part, without obtaining the prior written consent of the Employer. Any unauthorized subcontracting shall constitute a material breach of contract, entitling the Employer to terminate the Contract immediately without prejudice

to any other rights or remedies. The Contractor shall remain fully responsible and liable for all services performed under this Contract, including the actions of all personnel on site, regardless of any approved subcontracting arrangements.

25. In performing the services under this Contract, the Contractor shall: Implement all necessary safety measures to protect building occupants, including its own personnel, Exercise reasonable care to prevent damage to the building structure, equipment, fixtures, and finishes and bear full financial and legal responsibility for any damage caused by negligent acts or omissions of its staff. The Contractor shall promptly repair or compensate for all such damages at its own expense, and maintain adequate insurance coverage for these liabilities throughout the Contract duration.
26. The Contractor shall indemnify and hold the Employer harmless from all claims, costs, and liabilities arising from the Contractor's performance of this Contract. This includes, without limitation, claims by the Contractor's employees under labour laws, claims by third parties for injury or damage, and any loss or damage to the Employer's supplied property, where such claim results from any act, omission, or negligence of the Contractor or its personnel.
27. In the event of any increase or decrease in labor costs resulting from changes in government-mandated wages, statutory benefits, or other related regulations after bid closing date of the contract, the wage payments, Contractor shall adjust accordingly (The Employers will not be liable to pay any additional amount.
28. If the Contractor fails to perform the services to the Employer's reasonable satisfaction, based on documented evidence of non-compliance, the Employer reserves the right to terminate this Agreement by providing fourteen (14) days' prior written notice. Such termination for cause shall not entitle the Contractor to any compensation or damages. The Employer's decision, based on documented failures such as persistent absenteeism or unmet standards in the Daily Performance Certificates (**Annexure-01**), shall be final. Upon termination, the Contractor must immediately hand over all Employer-owned materials and records.
29. The Employer reserves the exclusive right to renew this Agreement for an additional one (1) year period following the expiration of the current contract period, subjected to mutual agreement signed between both parties. The decision to renew shall be at the sole discretion of the Employer and shall not create any obligation for future extensions.

30. In the event of any dispute arising between the Parties regarding the interpretation of this Agreement or concerning any matter not expressly provided for herein, such dispute shall be referred to the **Secretary of the Ministry of Agriculture, Livestock, Land & Irrigation** for resolution. The decision rendered by the Secretary shall be final, conclusive, and binding upon both the Employer and the Contractor, without recourse to any further appeal or legal proceedings. Both Parties hereby expressly agree to abide by such decision and waive any right to challenge the same in any court or forum.
31. The Contractor shall maintain adequate financial capacity throughout the Contract to ensure the uninterrupted provision of labour services. This primarily entails the ability to meet all payroll and workforce-related obligations. The Employer reserves the right to request reasonable financial assurances or documentation to verify this capacity at any time.

.....

Director General

Mahaweli Authority of Sri Lanka

VOLUME - II

SECTION - 04

FORM OF BID & QUALIFICATION INFORMATION

REFERENCE ONLY

FORM OF TENDER

Name of Bid: PROVISION FOR HIRING SKILLED LABOURERS, UNSKILLED LABOURERS, AND GENERAL MAINTENANCE WORKS FOR THE HEAD OFFICE OF MAHAWELI AUTHORITY OF SRI LANKA (MASL), NO. 500, T.B. JAYAH MAWATHA, COLOMBO - 10.

Contract No. : MASL/JANI/HO/2026

To : Director General, Mahaweli Authority of Sri Lanka, 500, T.B. Jayah Mw,
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 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 **105** 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..... 2026 in the capacity of
.....duly authorized to sign Bids for and on
behalf of.....
.....
.....

(IN BLOCK CAPITALS)

Signature

Address:

.....

Witness

Occupation

Witness

Occupation

REFERENCE ONLY

QUALIFICATION INFORMATION

(To be completed by the Bidder and submitted with the Bid)

Company Profile	(Attach as Annex - A)
Blacklisted Contractors	
Have you been declared as a defaulted Contractor by NPA or any other Agency?	Yes / No
If yes provide details.	
VAT Registration No.	
Income Tax File Ref. No.	
Cleaning Program	(Attach as Annex - B)
Legal Status	Public Company / Private Company / Partnership / Sole Proprietor
Authentication of Signatory	(Attach certified copy of Power of Attorney, as Annex - C)
Key Personnel	
Qualification and Experience of key personnel	(Attach as Annex - D)
List of Resources	
List of resources intended to be deployed	(Attach as Annex - E)
Past Experiences	
List of three similar capacity works completed in last consecutive three (03) years	(Attach Completion Certificates as Annex - F)
Proof for Liquid Assets and/or Credit Facilities	
Relevant documents as letters issued from banks to Prove for at least Rupees Four Million (Rs. 4.00 Million) of Liquid assets and/or Credit facilities net of other contractual commitments and exclusive of any advance payment and advance payments which may be made under the Contract	(Attach as Annex - G)
Work in hand and Affidavit	(Attach as Annex - H)
Bid Security	
Bid Security in the given format for the amount stated in the Schedule	(Attach)

Signature of Bidder

VOLUME - II

SECTION - 05

SCHEDULE

REFERENCE ONLY

SCHEDULE

No.	Item	Data
01	Employer is	Director General, Mahaweli Authority of Sri Lanka, No.500. T.B. Jayah Mawatha, Colombo - 10
02	Employer's Representative	Deputy Director General (Technical Services), Mahaweli Authority of Sri Lanka, No. 500. T.B. Jayah Mawatha, Colombo - 10
03	Engineer is	Assistant/Deputy Director/Section Head (Premises Management) Mahaweli Authority of Sri Lanka, No. 500. T.B. Jayah Mawatha, Colombo - 10
04	Engineers Representative	Will be nominated by the Engineer
05	Summary of Work	Provision of Sanitary Labours and General Maintenance works for Mahaweli Authority of Sri Lanka
06	Intended Completion Date	365 days from Start Date
07	Source of Fund	Government of Sri Lanka (G.O.S.L)
08	Schedule of Key Personal	The Contractor must employ the minimum number of Personnel (Supervises and Labours) as indicated in the clause11 in the TERMS AND CONDATIONS OF THE CONTRACT for the proper execution of the Works.
09	Taxes	VAT component shall not be included in the rates. The amount written in the Form of Bid shall be without VAT. If bidder is registered for the purpose of VAT, the bidder shall indicate the amount of VAT claimed separately at the end of the Bill of Quantities, in addition to the net value of the bid, along with VAT registration number. The amount written on the Form of bid shall be without VAT. Any bidder who does not declare his VAT registration number will be liable for rejection of his bid. If any bidder is not registered for VAT, he/she shall indicate the net value of the bid under the category bidder shall obtain a letter from the Commissioner of Inland Revenue Department, certifying the Company has not been registered for VAT shall be attached to the bid. Any bidder who does not comply with this requirement will be liable for rejection of his bid.

No.	Item	Data
11	Bid Security	Bid Security shall be an amount Rs. 225,705.00 Valid until...../...../2026. Security shall be a Guarantee from a Reputed Bank registered under Central Bank of Sri Lanka or Construction Guarantee Fund.
12	Bid Opening	The deadline for the submission of Bids shall be at hrs on/..... /2026 at the Director General's Office in the 9th Floor of Mahaweli Authority of Sri Lanka, No.500, T.B. Jayah Mawatha, Colombo-10. Bids will be opened immediately thereafter.
13	Performance Security	Amount of Performance Security is 5% of the Security initial contract price. Security shall be an Unconditional Guarantee from a Reputed Bank registered under Central Bank of Sri Lanka or Construction Guarantee Fund.
14	Price Adjustment	This contract is not subjected to price adjustment.
15	Insurance	Minimum amount for third party insurance is Rs. 1,000,000.00 per person per event. Employer and Contractors Personnel is Rs. 1,000,000.00 per person per event
16	Adjudicator	The Secretary, Ministry of Agriculture, Livestock, Land & Irrigation.

VOLUME - II
SECTION - 06
BILL OF QUANTITIES

REFERENCE ONLY

**PROVISION FOR HIRING SKILLED LABOURERS, UNSKILLED LABOURERS, AND
GENERAL MAINTENANCE WORKS FOR THE HEAD OFFICE OF MAHAWELI
AUTHORITY OF SRI LANKA (MASL),
NO. 500, T.B. JAYAH MAWATHA, COLOMBO - 10.
CONTRACT NO. MASL/JANI/HO/2026**

PREAMBLE TO THE BILL OF QUANTITIES AND LIST OF WORKS

1. LOCATION

- Mahaweli Authority of Sri Lanka, No. 500, T.B Jayah Mawatha, Colombo -10,
- Training and Development Center, 100 Kaldemulla Rd, Dehiwala-Mount Lavinia
- Director General Quarters, No. A4, Bullers Road, Colombo - 07

2. RATES AND PRICES

The bill of quantities (BOQ) and this preamble shall be read in conjunction with all the other documents forming the contract, for details of all conditions, obligations, liabilities, and instructions which shall be complied with by the Contractor. The cost of complying with all such conditions, obligations, liabilities, and instructions including all charges for overheads profits shall be deemed to be spread over and included in the rates or sums inserted by the Contractor in the BOQ where they are not themselves covered by specific bill items. In case of the taxes only the value added tax (VAT) will be separately paid.

All items of the work shall comply exactly with the contract unless otherwise approved by the Engineer and the rates and the sum inserted in the BOQ shall be deemed to apply to the work as specified. If, for his own convenience or reasons of availability, the Contractor proposes and the Engineer approves the use or provision of alternative items, materials, or methods of working of equivalent or superior quality to those specified in the Contract, the rates and sums inserted in the BOQ shall not in any case be increased as a result.

3. GUIDE TO BOQ

Bill No - 01

Preliminary Items

Bill No - 02

Provision of Sanitary Labours and General Maintenance works

MEASUREMENT NOTES

I. Provisional Sum Items in Schedule 1 of the Bill of Quantities

For Provisional Sum items under Schedule 1, the Contractor is expected to substantiate his claims where applicable, with appropriate invoices, receipts etc.

VALUE ADDED TAX (VAT)

1. Value Added Tax (VAT) shall not be included in the unit rates for items in the Bill of Quantities and in the tender sum. For evaluation purposes, it will be presumed that the Tender Sum does not include VAT.
2. The VAT liability on the service rendered under the Contract shall be considered as a separate expenditure borne by the Employer, and not as a part of the Contract Price.
3. Those who intend to claim the VAT liability from the Employer shall be registered for VAT with the Department of Inland Revenue and should fill in the information required below:
 - a). Name of Contract:
 - b). Contract No:
 - c). Name & address of Bidder:
 - d). VAT Registration No.:
 - e). Bid Sum:
 - f). VAT sum at due on the Bid Sum:
 - g). Signature of the Tendered:

[A copy of the Certificate of VAT Registration should be attached]

SUMMARY

CONTRACT NO. MASL/JANI/HO/2026

No.	Description	Amount (LKR)
Schedule No. 1	Preliminaries	295,000.00
Schedule No. 2	Janitorial and General Maintrance Works	
A	SUB TOTAL - 1 (Schedule No. 1 + 2)	
B	Ddt- Provisional Sums	321,500.00
C	SUB TOTAL - 2 (A - B)	
D	Discounts (if any) % (... % of C)	
E	SUB TOTAL - 3 (A - D)	
GRAND TOTAL without VAT (Discounted Prices to be transferred to form of Bid) (C - D+B)		
Total Bid Price (Amount in words)		
Add - VAT (%)	18 %	
TOTAL INCLUDING VAT		
VAT Registration No.		

Signed:.....

Signature of Bidder For and behalf of

.....
.....

(Place the Common Seal)

Date:

Note: Bidders who are registered with Department of Inland Revenue for payment of VAT should be fill and annex a copy of certificate of Registration Issued by the Department.

Bidder who is not registered for VAT Should Submit a letter from Department of Inland Revenue stating that they have not registered for VAT.

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BILL OF QUANTITIES

CONTRACT NO. MASL/JANI/HO/2026

SCHEDULE 01 - PRELIMINARIES

Item No:	Description	Unit	Qty	Amount (Rs.)	Amount in Words
1.1	Allow Provisional sum for providing Security bonds and guarantees etc.	Provisional sum		89,000.00	Eighty-Nine thousand
1.2	Allow Provisional sum for providing a Performance Bond	Provisional sum		74,000.00	Seventy-Four Thousand
1.3	Allow Provisional sum for Insurance of property, materials and works at site	Provisional sum		44,000.00	Forty-FourThousand
1.4	Allow Provisional sum for Third party insurance.	Provisional sum		44,000.00	Forty-FourThousand
1.5	Allow Provisional sum for Insurance against accidents and injury to workmen.	Provisional sum		44,000.00	Forty-FourThousand
Total of Schedule No 01 (Carried to summary)				295,000.00	Two Hundred Ninety- Five Thousand

(BILL OF QUANTITIES) SCHEDULE 02 - PROVISION OF SANITARY LABOURS AND GENERAL MAINTENANCE WORKS

N O	DESCRIPTION OF WORK (REQUIRED EMPLOYEE)	DAYS (DAILY)	NOS	RATE (Rs.)	TOTAL AMOUNT- PER MONTH (Rs.)	AMOUNT PER MONTH IN WORDS
01	Supply of Janitorial Labour (Female) (The rate shall be inclusive of all wages and statutory contributions including EPF and ETF)	27	13			
02	Supply Garden/ Outdoor Janitorial Labour (Male) (The rate shall be inclusive of all wages and statutory contributions including EPF and ETF)	27	02			
03	Supply Janitorial Labour -Rathmalana Traning Center (Male/Female) (The rate shall be inclusive of all wages and statutory contributions including EPF and ETF)	27	03			
04	Supply Janitorial Labour (Male) toilet cleaner (The rate shall be inclusive of all wages and statutory contributions including EPF and ETF)	27	02			
05	Supply Cleaning Supervisor (Male or Female) (The rate shall be inclusive of all wages and statutory contributions including EPF and ETF)	27	01			
06	Providing services of NVQ Level 3/4 or equivalent qualified or experienced multifunctional maintenance 02 Nos of workers for carrying out general building maintenance activities, including plumbing, minor electrical repairs, carpentry, masonry, and other related works at the Head Office, Rathmalana Training and Development Center, Mahaweli Centre while ensuring compliance with applicable building codes, safety regulations, and industry standards. Note: Each worker shall be deployed for a minimum of 20 working days per month. (The rate shall be inclusive of all wages and statutory contributions including EPF and ETF)	20	02			

N O	DESCRIPTION OF WORK (REQUIRED EMPLOYEE)	DAYS (DAILY)	NOS	RATE (Rs.)	TOTAL AMOUNT- PER MONTH (Rs.)	AMOUNT PER MONTH IN WORDS
07	Thorough cleaning and application of high-quality floor wax to all lobby areas , within the premises, ensuring a polished, aesthetically pleasing, and well-maintained appearance. The scope also covers the mechanical polishing using industry-standard equipment and materials to restore shine and enhance durability. All work shall be carried out by following safety protocols and maintenance best practices, with minimal disruption to daily operations. (Covering a total area of approx. 72 sqm)	01	Item	Allow		
08	Trimming of shrubs and precise grass cutting within all designated landscaped areas at the MASL Head Office premises , using industry-approved equipment and methodologies in compliance with applicable municipal landscaping regulations and occupational health and safety protocols. The extent and locations of the landscaped areas are as indicated in the Landscape Area Drawing attached herewith. This item shall be measured and paid as a lump sum per completed maintenance cycle.	01	Item	Allow		
09	Trimming shrubs, as well as precise grass cutting across all designated landscaped areas at Rathmalana Training Center premises area , utilizing industry-approved equipment and methodologies that comply with municipal landscaping regulations, occupational health and safety protocols. (This item shall be measured and paid as lump sum per completed maintenance cycle)	01	Item	Allow		

N O	DESCRIPTION OF WORK (REQUIRED EMPLOYEE)	DAYS (DAILY)	NOS	RATE (Rs.)	TOTAL AMOUNT- PER MONTH (Rs.)	AMOUNT PER MONTH IN WORDS
10	Provision for additional Janitorial Labour for cleaning and janitorial duties on Sundays, public holidays, and beyond normal working hours on weekdays, as and when required by the Employer. Payments shall be made based on the approved daily Sanitary Labour rate as specified under Item No. 01 of the Bill of Quantities, calculated on the basis of 26 working days per month. Where the duration of work is less than eight (08) hours or carried out after 4:30 PM, payment shall be made on an hourly basis, proportionate to the approved daily rate, with a minimum claimable duration of one (01) hour. All claims shall be supported by duly verified and certified timesheets			provisional sum	26,500.00	
	Total per month					
	Sub Total of Schedule No 02 Carried to summary (Total for 12 month)					

List of Staff & Equipment:**Section 1: List of Staff**

(Add extra sheets if necessary)

No.	Name	Designation	Experience (Years)	Qualification

Section 2: List of Equipment

No.	Equipment/ Tool Name	Qty.	Condition (New/Used)	Availability (Y/N)

REFERENCE ONLY