



CEYLON PETROLEUM STORAGE TERMINALS LIMITED

PUBLIC TENDER: KPR/49B/2017

NATIONAL COMPETITIVE BIDDING

BIDDING DOCUMENT

**JANITORIAL AND LANDSCAPING SERVICES AT
MUTHURAJAWELA TERMINAL
YEAR 2018/2019**

**CEYLON PETROLEUM STORAGE TERMINALS LTD
MUTHURAJAWELA OIL INSTALLATION**

**&
PROCUREMENT FUNCTION
OIL INSTALLATION
KOLONNAWA**

February 2018

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INVITATION FOR BID

1. The Chairman, Departmental Procurement Committee on behalf of the Ceylon Petroleum Storage Terminals Limited (CPSTL) will receive sealed Bids for **Janitorial & Landscaping Services at Oil Installation**, and receiving will be closed at **1400 hrs. on 08.03.2018** Bids should be submitted on the bidding documents obtainable from Procurement Function, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa up to **0900hrs to 1500hrs** On payment of non-refundable tender fee of **Rupees 4,000.00**.
2. Bidding documents may be inspected free of charge at the office of Procurement Manager, Procurement Function, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa.
3. All bidders shall be registered with the Registrar of Companies, under the specialty having the experience given below.
 - i. Business Registration Required:
Specialty : Supply of Janitorial and Landscaping Services
 - ii. Experience Required:
Experience in supply of Janitorial and Landscaping Services (At least 05 similar services successfully completed within last 05 years) and shall be actively involved in the field of supply of Janitorial and Landscaping services for Reputed Institutions.
Documentary evidence for above i and ii shall be submitted along with the bid. The companies which **do not possess required experience** specified in 3 ii above shall be considered as disqualified and such offers will be rejected.
4. Bidders are required to inspect the site by prior appointment of Terminal Manager, Mr. M.S.M. Niyas on Tel.No. 0777-237594/011 5668953 and acquaint themselves with the work to be carried out, prior to submitting their tenders as no complaints whatsoever will be entertained once the tenders are opened. All offers should be legibly written/typed in the space provided in the attached **Annexure "B"** and submitted in duplicate along with the tender conditions signed by the Tenderer.
5. The **Pre-Bid meeting will be held on 28.02.2018** at the Premises & Engineering Services Function, CPSTL Oil installation, Kolonnawa
6. Bids shall be valid up to 77 days from the date of opening of the Bid.
7. Bids must be accompanied by a bid security of **Rupees 100,000.00.in the form of a Bank Guarantee or a Bank Draft obtained from a commercial bank with the authority of a License issued by the Monetary Board (Central Bank) of Sri Lanka** and payable to the Ceylon Petroleum Storage Terminals Limited.
8. Bid Security shall be valid up to 105 days from the date of opening of the Bid and beyond any extension subsequently requested.
9. Deadline for submission of Bids shall be **1400 hrs 08.03.2018**
10. Sealed Bids may be dispatched either by registered post or hand delivered to The Chairman, Departmental Procurement Committee, Procurement Function, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa to receive before closing time.
11. Bidders or their authorized representatives are requested to be present at the Bid opening.

12. Bidders should note that all personnel who engage with janitorial and landscaping work at Muthurajawela Terminal premises must possess valid police clearance certificates and produce those to Security Function of CPSTL to obtain entry passes.
13. For further details or clarifications, Bidders may contact Manager Procurement, Procurement Function, CPSTL, Oil Installation, Kolonnawa. Tel. No. 011-2572156 or Terminal manager, Muthurajawela Terminal. Tel. No 0777237594/0115668953

The Chairman,
Departmental Procurement Committee,
C/ o Manager Procurement,
Procurement Function,
Ceylon Petroleum Storage Terminals Limited,
Oil Installation, Kolonnawa.

Date : 20th February 2018

A. INSTRUCTIONS TO BIDDERS (ITB)

The Chairman, Departmental Procurement Committee, on behalf of the Ceylon Petroleum Storage Terminals Ltd (CPSTL), Oil installation, Kolonnawa, will receive sealed Bids from reputed companies / parties eligible as specified in Invitation for Bids for the Supply of Janitorial and Landscaping services at CPSTL Oil Installation, Muthurajawela conforming to the Terms & Conditions and scope indicated in **Annexure “A”** and Terms & Conditions given under the Instructions to Bidders. The selected Bidder should enter in to an “Agreement” for the period of 12 months.

SCOPE OF SUPPLY

The bidder shall supply the janitorial and landscaping services including supply of 25 Gardners, 5 Janitors, 3 Stewardesses (female), one supervisor, necessary equipment and consumables (chemicals) as per the Terms and conditions scope listed in **Annexure “A”** and work listed in schedule of prices **“Annexure B”**.

01. ISSUE OF BIDDING DOCUMENTS:

Bidding documents could be obtained on any working day between **0900 hrs. to 1500 hrs. up to Wednesday 07th March 2018** from the Office of the Manager (Procurement), Procurement Function, 01st Floor, New Building, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa.

Bidding document consists of the following:

- Instructions to Bidders
- Scope of Supply, Scope of Work & Standards **Annexure “A”**
- Schedule of Prices **Annexure “B”**
- Form of Bid Security **Annexure “C”**
- Form of Performance Security **Annexure “D”**
- Form of Bid **Annexure “E”**
- Form of Agreement **Annexure “F”**
- Circular on Janitorial Services **Annexure “G”**
- Drawings **Annexure “H”**

02. SUBMISSION OF BIDS:

Bidders should quote their prices in the annexed “Schedule of Prices” and forward same in duplicate. The Original & Duplicate copy of the Bid should be placed in separate envelopes marked “ORIGINAL” & “DUPLICATE”. Both envelopes should be enclosed in one securely sealed cover marked “Bid for the Supply of Janitorial and Landscaping Services at Oil Installation, Muthurajawela” on the top left-hand corner, and addressed to the Chairman, Departmental Procurement Committee, Procurement Function, 01st Floor, New Building, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa.

03. CLOSING / OPENING OF BIDS

Bids enclosed, sealed marked & addressed as aforesaid, should be sent under registered cover to reach the Chairman, Departmental Procurement Committee, not later than **1400 hrs. on 08th March 2018** or could be deposited in the Tender Box provided for this purpose at the Office of Manager (Procurement), Procurement Function, 01st Floor, New Building, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa.

Bids will be closed at 1400 hrs on 08.03.2018 and opened immediately thereafter at Procurement Function, 01st Floor, New Building Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa.

Bids received after the closing time will not be opened and will be returned to the bidder.

Bidders or their duly authorized representative/s may be present at the opening of Bids.

04. DOCUMENTS & DETAILS TO ACCOMPANY BID

All Bids shall contain adequate particulars in respect of the items offered. Failure to furnish the following documents and details indicated below along with the Bid shall result in the bid being rejected.

A. Section -1

1. Available Certificates (Performance, Quality, Standards & Rating)
2. Bid validity undertaking Letter.
3. Form of Bid – Annexure “E”-duly completed
4. Bid Security – in the format as per Annexure “C”
5. Schedule of Prices – Annexure “B” duly completed and signed.

B. Section -2

1. Name & the profile of the Bidder.
2. Documentary proof for recent supply of Janitorial Services to customers in similar magnitude with contact details.
3. Copy of Business Registration.
4. Service certificates of the services provided by the bidder for last five years with contact details of the client companies.
5. Particulars of services presently undertaken by the bidder company with period of contract and client company details.
6. No of employees attached to the bidder company with respective designations.
7. Proof documents for payment of EPF and ETF contribution to the company employees.
8. List of chemicals used with brand names.(Chemical shall be **Harpic, Britol or Lysol**)
9. List of equipment used and to be used(especially available strength of grass cutting equipment)
10. Any other information the bidder deemed to include.
11. Audited financial statements for last three years. (2017, 2016, 2015)

All documents shall be in English Language.

(Every Bidder will be required to initial each page of the Bid Document including the details and documents submitted along with the bid)

05. BID SECURITY

Bid Security shall be in the form of a Bank Draft or a Bank Guarantee issued by a Commercial Bank Operating in Sri Lanka with the authority of a License issued by the Monetary Board (Central Bank) of Sri Lanka, and payable to the Ceylon Petroleum Storage Terminals Limited, equivalent in value to Sri Lankan Rupees Hundred Thousand (Rs. 100,000.00). The bid Security shall be valid until 20th June 2018 and should be in accordance with the specimen in Annexure “C”

Failure to submit the Bid Security at the time or before the closing of the bids and in accordance with the said requirements will result in the bid being rejected.

Bid Security of the unsuccessful bidders will be returned to them only after award of the tender to the successful bidder.

06. MINIMUM VALIDITY PERIOD OF BIDS

All Bids should be accompanied by a valid **until 23rd May 2018** Bidders should however, clearly indicate the maximum period that their offer would be valid. A bid valid for a shorter period shall be rejected by the Departmental Procurement Committee as non – responsive.

In exceptional circumstance, prior to expiry of the period of validity of bid, the Procurement Committee may request from the bidders to extend the period of validity for a specified additional period.

All the prices indicated in the schedule of price, Annexure “B” shall be firm & shall not be subject to any price variation within period of validity stated above.

On acceptance of the offer, prior to expiry of the period of validity of bid, the validity period should be extended for purposes required documentation if necessary.

Bids that do not comply with the above requirements will be rejected.

07. SCHEDULE OF PRICES

- a. Bidders shall provide the prices for each category of services according to the prescribed forms of Schedule of Prices marked “Annexure –B” indicating **prices for supply of employers for each category, supervision, chemicals and equipment. Salaries and wages of employers shall comply the prevailing Government circulars (Annexure “G”) for minimum salaries and wages. Hourly overtime charges for the supervisors and other employers shall be specified separately.**
- b. VAT and any other taxes should not be included in the rates and those to be mentioned separate as given in the schedule of prices. Bidders VAT registration number to be mentioned.
- c. Bid not in the prescribed format and in the manner required are liable for rejection.

08. EVALUATION OF BIDS & INTIMATION OF ACCEPTANCE

- a. The Ceylon Petroleum Storage Terminal Limited, with the approval of the Chairman, Departmental Procurement Committee, may seek in writing, clarifications or additional information from any Bidder regarding Services except for Prices. In the absence of any response from the Bidder, within the specified period, the Departmental Procurement Committee reserves the right to make its own decision.

- b. The Departmental Procurement Committee of CPSTL will not be bound to make the award to the Bidder submitting the lowest bid.
- c. The Departmental Procurement Committee of CPSTL reserves the right to reject any or all Bids, or any part thereof, without adducing any reasons. The Departmental Procurement Committee may accept any or all Items of the bids and reserves the right to increase or decrease the quantities of the scope contracted for, at prices indicated in the Schedule of Prices.
- d. The notice of acceptance of Bid will be sent by Registered Post to the successful Bidder to the address given by him in the Bid Document. Intimation of the acceptance of the Bid may alternatively, be made by Fax / e- Mail and such intimation should be considered as sufficient notice of acceptance.
- e. CPSTL will carry out the detailed evaluation as per the act for NATIONAL MINIMUM WAGE OF WORKERS ACT, No.3 OF 2016. (**Please refer Annexure – “G”**)
- f. All offers received will be examined to determine the eligibility of bidder’s responded and substantial responsiveness of bids received. A substantially responsive bid is one, which conforms to the terms, conditions and specifications of the Bidding Document. Incomplete bids will be rejected

09. PERFORMANCE SECURITY

- a. The successful Bidder, on being notified by the Ceylon Petroleum Storage Terminals Limited of the acceptance of his Bid shall within fourteen (14) days of such notification, furnish at his own expense a Performance Security through a recognized Commercial Bank in Sri Lanka with the authority of a License issued by the Monetary Board (Central Bank) of Sri Lanka, for a sum equivalent or more than 10% of the total contract value of the accepted Bid. The Performance Security shall be in accordance and in the form given in **Annexure “D”** and valid till 28 days beyond the intended completion of confirmation of the tender for the supply of Janitorial and landscaping Services to CPSTL Oil installation, Muthurajawela.
- b. The successful Bidder, in the event of his failure to furnish the Performance Security as required, shall be liable for any losses, costs, expenses and damages which the Ceylon Petroleum Storage Terminals Limited, may sustain in consequence of such failure, and the Bid Security be forfeited.

10. SUPPLY OF JANITORIAL SERVICES

Service of Janitorial and landscaping to be supplied including employees, chemicals and tools & equipment and entire scope specified in Annexure “A” and price schedule Annexure “B” at CPSTL, Oil Installation, Muthurajawela within the contract period of twelve (12) months from the handing over of work.

11. STANDARDS

The Bidders may specify the standards, which they intend to adhere need to include in the Bid.

12. MODE OF PAYMENT

- a). Payment will be made within Thirty (30) days after providing the janitorial and landscaping services on monthly basis considering the services provided under each category of services listed in schedule of prices ,Annexure “B”.
- b). Payment will be made only for the number of employees .Attendance sheets should be provided for each months by the contractor. Payments for each item shall be done in proportionate to the number of employee (except item 2B) supplied as required in those items and performance in those items.
- c). Payment will be made only for the performance in those items.
- d). A penalty of Rs.1000.00 will be imposed per employee per day for absenteeism.

13. CONTRACT NOT TO BE SUBLET:

The Bidder shall not assign or sublet without the written authority of the Chairman / Departmental Procurement Committee of CPSTL, his obligations to supply the services of Janitorial and Landscaping work as per tender and agreed for. If any part of his obligation has been assigned or sublet with written authority, he will nevertheless be held responsible for the due performance of the part assigned or sublet.

14. GOVERNING LAW & JURISDICTION

This contract and the rights and the liabilities of the parties hereunder shall be governed by and interpreted according to the laws of the Democratic Socialist Republic of Sri Lanka, and any disputes arising therein shall be subject to the exclusive jurisdiction of the High Court of the western province exercising civil (commercial) jurisdiction at Colombo or the District Court of Colombo in the said Democratic Socialist Republic of Sri Lanka

15. DEFAULTED BIDDERS & DEFAULT BY SUCCESSFUL BIDDER:

- a. A Bid is liable to be rejected forthwith if it is submitted by a Bidder who has, in the past, failed to perform satisfactorily his obligation in accordance with the Terms and Conditions of his contract with the Ceylon Petroleum Storage terminals Limited.
- b. If for any reason in the opinion of the Ceylon Petroleum Storage Terminals Limited the successful Bidder becomes incapable or unable to supply the service offered in his Bid, the Ceylon Petroleum Storage Terminals Limited shall have the right to obtain such services from other sources without being liable in any manner whatsoever, to the successful Bidder.

- c. If the successful Bidder, defaults in the supply of services or otherwise commits a breach or any of the provisions in the Contract with the Ceylon Petroleum Storage Terminals Limited for the Supply of Services of Janitorial according to the Terms and Conditions, he shall be liable to pay to the Ceylon Petroleum Storage Terminals Limited, all losses, damages and expenses incurred by the Ceylon Petroleum Storage Terminals Limited in consequence of such default or breach.
- d. If the successful Bidder, fails to complete the scope as specified within contract period his Performance Security will be forfeited.

16. FURTHER INFORMATION:

Any further information can be obtained on application to the undersigned on any working day, between 0900 hrs and 1600 hrs on Tel.0112572156 or 5663121.

Manager (Procurement)
Procurement Function
01st Floor
New Building
Ceylon Petroleum Storage Terminals Limited
Oil Installation
Kolonnawa

B. CONDITIONS OF CONTRACT

1. Definitions

Employer: Ceylon Petroleum Storage Terminals Limited,
Oil Installation, Kolonnawa.

Employer's

Representative: The Employer's representative is Terminal Manager (Muthurajawela Terminal) or his authorized representative, Muthurajawela Terminal, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Muthurajawela

Contractor: The company / party for which the contract for Supply of Janitorial and Landscaping Services to CPSTL Oil Installation, Muthurajawela is awarded.

2. Duties and Powers of Engineer The approval of the Employer is required before the Engineer can execute his duties in accordance with or as defined by the limits of ordering a variation if the value of such variation is likely to exceed 10% of the sum stated in the letter of acceptance.
3. The Language All correspondence between the Contractor and Employer or between Contractor and Engineer shall be in English.
4. The Law The law in which the contract is to be subject is that of the Democratic Socialist Republic of Sri Lanka as in effect from time to time.
5. Stamp Duty The total cost of stamp duty on the contract agreement is payable by the Contractor.
6. Performance Guarantee The Performance Guarantee shall be 10 % of the sum stated in the letter of acceptance from an approved Commercial bank operating in Sri Lanka with the authority of a License issued by the Monetary Board (Central Bank) of Sri Lanka and shall be valid and kept alive for 28 days after the end of the total work. (Annexure- "D")
7. Time for completion The Time for completion of Supply Janitorial and Landscaping Services to CPSTL Oil Installation, Muthurajawela is 12 months
8. Programme of Work The programme of work shall be submitted within 7 days after receipt of letter of award.
Contractor should arrange his work in such a way that it will not interfere the day to day operational work of the Oil Installation, Muthurajawela.
9. Penalty A penalty of Rs.1000.00 per employee per day for absenteeism.
10. Security and Safety The Contractor should strictly adhere to the security and safety regulations imposed by the Security and Fire & Safety Functions of the Ceylon Petroleum Storage Terminals Ltd, and

all required precautions should be taken not to endanger the personnel and property in the course of execution of contract.

11. Insurance for Workmen
The contractor shall obtain an insurance cover for his workmen for the period for time for completion against any accidents or injury. The contractor shall indemnify the employer from any claims or compensation with respect to contractors workmen.
12. Payment Terms
Payments will be made on the following basis.
 - (a) All payments will be in Sri Lankan Rupees.
 - (b) Payments will be made on monthly basis within 30 days on completion of services and payments for each item shall be done in proportionate to the number of employee (except item 2B) supplied as required in those items and performance in those items.
13. Fixed Price Contract
This contract is fixed Price for cost of Labour, Consumable Material & Equipment supplied for services.
14. Deduction for Taxes and Levies
If the Employer is required to deduct or ensure the payment of VAT, levy or duty under any Law or regulation or directive now in force, the Employer shall, in addition to the deduction of retention moneys withheld(if any) from each interim payment, be entitled to deduct such VAT, levy or duty. If however there is any increase or new imposition of any VAT, levy or duty which may come into force shall be borne by the Employer.
15. Force Major
Except as regards as act of God, War, Strike, Invasion, Civil War, Rebellion, Revolution, Insurrection, Earthquake or Plagues, the bidder shall undertake all risks and liabilities of whatsoever kind arising out of incidentals connected with the contract.
16. Disputes
Any dispute or whatever nature arising from out of or in connection with this agreement on the interpretation thereof ,or the rights duties obligations or liabilities of any party ,or the operation ,breach ,termination ,abandonment ,foreclosure or invalidity thereof ,shall be settled in accordance with the provisions of law governing like disputes and triable by court of Law of the Democratic Socialist Republic of Sri Lanka
17. Entry Passes
Selected contractor shall obtain the entry permission and shall follow the security regulations of the Ceylon Petroleum Storage Terminals Limited (CPSTL). It is very important to produce police clearance certificate to obtain security gate pass.
18. Circular on Janitorial services
The contractor shall abide by the latest Government circular/ circulars on Janitorial and Landscaping services with respect to minimum wages which is annexed in **Annexure “F”**.
19. EPF and ETF
The successful bidder shall pay EPF and ETF for the Janitorial and Landscaping Services at Muthurajawela Terminal

Employees involved in janitorial and landscaping services and previous proof documents to be furnished along with the bid. It is a compulsory requirement.

SPECIAL CONDITIONS

- 1) The successful service providing company (company) shall supply the agreed number of employees on full time basis especially during office hours.
- 2) The Company shall provide the services as per the agreement based on the effected schedule of prices attached to purchase order and payment shall be effected only for the number of employees supplied.
- 3) **The absenteeism shall be kept minimum and the successful company shall provide replacement employees and it is a compulsory requirement.** However the company shall agree to a penalty of Rs.1000.00 per employee per day for absenteeism. Payment shall be made only for the work performed under each category of work and CPSTL reserves authority to deduct payments due for non attended work.
- 4) It is a compulsory requirement to provide a complete uniform and safety equipment to the employees of the company and the company should ensure that the employees wear the uniform and safety equipment daily and employees without uniform and safety equipment are not allowed for work. The colour and design shall be different from the uniforms safety equipment presently used by CPSTL Staff.
- 5) The consumables used for Janitorial activities shall be branded items which are commonly used in the market.(**Harpic, Britol or Lysol**) Bulk purchases without brand names are not allowed .The company shall maintain adequate stocks of consumables for proper implementation of janitorial activities .Prior approvals to be obtained for all the consumables to be used. Dilution of chemicals is not permitted.
- 6) Equipment such as grass cutters, vacuum cleaners, blowers etc. to be supplied by the company and there shall be adequate number of equipment for attending janitorial and landscaping work in all the offices, premises and yards in Muthurajawela installation .The company shall provide services of equipment without failure and shall replace defective equipment with immediate effect. Further, company shall provide fuel for equipment.
- 7) Maximum age limit shall be 55 years and all employees of the company shall be in good health without any disabilities and diseases. The employees shall be adequately fit enough to perform their duties. All the employers shall be checked by the CPSTL Medical Officer and the employees who are recommended only be allowed for work.
- 8) The period of contract is to be **12 months** subject to successful completion of **three months** period.
- 9) CPSTL remains right to terminate the contract within one month notice.
- 10) The contact will be awarded to the successful bidder initially for a period of 03 months as probationary.

SCOPE OF SUPPLY, SCOPE OF WORK AND STANDARDS

1.1 Scope of Supply by CPSTL

- 1.1.1 CPSTL shall assist the contractor in identifying areas of buildings and outdoor areas where janitorial services are to be provided.
- 1.1.2 CPSTL shall release areas such as buildings, access roads and yards etc. for attending janitorial services with minimum disturbance to the operational activities of CPSTL.
- 1.1.3. CPSTL shall supply a tractor with trailer twice a week for disposal of waste materials (waste bins, remaining of grass cuts).
- 1.1.4 Utilities
- 1.1.4.1 Electricity for equipment, Water for cleaning and drinking will be supplied from the CPSTL.

1.2 Contractor’s Scope of Supply

- 1.2.1 Supply service of specified male and female number of employees for each location and supply the service of supervisors specified.
- 1.2.2 Supply all the machinery, equipment, fuel for equipment, tools and accessories required for supply of janitorial and landscaping service.
- 1.2.3 Adequate supply and storage of all **branded** consumables (**Harpic, Britol, Lysol**) for attending janitorial service.

1.3 Contractor’s Scope of Work

- 1.3.1 Contractor shall submit a comprehensive proposal with the bid to cater the requirements mentioned in scope of work, schedule of prices and standards. The scope of work and standards listed are the minimum requirements expected. Contractor shall include in his proposal, the equipment, instruments and methodologies which he deems that shall incorporate to improve the quality and effectiveness of janitorial and landscaping services provided.
- 1.3.2 Contractor shall specify the reference standards followed.
- 1.3.3 Contractor shall attend to general cleaning and sweeping of buildings. Scope includes sweeping, mopping of tiled floor, dusting and cleaning of furniture and equipment daily and vacuum cleaning of carpets, glass cleaning and cleaning of cob webs weekly.
- 1.3.4 Contractor shall remove all remaining (cut grasses, waste etc) of gardening service.
- 1.3.5. Providing a Cleaning Services Chart (according to item 1.3.6.) for Janitorial services is must to evaluate the service.

1.3.6 Normal Service of schedule

The contractor should provide all necessary quality (Terminal Manager shall inform) detergent solutions, toilet cleaners, air fresheners, hand washers and necessary mopping and cleaning equipments. The contractor should provide at least 25 gardeners, 5 Janitors, 3 stewardesses and one supervisor.

Schedule of services:

Janitorial Services

Janitorial services shall provide to Main security building, fire station, canteen, Administration Building, Invoice room, Gantry control room, Distribution office, rest rooms, security points, tank farm control room and all toilet units.

Gardening Services

Gardening services shall provide for the areas mentioned in the drawings and should maintain through the month.

Stewardesses Services

Stewardesses services shall provide to Administration building and Distribution function.

Daily Cleaning

Toilets:

1. All toilets to be cleaned at least twice a day to ensure proper cleanliness and hygienic conditions
2. Mopping up any water spillage leaving floors dry and slip free.
3. WCs, Bowl interiors shall be cleaned with a brush and CPSTL approved toilet cleaner.
4. The commode seats (Both Sides) and covers sides, pipes and flush tanks to be washed with CPSTL approved detergents /disinfectant solution. This service shall be carried out throughout the specified work hours.
5. Wash Basins, Showers, Soap dishes, Tapes, etc. to be washed using CPSTL approved detergent solution and wiped dry.
6. Mirrors to be clean and polished to leave a bright sparkling finish. Tiled floors are to be daily mopped using CPSTL approved detergents / disinfectant solutions, leaving floors dry and slip free
7. Collect rubbish in refuse bags and deposit at designated refuse collection points.

General:

1. All hard floors to be thoroughly cleaned using a dust control mop and then polished where required using high quality cleaning fabric and material. Antibacterial floor cleaner to be used.
2. Cleaning of electric appliances, door handles etc to remove finger marks
3. Removal of litter and Sweeping of all the open areas, footpaths drive ways and gantry, truck yard.
4. Ensure proper and tidy cleaning of all the areas (covered /open) through physical checks by Janitorial Supervisor.
5. To attend all the random cleaning request by CPSTL.
6. Cleaning / Dusting of all the furniture, doors, windows, electrical installations, fixtures, planters etc.

Weekly Cleaning

All waste bins will be provided by CPSTL

General

1. All hard floors (including balconies, corridors and porticos) to be swept, cleaned, and damp mopped to remove impregnated dirt using CPSTL approved anti detergent and antibacterial solution to remove scuff marks and leave a smooth, dry and slip free.
2. Garbage Removal (twice a week), All waste bins to be emptied on a weekly basis. All refuse bags to be sealed and disposed directly to designated places.
3. All wall surfaces to be spot cleaned using the CPSTL approved product for removal of stains and marks.
4. Internal / External Side of doors, glass windows, glass panes, partitions, aluminum frames and to be cleaned using CPSTL approved products. Window tracks to be vacuumed on a weekly basis.
5. Chromium, stainless steel and aluminum fixture and fittings to be burnished.
6. All waste bins to be damp clean using CPSTL approved antibacterial detergent agents.
7. All soft furnishings to be vacuumed and spot clean using company's approved products.
8. Buffing of all floor areas.

Toilets

1. Toilet walls to be clean thoroughly using CPSTL approved detergent / antibacterial agent
2. Internal and external glass and associated window frames and fan lights to be clean using CPSTL approved material. Window tracks to be vacuumed on a weekly basis.
3. All walls and ceilings to be cleaned weekly
4. Fumigation / spraying on twice a week basis.

Yards and other open areas

1. Remove all sand dunes and dispose as directed by the CPSTL

Monthly Cleaning

1. All high level surfaces to be thoroughly dusted using antiseptic mops.
2. External cleaning of all A/C grills.
3. Entrance mats to be taken outside and pressure hosed, dried and returned.
4. Cleaning of roofs of all blocks.

Maintenance of Gardens, Landscaping / Lawns (In front of Admin building, either side of main entrance, either side of the road from main gate to Admin building and in front of Distribution office)

Better quality (Terminal Manager shall inform) Chemical, hormones, fertilizer and all related equipments should be provided by contractor as required. Water will be provided by CPSTL for watering purposes.

Daily Basis

1. Cleaning and sweeping of all the gardens / lawns as provided in the BOQ.
2. Watering for grass, plants, trees and flowers.
3. Removal of rubbish from area and proper disposal in designated places.
4. Cutting of Grass, large trees and wild growth.

5. Placing new plants provided for the purpose of landscaping.
6. Assist for other landscaping works.

Weekly Basis

1. Trimming of plants and trees and maintaining in proper shape.
2. Maintaining of flower beds.

Monthly/Seasonal Basis

1. Plantation of seasonal flowers and proper maintenance.
2. Removal of existing wild plants and providing proper Grass in the identified places and proper maintenance.
3. Supply and placing fertilizers approved by CPSTL.

Maintenance of Gardens / Lawns (Except area mentioned above)

Daily Basis

1. Cutting of Grass, large trees and wild growth.
2. Remove wild growth on buildings, Tank foundations, open ditches etc.
3. Cleaning open ditch trenches free them from vegetation.
4. Cleaning of any water stagnation in open ditch trenches.

Monthly/Seasonal Basis

1. Clearing of open canals.

Steward Services

Daily basis

Responsible for stewarding and maintaining office space in a clean and hygienic manner.

- 1.3.7 Contractor shall clean drains around the buildings daily/ weekly where applicable.
- 1.3.8 Contractor shall sweep the Main roads, gardens and yards as specified in schedule of prices.
- 1.3.9 Contractor shall clear road side gullies monthly and storm water gully blockages when the need arises.
- 1.3.10 Contractor shall clean and dispose diseased rats and mice, clean and burry carcasses of diseased pigeons, crows and dogs when the need arises.

Annexure B**Bill of Quantities for Provisioning of Janitorial, Steward & Garden Maintenance****Services**

CEYLON PETROLEUM STORAGE TERMINALS

LIMITED

ITEM	DESCRIPTION	QTY.	UNIT	RATE	AMOUNT(Rs.)
	<i>Contractors are strictly advised to visit the site & follow the given details, sketch drawings, specifications before bidding & before commencing the works. Services to be carried out without damaging existing drains, pipes and other CPSTL property. If some damage occur, contractor should repair by own cost.</i>				
	<i>All the work should be carried out according to the CPSTL Fire and Safety Regulations</i>				
	<i>Using of herbicides is not allowed within CPSTL premises unless otherwise requested by CPSTL</i>				
	<i>It is Contractor's responsible to maintain his staff according to labour regulations in Srilanka</i>				
	<i>Should maintain daily attendance with the observation of CPSTL</i>				
1	Janitorial Services				
	<i>All the works shall be perform according to the given schedule of services and drawings</i>				
1A	Cleaning of toilets (35 nos), Mopping and drying all ceramic floor tile area (25000sqft), Mopping and drying all cement/hard floor area (1000sqft) as per the given schedules of services. Rate shall include the necessary detergents and equipment for cleaning of toilets. Should provide 5 Janitors	1.00	Item per month		
1B	Sweeping of all the open areas, footpaths, driveways, gantry and truck yards (10 acers).Rate shall include the necessary equipment for sweeping and removing sand dunes. Should provide 3 Gardeners.	1.00	item per month		
1C	Extra Works*		Per Month		100,000.00
	Total carried out summary				
2	Gardening Services				
2A	Maintenance of gardens, landscaping (In front of Admin building, either sides of main entrance, either side of the road from main gate to Admin building and in front of Distribution office) as per the given schedules of services (Refer the drawing no: MT/JS/LSC/001 and cut the grass area at least twice per month and maintain	1.00	Item per month		

	throughout the month).Rate shall include supply of necessary equipment and fuel for equipment. Should provide 2 Gardeners.				
2B	Maintenance of gardens (all other area except area mentioned under item 2A) as per the given schedules of services (payment will be made according to the drawings no:MT/JS/GS/001 to 004 and should cut the area at least twice per month and maintain throughout the month).Rate shall include the clearing of shrubs and plants in open ditch channels on given areas and supply of equipment and fuel for equipment. Approximate gardeners are 20 nos	30.00	Per Acer per month		
	Total carried out summary				
3	Steward services				
3A	Providing Steward services for Administration building (is about 50 heads) and Distribution office (is about 30 heads).Rate shall include providing cleaning shops, detergent, hand washes, air fresheners etc. Should provide 3 stewardess	1	Item per month		
	Total carried out summary				

Summary

Rs

1 Janitorial Services

2 Gardening services

3 Steward services

Total estimated Cost

NBT (If applicable)

15% VAT Amount

Total Cost

VAT Registration No:.....

***Additional staff (If required by CPSTL)**

Cost of supervisor per day
Cost of janitor per day
Cost of Gardner per day
Cost of Steward per day

***Cost per OT hour (If required by CPSTL)**

Cost of supervisor per hour
Cost of janitor per hour
Cost of Gardner per hour
Cost of steward per hour

*Payments will be made for this items only if requested by CPSTL

Working days-Monday to Saturday
Working hours- week days 7.00a.m. To 16.00p.m.

Saturday 7.00a.m. To 12.30p.m
Holidays-Sundays and other Government approved holidays

Name of the Tenderer:..... Contact No:.....

Address:.....

.....

.....

.....

Signature of the Tenderer

FORM OF BID SECURITY

BOND NUMBER :.....

DATE :.....

SUM GUARANTEED :.....

To :

The Chairman,
Departmental Procurement Committee,
C/ o Manager Procurement,
Procurement Function,
Ceylon Petroleum Storage Terminals Limited,
Oil Installation, Kolonnawa

Dear Sir,

By this Bond we.....
(hereinafter called “the Tenderer”) and we
.....(name of Bank or insurance
company) whose registered office is at
.....(hereinafter
called “the Surety”) are held and firmly bound into
.....(hereinafter called “the Authority”) in the
sum offor the payment of which sum the Bidder and the Surety
bind themselves their successors and assigns jointly and severally by these present.

Whereas the Authority has invited the Tenderer and other persons to complete tenders in similar terms for the supply ofand works associated (hereinafter called “the Tender”) in accordance with such invitation, the Bond shall provide security to the Authority that the Tenderer will honour certain obligations to be undertaken by him in the Tender in accordance with the following conditions.

Now the Conditions of this Bond are :

- (a) that it shall remain in full force and effect until the earliest of
 - (i)or any prolongation of such date above notified to the Authority by the Tenderer and the Surety in writing;
 - (ii) In the event of the Tender by the Authority, the date upon which the Tender provides a performance security to the Authority in accordance with the terms of the contract thereby made between them, or
 - (iii) In the event of acceptance of the Authority of a tender for the work from a third party the date upon which such third party provides the relevant performance security.

Contd.....

(b) Subject to this Bond being in full force and effect, the Surety shall pay the full amount specified in this Bond upon receipt of first written demand from the Authority stating that

(i) The Tenderer has withdrawn his Tender during the Tender period, or

(ii) The Tenderer has failed to provide a performance security to the Authority in accordance with the terms of the contract between them upon acceptance of the Tender.

No alteration in the terms of the Tenderer, nor any forbearance or forgiveness in or in respect of any matter or thing concerning the Tender on the part of the Authority, nor any objection from the tenderer shall in any way release the Surety from any liability under this Bond.

The benefit of this Bond shall not be assignable by the Authority and upon its ceasing to be in full force and effect the Authority shall return the same to the Tenderer.

This Bond shall be governed by the laws of Sri Lanka.

I executed as a Date this () day of () 2018 ()

For and on behalf of the Tenderer.....for and on behalf of the Surety.....

.....

Signed by..... Signed by.....

In the capacity of In the capacity of

And by.....And by.....

In the capacity of.....In the capacity of

Seal (where applicable)

Seal (where applicable)

FORM OF PERFORMANCE BOND

BOND NUMBER :.....

DATE :.....

SUM GUARANTEED :.....

To :

The Chairman,
Departmental Procurement Committee,
C/ o Manager Procurement,
Procurement Function,
Ceylon Petroleum Storage Terminals Limited,
Oil Installation, Kolonnawa

Dear Sir,

Whereas.....
..... (name and address of contractor) Thereinafter called “the contractor” has undertaken , in
pursuance of contract no.....dated.....
to executes.....(name of contract)
thereinafter called “the contract”

And whereas it has been stipulated by you in the said Contract that the Contractor shall furnish you
with a Bank Guarantee by a recognized Bank for the sum specified therein as security for compliance
with his obligations in accordance with the Contract.

And whereas we have agreed to give Contractor such a Bank Guarantee.

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the
Contractor, up to a total of(amount of
Guarantee).....(amount in words), such sum
being payable in the type and proportions of currencies in which the Contract price is payable, and we
undertake to pay you, upon your first written demand and without cavil or argument , any sum or
sums within the limits of(Amount of
Guarantee) as aforesaid without your needing to prove or to show ground or reasons for your demand
for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting
us with the demand.

We further agree that no change or addition to or other medication of terms of the contract or of the
works to be performed there under or of any of the contract document which may be made between
you and the Contractor shall in any way release us from any liability under this Guarantee, and we
hereby waive notice or any such change, addition or modification.

Contd.....

This Guarantee shall be valid until 365 days from the date of confirmation of the tender for the **Janitorial and Landscaping Services at Oil installation, Muthurajawela-**

Signature and Seal of the Guarantor :.....

Name of the Bank :.....

Address of the Bank :.....

:.....

Date :.....

Witness :.....

FORM OF BID

The Chairman,
Departmental Procurement Committee,
C/ o Manager Procurement,
Procurement Function,
Ceylon Petroleum Storage Terminals Limited,
Oil Installation, Kolonnawa

From:

.....
.....
.....
.....

Sir,

A-1 Having familiarized ourselves with the formal request for instruction to Bidders and Conditions of contract for Supply of Janitorial and Landscaping Services at CPSTL Oil Installation, Muthurajawela Terminal, we offer to complete the whole of said services in conformity with the said document.

A-2 Unless and until a formal Agreement is prepared and executed this Bid together with your written acceptance thereof shall constitute a binding contract with us.

A-3 We understand you are not bound to accept the lowest or any Bid you may receive.

A-4 The Bid we are offering is complete and fulfills the requirements discussed in the Bid document.

A-5 We agree to abide by this Bid until....., 2018. Bid Conditions and prices quoted shall remain binding upon us and may be accepted at any time before the expiration of the period.

A-6 We agree to be bound by the Bid, Bid Conditions and Performance Guarantee.

A-7 We affirm that the said items will be delivered within (.....) months after we receive notice acceptance of our Bid from the CPSTL.

A-8 We offer the lump sum fixed price of Sri Lankan Rupees (in figures)

.....
(In words) for execution, of as detailed out in this Bid document and details of the lump sum price is as given in the schedule of prices. We agree that it is open to the Procurement Committee to reject this offer or to accept.

Dated this day of 2018.

Signature

In the capacity of

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

Name :
.....

Address :
.....
.....

.....

Company Stamp

Witnesses:

1. Signature:	2. Signature:
Name:	Name:
Address:	Address:

CEYLON PETROLEUM STORAGE TERMINALS LIMITED

**JANITORIAL & LANDSCAPING SERVICES AT
MUTHURAJAWELA TERMINAL – (CPSTL)**

This agreement made and entered in to at Kolonnawa Terminal on this day of between the Ceylon Petroleum Storage Terminals Limited incorporated under the provision of the conversion of Public Corporation or Government Owned Business undertaking into Public Companies Act No: 23 of 1987 and companies Act No. 17 of 1982 and having its Registered Office at Ceylon Petroleum Storage Terminals Limited, Oil Installation Kolonnawa, Wellampitiya Sri Lanka (hereinafter referred to as “The Employer”) as one part and

.....(herein after referred to as the “Contractor”)as the other part. Whereas the Authority has agreed to give on contract it’s Janitorial Services of the premises and the buildings fully described in the Schedule of works hereto and the contractor has agreed and undertaken to accept the contract for a term or period of **One Year** commencing from and ending on subject to the terms and conditions herein below stated the parties hereby agree as follows:-

1. The Contractor shall clean and maintain the office premises, the building, spraying the necessary detergents required for toilets according to the requirements of the Authority and more fully described in the Schedules attached hereto.
2. The Contractor shall provide a list of employees along with their National Identity Card Numbers to the Authority, who has been detailed to work in this project.
3. The Contractor agrees to promptly attend and rectify and faults and any deficiencies on its parts or its employees when brought to the notice by the Authority or its authorized representatives.
4. The Contractor shall promptly reimburse all sums and expenses arising from the loss or damages caused to the authority if such loss or damage is due to the negligence of any its employees or the contractor.
5. The contractor shall not bring any appliances or equipment into the premises or office or the building for use except with the prior permission of the Authority.

Contd.....

THE AUTHORITY SHALL

1. Pay a sum of the details of which are specified in Schedule of price hereof on or before the **01st day** of each and every month, commencing from which said payment shall apply against the services rendered during the previous month.

However, the aforesaid payment shall be made only upon receipt of a certificate from the Terminal Manager (Muthurajawela Terminal) or his authorized representative that the work in the schedule has been satisfactorily done. When a certificate of unsatisfactory performance of work is received from the Terminal Manager (Muthurajawela Terminal) or his authorized representatives the Authority shall have the right to withhold the whole or part of the payment.

2. The Authority shall have the right at any time during the term hereof stipulated to terminate this contract either in full or part by giving to the contractor one calendar months notice in writing of it intention to do so, and upon the expiration of the said one months notice this contract shall be deemed to have been terminated but without prejudice to any claim by either party as against the other.
3. A renewal of contract shall only be done by mutual consent and upon such terms and conditions to be agreed upon by the Contractor and the Authority at the renewal thereof.
4. Any notice required to be given hereunder shall be demand to be sufficient if addressed and sent by registered post to the Authority and the contractor at the address herein below stated.

In witness whereof the parties herein below have set their respective hands hereto at Oil Installation, Kolonnawa, Wellampitiya on this

.....
Manager (Procurement)
 Ceylon Petroleum Storage Terminals Limited
 Procurement Function
 01st Floor, New Building
 Kolonnawa
 Wellampitiya

.....
Contractor
 Name of Contractor
 Address:

Witness :

1. Signature :..... Name :..... :..... Address :.....	2. Signature :..... Name :..... :..... Address :.....
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