

**CEYLON PETROLEUM STORAGE TERMINALS LIMITED**

**NATIONAL COMPETITIVE BIDDING**

**PROCUREMENT DOCUMENT**

**JANITORIAL SERVICES PACKAGE 2**

**AT**

**KOLONNAWA INSTALLATION AND OIL FACILITIES  
OFFICE FOR YEAR 2026/2027**

**BID No: KPR/15A/2026**

**Employer:**

Ceylon Petroleum Storage Terminals Limited  
Oil Installation  
Kolonnawa

**Engineer:**

Manager (HSEQ)  
HSEQ Function  
Ceylon petroleum storage terminals limited  
Oil installation  
Kolonnawa

Issued to : .....

Issued by : .....

Date : .....

May 2026

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DUPLICATE

**SECTION - 1**

**INSTRUCTIONS TO BIDDERS**

DUPLICATE

## INSTRUCTIONS TO BIDDERS

Instruction to bidders applicable to this contract is that given in Section 1 of Standard Bidding Document for Procurement of Works ICTAD Publication no. ICTAD/SBD/01 Second Edition - January 2007 published by the Construction Industry Development Authority. (CIDA) 'Savsiripaya', 123, Wijerama Mawatha, Colombo 07. This publication will not be issued with Procurement Document and the bidder is advised to purchase it from CIDA. Instruct to Bidders shall be read in conjunction with the bidding data provided under Section 05 of the Procurement Document given in Volume 2 which shall take precedence over the Instruction to Bidders. Instruct to Bidders will not be a part of the Contract and will cease to have effect once the Contract is signed.

## **SECTION – 2**

### ***STANDARD FORMS (CONTRACT)***

- *Form of letter of acceptance*
- *Form of agreement*
- *Form of performance security*

**FORM OF LETTER OF ACCEPTANCE**  
*[LETTER HEADING PAPER OF THE PROCURING ENTITY]*

----- [date]

To: -----  
*[name and address of the Contractor]*

This is to notify you that your bid dated ----- *[insert date]* for *[Name of the Contract]*  
----- *[Contract identification number]* for  
the Contract price of -----*[name of currency]* -----  
-----*[amount in figures and words]* as corrected in accordance with Instructions to Bidders and  
/ or modified by a Memorandum of Understanding, is hereby accepted.

The adjudicator shall be -----  
-----  
*[name and address of the Adjudicator, if agreed]* / shall be appointed by the Institute for  
Construction Training and Development (ICTAD).

You are hereby instructed to proceed with the execution of the said Works in accordance with the  
Contract documents.

The Start Date shall be: ----- *(fill the date as per Conditions of Contract).*

The amount of Performance Security is: ----- *(fill the date as per  
Conditions of Contract).*

The Performance Security shall be submitted on or before ----- *(fill the date as per  
Conditions of Contract).*

Authorized Signature : -----

Name and title of Signatory : -----

Name of Agency : -----

**STANDARD FORM: AGREEMENT**

This AGREEMENT, made the .....[day] day of -----[month] 20----- [year] between ----  
-----[name and address of Employer] (hereinafter called "the Employer")  
of the one part, and ----- [name and address of  
Contractor] (hereinafter called "the Contractor") of the other part.

WHEREAS the Employer desires that the Contractor execute -----[name  
and identification number of Contract] (hereinafter called "the Works") and the Employer has  
accepted the Bid by the Contractor for the execution and completion of such Works and the  
remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year aforementioned in accordance with laws of Sri Lanka.

.....  
Authorized signature of Contractor

.....  
Authorized signature of Employer

COMMON SEAL

COMMON SEAL

In the presence of:

Witnesses:

1. Name and NIC No. : .....
- Signature : .....
- Address : .....
2. Name and NIC No. : .....
- Signature : .....
- Address : .....

**FORM OF PERFORMANCE SECURITY  
(UNCONDITIONAL)**

.....  
*(Issuing Agency's Name and Address of Issuing Branch or Office)*

**Beneficiary: Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa**

**Date:** .....

**PERFORMANCE GUARANTEE NO.:** .....

We have been informed that .....  
..... *(Name of Contractor)* (hereinafter called "the Contractor") has entered into Contract No. ....  
..... (Reference No. of the Contract) dated .....  
..... With you, for the ..... [ *name of the contract and brief description of works*] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we .....  
..... *(name of agency)* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of .....  
..... *(amount in figures)* .....  
..... *(amount in words)* upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the ..... day of ..... 20..... *(insert date, 28 days beyond the intended Completion Date)* and any demand for payment under it must be received by us at this office on or before that date.

.....  
Signature(s)

**SECTION – 3**

**CONDITIONS OF CONTRACT**

## CONDITIONS OF CONTRACT

Condition of contract that will be applicable for this contract is that given in Section 3 of the Standard Bidding Document of works ICTAD Publication no. ICTAD/SBD/01 Second Edition - January 2007 publish by the Construction Industry Development Authority. (CIDA) 'Savsiripaya', 123, Wijerama Mawatha. Colombo 07. This publication will not be issued with Procurement Document and the bidder is advised to purchase it form CIDA. Condition of Contract shall be read in conjunction with the Contract Data provide under Section 5 of the Procurement Document given in Volume 2, Which shall take precedence over the Condition of Contract.

## **VOLUME - 02**

### **INVITATION FOR BIDS**

- SECTION 04 : FORM OF BID AND QUALIFICATION INFORMATION**
- SECTION 05 : BIDDING DATA AND CONTRACT DATA**
- SECTION 06 : SPECIFICATIONS AND SCOPE OF WORK**
- SECTION 07 : BILL OF QUANTITIES AND DAY WORK SCHEDULES**
- SECTION 08 : DRAWINGS AND ATTACHMENTS**
- SECTION 09 : STANDARD FORMS (BID)**

**INVITATION FOR BIDS (IFB)**  
**CEYLON PETROLEUM STORAGE TERMINALS LIMITED**  
**JANITORIAL SERVICES PACKAGE 2 AT KOLONNAWA INSTALLATION AND OIL**  
**FACILITIES OFFICE FOR YEAR 2026/2027**

**BID NO: KPR/15A/2026**

**NATIONAL COMPETITIVE BIDDING**

1. The Chairman, Department Procurement Committee (Minor) on behalf of the Ceylon Petroleum Storage Terminals Limited (CPSTL), Kolonnawa, Wellampitiya hereby invites sealed bids for the **Janitorial Services Package 2 at Kolonnawa Installation and Oil facilities office for Year 2026/2027** from the reputed service providers who are eligible and actively involved in the field of supply of Janitorial services.

**The Total Janitorial Services for CPSTL Oil Installation has been split into two packages (Package 1 & Package 2) and bidders shall quote for one or both packages at their discretion but only one package shall be awarded for one bidder.**

The scope of **package 2** includes janitorial services (total buildings, yards and road areas in the designated area under the package 2) at Kolonnawa Installation and Oil facilities office.

2. The proposed work includes cleaning and sweeping roads, Paved areas, Gardens and yards, open areas around the buildings, removal of weeds, accumulated sand, foliage and garbage around the buildings, removal & cleaning of vines etc. along boundary walls/fences, cleaning of storm water drain and storm water drain pits, unblocking Sewage pipeline blockages and obtain outside services whenever required, removing accumulated sand, tree roots, waste etc. in sewage manholes, spraying insecticides, removal and disposal of carcasses of dead animals, assisting on pest control activities and all other Janitorial related services as specified in Specifications, Scope of Works, Bill of Quantities and as directed by the Engineer.
3. The period of contract shall be 12 months.
4. Bidding will be conducted through **National Competitive Bidding Procedure**.
5. To be eligible for contract award, the successful bidder shall not have been blacklisted or terminated default by the contractor and shall meet the following requirements;
  - a. Experience in works of a similar nature and size for each (total value of each service contract exceeding Rupees 20 million) within recent two years (from 2024 to 2025).

Experience in supplying similar nature maintenance services for reputed institutions in similar capacity premises (At least 02 similar services - total value of each service contract exceeding Rupees 20million and deploying minimum of 25 janitors each), successfully completed/ continuing within recent two years (from 2024 to 2025) and shall be actively involved in Janitorial services.
  - b. Average of the annual volume of services delivered in the last two years (from 2024 to 2025) shall be at least Rs. 43,500,000.00 (Rupees Forty-three million five hundred thousand) and shall be confirmed by submission of Audited Financial statements for the period as proofs.
  - c. The minimum amount of liquid assets and /or credit facilities net of other contractual commitments and exclusive of any advance payments which may be made under the contract shall be not less than Rs. 7,250,000.00 (Rupees Seven Million two hundred and fifty thousand).
  - d. Following Janitorial and Supervisory staff shall be available.
    - i. Total minimum janitors shall be as follows.

#	Work Place	Type of Worker	Minimum Requirement
1	Kolonnawa	Male Janitors	10
2		Female Janitors	22
3	Oil Facilities Office	Male Janitors	02

- ii. Two supervisors with minimum 2 years' experience shall be assigned to supervise the service at premises in full time basis (Proofs shall be provided to prove experience of the supervisors).
- e. Payment of EPF and ETF contribution to the bidders' own employees during recent 2 years period.
- f. Major items of equipment proposed to carry out the Contract;

Following equipment and specified minimum quantities must be owned by the bidder and provide list of equipment including their brand names, capacities and proofs of ownership.

Equipment and consumables for Janitorial Services;

- Vacuum Cleaners – Minimum 02 nos. must be available
  - High Pressure Washer - Minimum 01 no. must be available
  - Scaffolding sets with stairs – As required
  - Tools include Brooms, Ekel Brooms, Rakes, Wipers, Brushes, Mops with buckets, Toilet brushes, Deck brushes, Dust pans, etc.
  - Consumables – Air freshener, Tile cleaner, glass cleaner, Disinfectant Surface Cleaner, Toilet cleaner, etc.
6. Interested parties may refer the procurement documents (*only for viewing purpose*) and obtain necessary information through the website [www.cpstl.lk](http://www.cpstl.lk) and inspect the procurement documents at the address given below from 0900hrs to 1400 hrs of working days.
7. A complete set of Procurement Documents in English language may be purchased by interested bidders on the submission of a written application (*the request letter shall be on the company letter head*) to **The Manager (Procurement), Procurement Function, Ceylon Petroleum Storage Terminals Limited, 1<sup>st</sup> floor, New Administration Building, Oil Installation, Kolonnawa** from **28<sup>th</sup> May 2026 until 15<sup>th</sup> June 2026** from 0900. hrs to 1400 hrs of working days on production of receipt supporting payment of non-refundable Procurement Documents fee of **Rs 8,000.00** or, the original procurement documents (full set) could be obtained on submission of a written request (*the request letter shall be on the company letter head*) via an email to [procure@cpstl.lk](mailto:procure@cpstl.lk) during working days from **28<sup>th</sup> May 2026 till 15<sup>th</sup> June 2026**, considering bidder's request, Manager Procurement, CPSTL may issue the consent via email for depositing the non-refundable procurement document fee of **Sri Lankan Rupees Eight Thousand** if appropriate.

On receipt of non- refundable procurement document fee to Employer's account, procurement documents (full set) will be issued by Procurement Function via email.

8. A pre-bid meeting and site visit will be held at 1000 hrs on **08<sup>th</sup> June 2026** at the HSEQ Function office, Oil Installation, Kolonnawa.
9. Bids shall be submitted on the procurement document obtainable from Procurement Function and duly filled procurement documents may be sent by post/courier under registered cover or sealed cover **to reach** the Chairman, Department Procurement Committee, C/o Manager Procurement, Ceylon Petroleum Storage Terminals Limited, Procurement Function, 01<sup>st</sup> Floor, New Building, Oil Installation, Kolonnawa, Wellampitiya or could be deposited in the tender box kept at the main entrance of CPSTL, on or before **1400 hrs. o.**

Bids will be closed at **1400 hrs. on 16<sup>th</sup> June 2026** and will be opened immediately thereafter at the office

of Manager Procurement, in the presence of the authorized only one representative of the bidder who chose to attend

In case the bidders are unable to submit the original bids as above, they could submit the scanned copy of the duly filled procurement documents in PDF format via email tenders@cpstl.lk to reach on or before 1400 hrs. on **16<sup>th</sup> June 2026** subject to following conditions.

- i. Submission of the bid via email is at the bidder's own discretion.
  - ii. If the bidder intends to submit a bank guarantee or bank draft as the bid security (instead of a direct deposit to the Employer's bank account), the original bank guarantee / draft must be sent or hand-delivered to the above address by 1400 hrs. on **16<sup>th</sup> June 2026**.
  - iii. The title and closing date of the tender must be indicated as the subject of the email.
  - iv. The size of an email (including attachments) must not exceed 20 MB. If the attachment exceeds 20 MB, the bidder must split the attachments and send them as separate emails (e.g., 01 of 03, 02 of 03, 03 of 03).
  - v. Direct links to external sites or shared folders (e.g., Google Drive) are strictly prohibited.
  - vi. Do not CC or BCC any other official or personal email IDs of Employer's staff.
  - vii. The original bid document must be securely kept and submitted to the Manager Procurement upon request. However, the original bid document will only be used for filing purposes and not for verification against the e-bid.
10. Bids shall be valid up to **15<sup>th</sup> September 2026**.
11. All bids shall be accompanied by a Bid Security of LKR 290,000.00 (Sri Lanka Rupees Two hundred ninety thousand only). Bid Security shall be valid up to **13<sup>th</sup> October 2026**.
12. Any of the interested parties who wishes to submit a bid, shall register himself at the Department of Registrar of Companies www.drc.gov.lk (e-ROC) as per the Public Contracts Act, No. 03 of 1987 for every public contract value exceeding Sri Lankan Rupees **Five million (LKR 5,000,000)**.

The address referred to above is

**The Chairman, Department Procurement Committee (Minor),  
C/o Manager Procurement,  
Ceylon Petroleum Storage Terminals Limited,  
Procurement Function, New Admin. Building,  
Oil Installation, Kolonnawa, Wellampitiya,**

**Postal Code : 10600  
Telephone : +94 11 2572156, 94 11 2572155  
E-mail : procure@cpstl.lk**

**SECTION – 4**

- ***FORM OF BID***
- ***QUALIFICATION INFORMATION***

**FORM OF BID**

Name of Contract: **JANITORIAL SERVICES PACKAGE 2 AT KOLONNAWA  
INSTALLATION AND OIL FACILITIES OFFICE FOR YEAR  
2026/2027 -KPR/15A/2026**

To: **Chairman,  
Department Procurement Committee (Minor),  
Ceylon Petroleum Storage Terminals Limited,  
Oil Installation,Kolonnawa,  
Wellampitiya.**

Gentleman,

1. Having examined the Standard Bidding Document – Procurement of Works (ICTAD/SBD/01 – Second Edition – January 2007), Specifications, Drawings and Bill of Quantities and addenda for the execution of the above – named Works, we/I the undersigned, offer to execute and complete such Works and remedy any defects therein in conformity with the aforesaid Conditions of Contract, Specification, Drawings, Bill of Quantities and addenda for the sum of Sri Lankan Rupees..... (LKR.....) or such other sums as may be ascertained in accordance with the said Conditions.
2. We/I acknowledge that the schedule forms part of our Bid.
3. We/I undertake, if our Bid is accepted, to commence the Works as stipulated in the Contract Data, and to complete the whole of the Works comprised in the contract within the time stated in the Contract Data.
4. We/I agree to abide by this bid for the period of **15.09.2026**. stated in the Sub-Clause 15 of Instructions to Bidders 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.
6. We accept/ we do not accept the Adjudicator.
7. We/I understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this ..... day of ..... 2026 in the capacity of .....  
..... duly authorized to sign bids for and on behalf of  
.....

**(IN BLOCK CAPITALS)**

Signature : .....

Name : .....

Designation : .....

Address : .....

.....

Witness : .....

**QUALIFICATION INFORMATION**

*(To be completed and submitted by the bidder, with the Bid)*

<b>Legal status</b>	<i>(attach relevant status BR copies etc. as annex)</i>
<b>Business Registration</b>	Number..... <i>(attach a copy of registration as annex)</i>
<b>Specialty</b>	
<b>Have you been declared as a defaulted contractor by NPA or any other Agency?</b>	<i>(If yes provide details)</i>
<b>VAT/ SSCL Registration Number</b>	Number..... <i>(attach a copy of registration as annex)</i>
<b>EPF/ ETF Registration Number</b>	Number..... <i>(attach a copies of registrations and proofs of previous payments as annex)</i>
<b>Method Statement</b>	<i>(attach as annex)</i>
<b>Value of Services provided in last 2 years</b>	<i>(attach copies of Certificate of Completion etc. and other documents such as audited financial statements)</i>
Year 2024	
Year 2025	
<b>Value of similar works completed in last 2 years (indicate only the two largest contracts)</b>	1. Value _____ Year ..... 2. Value _____ Year ..... <i>(attach copies of Certificate of Completion etc., as annex)</i>
<b>Amount of liquid assets and /or credit facilities</b>	<i>(attach as annex)</i>
<b>Payment proofs of EPF and ETF during recent 2 years period</b>	<i>(attach as annex)</i>
<b>Major items of cleaning equipment proposed</b>	1. Type _____ Capacity ..... 2. Type _____ Capacity ..... 3. Type _____ Capacity ..... etc. <i>(attach as annex)</i>

<b>Qualification and experience of key staff – Site &amp; Head Office (Permanent, Contract basis &amp; Consultants)</b>	1. 2. 3.
<b>Available Certificates (Performance, Quality, Standards, Awards &amp; Ratings)</b>	<i>(attach as annex)</i>
<b>Other information requested under ITB Clause 4.3</b>	

.....  
**Signature & Seal of the Bidder**

.....  
**Date**

DUPLICATE

**SECTION - 5**

**BIDDING DATA & CONTRACT DATA**

DUPLICATE

## G. Bidding Data

### Instructions to Bidders

#### Clause Reference

(1.1) The Employer is;

Name : **The Chairman**

Address : Ceylon Petroleum Storage Terminals Limited,  
Oil Installation,  
Kolonnawa,  
Wellampitiya.

The proposed work includes

1. Cleaning and sweeping roads, open areas around the buildings
2. Removal of weeds, accumulated sand, foliage and garbage around the buildings
3. Removal & cleaning of vines etc. along boundary walls/fences.
4. Cleaning of storm water drain and storm water drain pits
5. Unblocking Sewage pipeline, obtain outside services for unblocking if required and Gully Bowser services as appropriate.
6. Removing accumulated sand, tree roots, waste etc. in sewage manholes.
7. Spraying insecticides
8. Removal and disposal of carcasses of dead animals
9. Assisting on pest control activities.
10. All other Janitorial related services

as specified in Specifications, Scope of Works, Bill of Quantities and as directed by the Engineer.

(1.2) The period of contract shall be **12 months**.

(1.3) The office for collection of procurement documents is;

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

The non-refundable fee is Sri Lankan Rs. **8,000.00** (Rupees Eight Thousand)

The Procurement Documents will be issued from **28<sup>th</sup> May 2026** up to **15<sup>th</sup> June 2026** during normal working hours (from 9.00 hrs to 14.00hrs)

(2.1) The source of funds is **Ceylon Petroleum Storage Terminals Limited**

(4.3)

The following information shall be provided in Section 4:

- PCA 03 certificate issued by Registrar of Public Contracts
- VAT/ SSCL Registration number
- Legal Status - Details of Company Registration/Incorporation of the Company/Business Registration for Sole Proprietor or Partnership.
- Attach Documents (Power of Attorney or Board Resolution) authorizing the signatory of the Bid to commit the Bidder.
- Experience in services of a similar nature and size during the recent two years as per item 4.4 (a) below and documentary proofs.
- Average annual turnover from services provided for each of the last two years to be confirmed by submission of Audited Financial statements as proof for item 4.4(b) below.
- Details of Credit Facilities to be confirmed by submission of latest Audited Financial statements as proof for item 4.4(c) below.
- Qualification and experience of key Management and supervisory Personal proposed for the Contract as per 4.4(d) below and documentary proofs.
- Proof documents for payment of EPF and ETF contribution to the bidders' own employees as per item 4.4 (e) below and documentary proofs.
- Major items of equipment proposed to carry out the Contract as per item 4.4 (f) below and documentary proofs.
- Method Statement as per item 4.4 (g) below.
- Work Schedule

(4.4)

- a. Experience in works of a similar nature and size for each (total value of each service contract exceeding Rupees 20 million) within recent two years (from 2024 to 2025).

Experience in supplying similar nature maintenance services for reputed institutions in similar capacity premises (At least 02 similar services - total value of each service contract exceeding Rupees 20 million), successfully completed/ continuing within recent two years (from 2024 to 2025) and shall be actively involved in maintenance services.

- b. Average of the annual volume of services delivered in the last two years (from 2024 to 2025) shall be at least Rs. 43,500,000.00 (Rupees Forty-three million five hundred thousand) and shall be confirmed by submission of Audited Financial statements for the period as proofs.
- c. The minimum amount of liquid assets and /or credit facilities net of other contractual commitments and exclusive of any advance payments which may be made under the contract shall be not less than Rs. 7,250,000.00

(Rupees Seven Million two hundred and fifty thousand).

d. Following Janitorial and Supervisory staff must be available.

i. Total minimum janitors shall be as follows.

#	Work Place	Type of Worker	Minimum Requirement
1	Kolonnawa	Male Janitors	10
2		Female Janitors	22
3	Oil Facilities Office	Male Janitors	02

ii. Two supervisors with minimum 2 years' experience shall be assigned to supervise the service at premises in full time basis (Proofs shall be provided to prove experience of the supervisors).

e. Payment of EPF and ETF contribution to the bidders' own employees during recent 2 years period.

f. Major items of equipment proposed to carry out the Contract;

Following equipment and specified minimum quantities must be available and provide list of equipment including their brand names, capacities.

Equipment and consumables for Janitorial Services;

- Vacuum Cleaners – Minimum 02 nos. must be available
- High Pressure Washer - Minimum 01 no. must be available
- Scaffolding sets with stairs – As required
- Tools include Brooms, Ekel Brooms, Rakes, Wipers, Brushes, Mops with buckets, Toilet brushes, Deck brushes, Dust pans, etc.
- Consumables – Air freshener, Tile cleaner, glass cleaner, Disinfectant Surface cleaner, Toilet cleaner, etc.

g. Method Statement

The bidder shall submit a Method Statement along with the bid explaining the way they are intended to attend the maintenance services and janitorial services as per the specifications, standards, scope of work, schedules, BOQ etc. It shall include the way they are incorporate labour, equipment, machineries, consumables and other inputs and methodologies to improve the quality and effectiveness of services provided.

Even though the bidder meets the above qualifying criteria, they are subjected to be disqualified if they have given misleading or false statements in proof of the qualification requirements.

**Non submission or partial submission of the proofs/ documents for listed above may lead to rejection of the bid.**

**The Total Janitorial Services for CPSTL Oil Installation has been split into two packages (Package 1 & Package 2) and invited for bids separately.**

**Bidders shall quote for one or both packages at their discretion but only one package shall be awarded for one bidder.**

**(7.1) Site Visit**

Prior to submitting a bid, bidders shall familiarize themselves and shall be deemed to have done so.

A pre-bid site visit will be held at 1000 hrs on **08.06.2026** with the pre-bid meeting.

Further, bidders shall request site visits from Manager Procurement, Procurement Function, Oil Installation, CPSTL, Kolonnawa (Tel. +94-11-2572156) at least 02 days in advance with their names, NIC Numbers/Passport Numbers so that the Employer will arrange required permits for the site visit.

The bidders are advised to limit the number of persons, for the visit, due to the security reasons, at the Kolonnawa Installation. Site visit will be permitted during 0830 – 1500 hrs. except Sundays and mercantile holidays. The cost of such visits shall be borne by the bidder.

**(9.1) Employer's address for the purpose of clarification is;**

Name : Manager Procurement,  
Address : Procurement Function  
Ceylon Petroleum Storage Terminals Limited  
Oil Installation  
Kolonnawa  
Wellampitiya.

Telephone : 0112572156  
Email : procure@cpstl.lk

**(11.1)** The language of the procurement document shall be English.

**(12.0)** Any Deviation from the scope of work, specifications, drawings, bill of quantities and addenda in the procurement document shall be clearly mentioned in the Bid. Otherwise, the Employer shall proceed with evaluation assuming that the Bidder is adhering to all requirements in the Procurement Document

**(13.3)** VAT component shall not be included in the rates. The amount written in the Form of Bid shall be without VAT. However, VAT component shall be shown separately at the end of the BOQ.

**(13.4)** **The Contract is not subjected to price adjustment** in accordance with Clause 47 of the Conditions of Contract

**(15.1)** The Bid shall be valid up to **15.09.2026**

**(16.1)** Bid shall include a Bid Security using the form included in Section 8.

- (16.2) Bid Security shall be:
- for an amount Rs. **290,000.00**
  - Valid until **13.10.2026**
  - Securities and Guarantees shall be on demand guarantees issued by a bank operating in Sri Lanka approved by Central Bank of Sri Lanka.
- (17.0) Pre-Bid meeting shall be together with the site visit
- Venue: HSEQ Function office, CPSTL Oil Installation, Kolonnawa
  - Date : **08.06.2026**
  - Time : **1000 A.M**
- (19.2) a The Employer's address for the purpose of Bid submission is
- The Chairman  
Department Procurement Committee (Minor)  
C/o Manager Procurement  
Ceylon Petroleum Storage Terminals Limited  
Procurement Function  
01st Floor, New Building  
Kolonnawa,  
Wellampitiya.
- (19.2) b Contract name:
- Janitorial Services Package 2 at Kolonnawa Installation and Oil Facilities Office for Year 2026/2027**
- Contract No: KPR/15A/2026**
- (20.1) The deadline for submission of Bids shall be 14.00 hrs on **16.06.2026**
- (28.1) Not applicable
- (31.1) Not applicable
- (33.0) Prior to the notification of award, in accordance with Clause 33.0, the standstill period and applicable appeal process shall be applied as follows,

***STANDSTILL PERIOD & APPEALS***

- **Intension to award the contract:**  
Employer shall notify unsuccessful bidders in writing, either by post and/or email, regarding the DPC's intention to award the contract to the successful bidder.
- **Standstill Period:**

There shall be a minimum interval of **Seven (07) working days** between the submission date of the Employer notification of the intention to award the contract to the successful bidder and the actual award of the contract. This interval is referred to as the Standstill Period.

- **Debriefing for Unsuccessful Bidders:**

Unsuccessful bidders may request a debriefing from Employer in writing, either by post and/or email, no later than the **third (3rd) working day** of the Standstill Period.

Employer shall conclude the debriefing process no later than the **fifth (5th) working day** of the Standstill Period.

- **Submission of Appeals:**

Any bidder, whether successful or unsuccessful, who wishes to appeal the contract award decision must submit a written appeal to the Chairman, Department Procurement Appeal Committee (DPAC) before the expiry of the Standstill Period.

Each appeal must be accompanied by a non-refundable cash deposit of Sri Lanka Rupees Ten Thousand (LKR 10,000/=), which shall be paid to the Employer's Cashier. The payment receipt must be submitted along with the appeal. The DPAC shall only consider appeals supported by proof of such deposit.

All appeals must be hand-delivered to the Employer, and an acknowledgment of receipt must be obtained.

It is the sole responsibility of the appellant to ensure that the appeal includes all relevant supporting documents to substantiate the grievance.

**(34.0)** The amount of Performance Security is 5% of the Initial Contract Price.

**(35.1)** Not Applicable

**(36.1)** The Adjudicator proposed by the Employer is an Adjudicator selected from the pool of Adjudicators of Construction Industry Development Authority (CIDA).

Fees and types of reimbursable expenses to be paid to the Adjudicator shall be on a case-to-case basis and shall be equally shared by the Contractor and the Employer.

## Contract Data

*(Please note that the Clause nos. given hereunder are that of Conditions of Contract)*

**(1.1)** The Employer is

Name : The Chairman,  
Address : Ceylon Petroleum Storage Terminals Limited  
Oil Installation  
Kolonnawa  
Wellampitiya.

Employers Representative

Name : Manager Procurement,  
Address : Ceylon Petroleum Storage Terminals Limited  
Procurement Function  
01st Floor, New Building  
Kolonnawa,  
Wellampitiya.

**(1.1)** The Engineer is

Name : Manager (HSEQ)  
Address : Ceylon Petroleum Storage Terminals Limited  
Fire and Safety Function  
Oil Installation  
Kolonnawa

The proposed work includes

1. Cleaning and sweeping roads, open areas around the buildings
2. Removal of weeds, accumulated sand, foliage and garbage around the buildings
3. Removal & cleaning of vines etc. along boundary walls/fences.
4. Cleaning of storm water drain and storm water drain pits
5. Unblocking Sewage pipeline, obtain outside services for unblocking if required and Gully Bowser services as appropriate.
6. Removing accumulated sand, tree roots, waste etc. in sewage manholes.
7. Spraying insecticides
8. Removal and disposal of carcasses of dead animals
9. Assisting on pest control activities.
10. All other Janitorial related services

as specified in Specifications, Scope of Works, Bill of Quantities and as directed by the Engineer. The period of contract shall be 12 months.

The Site is located at CPSTL Kolonnawa Oil Installation Premises and Oil Facility Office at Colombo Harbor.

(1.1) The Start Date shall be 14 Days from the Letter of Acceptance.

(8.1) Schedule of other contractors: None

(9.1) Schedule of Key Personnel:

Following Janitorial and Supervisory staff shall be available.

i. Total minimum janitors shall be as follows.

#	Work Place	Type of Worker	Minimum Requirement
1	Kolonnawa	Male Janitors	10
2		Female Janitors	22
3	Oil Facilities Office	Male Janitors	02

ii. Two supervisors with minimum 2 years' experience shall be assigned to supervise the service at premises in full time basis (Proofs shall be provided to prove experience of the supervisors).

(13.1) The minimum insurance covers shall be:

(a) The minimum cover for personal injury or death for third party and employees of the Employer and other persons engaged by the Employer in the Works is Rs. 1,000,000.00 per person, per event.

(13.2) A copy of insurance policy for the workmen of the Contractor and other employees of the Contractor as per the Workmen Compensation Act shall be forwarded to the Employer prior to commencement of the work.

(17.1) Intended contract period is 12 months.

(19.1) Special Safety Conditions

The CPSTL Oil Installation, Kolonnawa consists of petroleum product storage tanks, pipelines, gantries which contain flammable products and it is the responsibility of the Contractor to adhere to the fire and safety regulations of the Employer. Further, the Oil Installation, Kolonnawa is a highly vulnerable location with respect to security concerns and the Contractor shall comply to security regulations of the Employer.

- i. Fire blankets are to be laid before starting hot work at site where ever required.
- ii. Frame with a mesh need to use for covering pipelines and equipment to avoid damages from grass cutting machines.
- iii. The work/workers should confirm to the Fire & Safety rules and regulations of the Employer and they should wear safety belts when working at high elevations.

- iv. Before work of any nature is commenced in any area it is necessary to obtain excavation permits, safety certificates and if the work involves sparks or flames also a hot work permit from the HSEQ function of the the Employer depending on nature of work. All precautions stipulated in these documents must be observed by the Contractor and his employees. If the work cannot be completed in the period for which these documents are valid the work shall be discontinued until the documents have been renewed.
- v. Kolonnawa Oil Installation is security restricted area and all contractor's personnel shall abide by the security regulations prevailing and those which might be enforced as and when necessary due to changed circumstances.
- vi. All contractor's personnel and their vehicles will be required to obtain gate passes before enter into the Kolonnawa Oil Installation. Those who possess valid police clearance are eligible to obtain gate passes. Safety clearances to be obtained before enter to the tank farm.
- vii. The Contractor shall, except if and so far as the contract provides otherwise, indemnify the Employer against all losses and claims in respect of injuries or damage to any person or material or physical damage to any property whatsoever which may arise out of or in consequence of the execution of the works and against all claims, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto except any compensation or damages for or with respect to:
  - a. the permanent use or occupation of land by the works or any part thereof;
  - b. the right of the Employer to execute the works or any part thereof on, over, under, in or through any land;
  - c. injuries or damage to persons or property resulting from any act or neglect of the Employer, his agent, servants or other Contractors, not being employed by the Contractor, or for or in respect of any claims proceedings, damages, costs, charges and expenses in respect thereof or in relation thereto or where the injury or damage was contributed to by the Contractor, his servants or agents such part of the compensation as may be just and equitable having regard to the extent of the responsibility of the Employer, his servants or agents or other contractors for the damage or injury.
  - d. the Contractor shall arrange the personal protective equipment (PPEs) etc. for the labourers and supervisors to comply the safety requirements of the Employer.

**(21.1)** The Site Possession Date shall be **7 Days** from the Letter of Acceptance

**(27.1)** The Contractor shall submit a work schedule for the Works within **7 Days** of delivery of the Letter of Acceptance.

**(47.1)** The Contract Price **is not subjected** to price adjustment

**(48.1)** No payment will be retained as a retention amount of the contract.

- (49.1)** In the event the Contractor fails to satisfactorily perform janitorial services by, The Contractor shall be liable to deduct estimated cost of none performance and a penalty equivalent to 10% of the estimated cost of such none performance.

Cost of none performance will be estimated by the engineer, considering the nature of the non-performance (Major or Minor) and the total BOQ item value.

However, repetition of the same minor none performance work during consecutive 2 months will be considered as a major non-performance from the 2<sup>nd</sup> month onwards until the relevant work is completed.

- a. Major None Performances on Janitorial Services.

Staffing & Administration

- i. Failure to provide the mandatory 5 janitors for the early shift (6:00 AM – 3:00 PM).
- ii. Failure to maintain daily check lists in the service location or failure to obtain the Employer's representative's signature.

Toilets / Washrooms

- i. Failure to complete the first cleaning of toilets before 8:00 AM.
- ii. Failure to complete the second cleaning of toilets between 1:00 PM and 2:30 PM.
- iii. Toilet area unclean/unhygienic: Commodes, urinals, or basins not cleaned.
- iv. Toilet floors left wet, slippery, or not mopped dry.
- v. Wash basins, taps, or mirrors not cleaned.
- vi. Toilet walls not cleaned thoroughly.

Office & General Area Cleaning (Core Service)

- i. General office areas are not cleaned before 8:00 AM.
- ii. Failure to sweep roads, gardens, paved areas, and yards daily.
- iii. Failure to remove accumulated sand on roads weekly.
- iv. Failure to vacuum carpeted areas weekly.
- v. Failure to clean internal/external glass, windows, and frames weekly.
- vi. Failure to clean the curtain wall (once in two months) or multi-storey windows (once in two months).
- vii. Drains around buildings are not cleaned daily/weekly as applicable.

Waste Management & Environment

- i. Failure to segregate solid waste at the source in offices.
- ii. Untidy condition anywhere on the premises not attended to immediately.

Emergency & Reactive Maintenance

- i. Failure to attend to clogged drain pipes, waste water pipelines, or gullies when the need arises with manual labour.

- ii. Failure to unclog sewage pipes.
  - iii. Failure to clean and dispose of/diseased animal carcasses (rats, pigeons, etc.) when the need arises.
- b. Minor None Performances on Janitorial Services
- i. Window tracks are not vacuumed every week.
  - ii. Walls (above 6ft) and ceilings in Toilets / Washrooms not cleaned weekly.
  - iii. Cobwebs not removed weekly.
  - iv. Gutters of single-storey and two-storey buildings not cleaned monthly.
  - v. Failure to clean the paved yard areas where specified (e.g., Garage, HSE Unit, Gymnasium).

#### **Deduction Rate**

- i. Deductions for none performance of daily scheduled work will be done considering per day per janitor rate and deductions made for the relevant day of none performance.
- ii. Deductions for non-performance of weekly, monthly and once in two months scheduled work will be done considering per day per janitor rate assuming specific none performance requires a one day to complete within specified period.
- iii. Calculation of rate per day per Janitor for a specific location will be calculated dividing contractor quoted monthly rate by 25 days and no. of suggested number of janitors, assuming 25 working days per 1 month period.
- iv. Major non-performance  
Rate per day per Janitor for the specific location and a Penalty equivalent to 10% of rate per day per Janitor per each none performance.
- v. Minor None Performance  
25% of the Rate per day per Janitor for the specific location and a Penalty equivalent to 10% of the rate per day per Janitor per each none performance.

The total maximum deductions per month for the specific location shall be limited the total quoted rate per month for the specific location.

**(51.1)** Contractor is not entitled for an advance payment.

**(52.1)** The Performance Security shall be **5 %** of the Initial Contract Price.

**Special Conditions of Contract for Janitorial Services:**

- a) The Total Janitorial Services for CPSTL Oil Installation has been split into two packages (Package 1 & Package 2) and invited for bids separately. Bidders shall quote for one or both packages at their discretion but only one package shall be awarded for one bidder.
- b) The successful service providing company (Contractor) shall supply the requested minimum number of male and female janitors and supervisors (employees) on full time basis, especially during office hours, to maintain the service quality. Failure to fulfill service quality and quantity will lead to deductions in relevant payments at the discretion of the Employer.
- c) The Contractor shall provide the services as per the agreement based on the schedule of prices attached to purchase order.
- d) **The absenteeism shall be kept minimum and the successful Contractor shall provide replacement employees and it is a compulsory requirement.**
- e) Payment will be made only for the work completed under each BOQ item. Contractor shall fully complete the scope of work in respective locations for the satisfaction of the Employer to entitle the respective full monthly payment. Partial Completion will result no payment or partial payment at the discretion of the Employer based on following criteria.

In the event the Contractor fails to satisfactorily perform janitorial services by, The Contractor shall be liable to deduct estimated cost of none performance and a penalty equivalent to 10% of the estimated cost of such none performance.

Cost of none performance will be estimated by the engineer, considering the nature of the non-performance (Major or Minor) and the total BOQ item value.

However, repetition of the same minor none performance work during consecutive 2 months will be considered as a major non-performance from the 2<sup>nd</sup> month onwards until the relevant work is completed.

- Major None Performances on Janitorial Services.

Staffing & Administration

- i. Failure to provide the mandatory 5 janitors for the early shift (6:00 AM – 3:00 PM).
- ii. Failure to maintain daily check lists in the service location or failure to obtain the Employer's representative's signature.

Toilets / Washrooms

- i. Failure to complete the first cleaning of toilets before 8:00 AM.

- ii. Failure to complete the second cleaning of toilets between 1:00 PM and 2:30 PM.
- iii. Toilet area unclean/unhygienic: Commodes, urinals, or basins not cleaned.
- iv. Toilet floors left wet, slippery, or not mopped dry.
- v. Wash basins, taps, or mirrors not cleaned.
- vi. Toilet walls not cleaned thoroughly.

#### Office & General Area Cleaning (Core Service)

- i. General office areas are not cleaned before 8:00 AM.
- ii. Failure to sweep roads, gardens, paved areas, and yards daily.
- iii. Failure to remove accumulated sand on roads weekly.
- iv. Failure to vacuum carpeted areas weekly.
- v. Failure to clean internal/external glass, windows, and frames weekly.
- vi. Failure to clean the curtain wall (once in two months) or multi-storey windows (once in two months).
- vii. Drains around buildings are not cleaned daily/weekly as applicable.

#### Waste Management & Environment

- i. Failure to segregate solid waste at the source in offices.
- ii. Untidy condition anywhere on the premises not attended to immediately.

#### Emergency & Reactive Maintenance

- i. Failure to attend to clogged drain pipes, waste water pipelines, or gullies when the need arises with manual labour.
- ii. Failure to unclog sewage pipes.
- iii. Failure to clean and dispose of/diseased animal carcasses (rats, pigeons, etc.) when the need arises.

#### Minor None Performances on Janitorial Services

- i. Window tracks are not vacuumed every week.
- ii. Walls (above 6ft) and ceilings in Toilets / Washrooms not cleaned weekly.
- iii. Cobwebs not removed weekly.
- iv. Gutters of single-story and two-story buildings not cleaned monthly.
- v. Failure to clean the paved yard areas where specified (e.g., Garage, HSE Unit, Gymnasium).

#### **Estimation of Deduction Rate**

- i. Estimation of deductions for none performance of daily scheduled work will be done considering per day per janitor rate and deductions made for the relevant day of none performance.
- ii. Estimation of deductions for non-performance of weekly, monthly and once in two months scheduled work will be done considering per day per janitor rate assuming specific none performance requires a one day to complete within specified period.

- 
- iii. Calculation of rate per day per Janitor for a specific location will be calculated dividing contractor quoted monthly rate by 25 days and no. of suggested number of janitors, assuming 25 working days per 1 month period.
  - iv. Major non-performance  
Rate per day per Janitor for the specific location and a Penalty equivalent to 10% of rate per day per Janitor per each none performance.
  - v. Minor None Performance  
25% of the Rate per day per Janitor for the specific location and a Penalty equivalent to 10% of the rate per day per Janitor per each none performance.
  - vi. The total maximum deductions per month for the specific location shall be limited the total quoted rate per month for the specific location.
- f) It is Contractors' responsibility to keep available daily check lists as per the employer provided format in the service locations securely, complete the daily check lists and obtain signatures of the appointed Employer's representative daily to confirm the delivery of respective services.
  - g) It is a compulsory requirement to provide a complete uniform to the employees of the Contractor and the Contractor shall ensure that the employees wear the uniform daily and employees without uniform are not allowed for work. The color and design shall be different from the uniforms presently used by the Employer Staff.
  - h) All supplies and chemicals are subject to CPSTL's approval before the start of services and at any point during the contract.
    - i. Bidders must provide a comprehensive list, including brand names and active ingredients, for the prior approval of CPSTL.
    - ii. Manufacturers of the supplied chemicals must have their corporate websites (not a Facebook page) with a range of cleaning products, manufacturer's information, verifiable contact details, and certifications.
    - iii. CPSTL reserves the right to conduct random, unannounced audits or take samples for independent testing at any time. If testing reveals non-conformity, the contractor shall bear the full cost of testing and replacement of goods.
    - iv. CPSTL may reject any chemical delivery that:
      - Appears adulterated, contaminated, diluted or deteriorated
      - Is not in original sealed containers with proper labelling
      - Has unusual appearance, odor, or consistency
      - Is not suitable for its intended use in CPSTL's reasonable judgment

The Contractor shall supply adequate stocks of cleaning chemicals/consumables at the beginning of each month. Prior approvals to be obtained from Employer before transporting to Employer's premises and taking into stocks.
  - i) Equipment such as Vacuum cleaners, High pressure washers, etc. to be supplied by the Contractor and there shall be adequate number of equipment for attending janitorial work in all the offices in Kolonnawa Installation. The Contractor shall provide services

of equipment without failure and shall replace defective equipment with immediate effect.

- j) **Maximum age limit shall be 65 years.** All employees of the Contractor shall be in good health without any disabilities and diseases. However, age limit shall not affect for the janitors who are fit for the intended duty as decided by the Engineer and user Function. The employees shall be adequately fit enough to perform their duties. The Contractor is totally responsible for the physical fitness of the janitorial employees and staff deployed and if any such issue is reported, access for such employees will be restricted by the Employer.
- k) The period of contract is to be 12 **months**. The performance shall be monitored on monthly basis and quarterly review meetings shall be held for proper execution of contract.
- l) The Employer reserves right to terminate the contract within one month notice.
- m) The Employer has right to instruct and obtain the services of the employees of the successful bidder for related work in addition to the assigned work as and when the need arises. However, such assignments will be done without affecting to the routine janitorial work assigned.
- n) **Contingency Services for Package 1 Locations**
  - i. **Pricing for Contingency Work:** The Contractor shall execute this additional work based on the rates submitted in **Schedule A (Labour), Schedule B (Chemicals) and Schedule C (Schedule C – Tools/ Plant / Equipment / Machineries)** found in Section 7.
  - ii. **Mobilization:** Upon receiving the notice, the Contractor shall mobilize the required additional staff and resources to commence services at the new locations within **Seven (07) calendar days**.
  - iii. **Payment:** Payment for these contingency services will be made monthly based on the actual number of days worked and resources deployed, verified against the daily checklists, and calculated using the rates defined in Clause (iv) above.

**SECTION - 6**

**SPECIFICATIONS AND SCOPE OF WORK**

DUPLICATE

## **6.1 Employer's Scope of Supply**

- 6.1.1 Employer shall assist the Contractor in identifying the scope of work which includes, Cleaning and sweeping roads, open areas around the buildings, removal of weeds, accumulated sand, foliage and garbage around the buildings, removal & cleaning of vines etc. along boundary walls/fences, cleaning of storm water drain and storm water drain pits, unblocking Sewage pipeline, obtain outside services for unblocking if required and Gully Bowser services as appropriate, removing accumulated sand, tree roots, waste etc. in sewage manholes, spraying insecticides, removal and disposal of carcasses of dead animals, assisting on pest control activities and Janitorial Services at Kolonnawa and Oil Facilities Office at Colombo Harbour (OFO) as specified in Specifications, Scope of Works, Bill of Quantities and as directed by the Engineer.
- 6.1.1 The Employer shall assist the contractor in identifying areas of buildings and outdoor areas (yards, etc.) where janitorial services are to be provided.
- 6.1.2 The Employer shall release areas such as buildings, access roads and yards etc. for attending janitorial services with minimum disturbance to the operational activities of the Employer.
- 6.1.3 Biometric Attendance facility shall be provided for monitoring attendance for the Employer's requirement.
- 6.1.4 Utilities  
Electricity for equipment, water for gardening, cleaning and drinking etc. will be supplied by the Employer.

## **6.2 Contractor's Scope of Supply**

- 6.2.1 Supply service of specified male and female number of employees for each location or work and supply the service of supervisors specified.
- 6.2.2 Supply service of. 2 nos. of supervisors having 2 years experience.
- 6.2.3 Supply all the machinery, equipment with operators/ drivers and temporary structures/ supports as specified in each section and consumables include Fuel & Lube oil for machineries and tools required for the successful completion of services. Required registrations, insurances etc. of above is under Contractors' responsibility.
- 6.2.4 Supply and arrange all required personal protective equipment etc. for the labourers and supervisors to comply the safety requirements of the Employer.
- 6.2.5 Supply and maintain Log Books and Forms required to communicate with the Employer's representative during the period of the contract is carried out.

6.2.6 Total minimum supervisors and janitors shall be as follows.

#	Work Place	Type of Worker	Minimum Requirement
1	Kolonnawa	Male Janitors	10
2		Female Janitors	22
3		Supervisors	02
4	Oil Facilities Office	Male Janitors	02

- 6.2.7 Supply service of specified male and female number of janitors for each as above. Total minimum numbers of Janitors shall be 34.
- 6.2.8 Supply service of two (02) Supervisors with minimum 2 years' experience shall be assigned to supervise the service at premises in full time basis.
- 6.2.9 Pay EPF and ETF contribution for his employees in respective amounts as per the prevailing government circulars based on the monthly salary base.
- 6.2.10 Maintain staff and workers according to the labour regulations in Sri Lanka.
- 6.2.11 Maintain sufficient numbers of janitors to perform the work up to satisfactorily level as specified in the schedule of price.
- 6.2.12 Provide the service of the Janitors during total working time (08 hours per day) and shall providing other related services requested by the Employer on completion of assigned janitorial work.
- 6.2.13 Supply all the machinery, equipment such as High pressure washing, vacuuming, tools and accessories required for the successful completion of services.
- 6.2.14 Provide sufficient amount of good quality tools complying with accepted quality standards and suitable for intended purpose.
- 6.2.15 All supplies and chemicals are subject to CPSTL's approval prior to the start of services and at any point during the contract.
- i. The Contractor must provide a comprehensive list, including brand names, active ingredients, safety data sheets (MSDS), and all necessary product information, to assure the quality of the products for prior approval by CPSTL.
  - ii. Manufacturers must have their corporate websites (not a Facebook page) with a range of cleaning products, manufacturer's information, verifiable contact details, and certifications.
  - iii. CPSTL reserves the right to conduct random, unannounced audits or take samples for independent testing at any time. If testing reveals non-conformity, the contractor shall bear the full cost of testing and replacement of goods.
  - iv. CPSTL may reject any chemical delivery that:
    - Appears adulterated, contaminated, diluted or deteriorated
    - Is not in original sealed containers with proper labelling
    - Has unusual appearance, odor, or consistency
    - Is not suitable for its intended use in CPSTL's reasonable judgment

- 6.2.16 The Contractor shall supply adequate quantities of cleaning/disinfectant chemicals/consumables at the beginning of each month. Prior approvals to be obtained from the Employer before transporting to the Employer's premises and taking into stocks. For Dilution of chemicals, it is compulsory to mention such requirement in manufactures instructions.
- 6.2.17 Contractor shall supply the following chemicals in specified quantities at the beginning of the first month of the contract. For the remaining months, the required quantities shall be supplied based on the remaining stock from the previous month, compared to the quantities requested. Payments for the remaining months will be made for the quantities actually supplied, starting from the second month onwards, to meet the requested quantities in accordance with the rates provided in Schedule 'B'.

	<b>Chemical Type</b>	<b>Minimum Supply Quantity per month</b>	
1	Toilet Bowl Cleaner	100	liters
2	Tile / Floor Cleaner	100	liters
3	Disinfectant (Pynol) for Washroom fitting surface and floor disinfecting purpose	60	liters
4	Dettol or equivalent Antiseptic/Disinfectant for Telephone cleaning	5	liters
5	Dish Washing Powder for Washroom fitting surface cleaning (Vim or equivalent grease and dirt cleaner)	25	kg
6	Air freshener spray	30	nos
7	Air freshener Cubes	70	nos
8	Multi Surface cleaner for Office furniture cleaning	30	liters
9	Glass cleaner	20	liters
10	Bleaching Powder	10	kg
11	Naphthalene Balls	2	kg

- 6.2.18 Contractor shall supply following tools and equipment in specified quantities at the beginning of the contract.
- a. Following tools belongs to the contractor shall be supplied at the beginning of the contract belong to contractor, keep available in good working condition and keep available thought the contract period.

	<b>Name</b>	<b>Quantity</b>
1	Rake	10
2	Mamoty	10
3	Shovel	10
4	Garden Knife	5
5	Wheelbarrow	3
6	Garden Hoe (Drain Shovel)	10
7	Sewage & Drain pipe Unblocker	2

8	Drain & Sink Unblocker	3
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- b. Following equipment belongs to the contractor shall be supplied at the beginning of the contract and keep available thought the contract period.

	Equipment	Quantity (nos.)
1	Vacuum Cleaners	2
2	High Pressure Washer	1
3	Scaffolding sets with stairs	10

- c. Tools shall be supplied at the beginning of the contract and replace damaged tools in monthly basis. Payments will be made for the additional supplied quantities after the 1<sup>st</sup> month as per the rates given in BOQ.

	Name	Quantity (nos.)
1	Mop	25
2	Mop Bucket	25
3	Glass Wiper	25
4	Flool Wiper	30
5	Dust Pan	30
6	Sponge	50
7	Sink Brush	30
8	Deck Brush	30
9	Coier Brush	30
10	Broom	50
11	Ekel Broom	40
12	Toilet Brush	30
13	Scrapers	20
14	Cleaning Clothes (Dusters)	60
15	Cob Web Removing Brush with rod	10

- 6.2.19 Monthly supplied quantity of tools and chemicals to the Employer's premises shall be verified by the assigned the Employer's supervisor/foreman and produced to prepare monthly payment.
- 6.2.20 Contractor shall provide service of tractor driver and 4 nos. of additional General labour (Janitors) based on the request of the CPSTL (CPSTL Provided Tractor with fuel and Trailor). Payments will be made as per rates given in Schedule 'A' from provisional sum.

### 6.3 Contractor’s Scope of Work

- a. It is Contractor's responsibility to maintain his staff according to labour regulations in Sri Lanka
- b. It is contractor responsibility to maintain sufficient numbers of workers to perform the work up to satisfactorily level.
- c. Contractor shall provide sufficient amount of good quality tools complying with accepted quality standards and suitable for the intended purpose.
- d. In case of additional workers are required, the Contractor shall provide the same within a reasonable time period after such notice of the Employer and payment shall be made under the provisional sum as per the rates given in Schedule A.
- e. Daily attendance of the janitors/General labour shall be maintained and available during the requested working duration as follows.

Working Days / Hours

Item	Description	Working Days	Working Hours
1	Janitorial Services	<ul style="list-style-type: none"> <li>• Normal Working days from Monday to Saturday except Mercantile Holidays</li> </ul>	<ul style="list-style-type: none"> <li>• Monday to Saturday within 7.00a.m. to 4.00p.m</li> <li>• Mandatory Requirement; 05 Janitors should work from 6.00a.m to 3.00p.m on Monday to Saturday</li> </ul>

Late attendance of Janitors/General labour/Supervisors will also be treated as a lack of performance of the contractor and considered in the evaluation of the contractor's performance.

- f. Contractor shall submit a comprehensive work proposal along 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 work proposal, the equipment, instruments and methodologies which he deems that shall be incorporated to improve the quality and effectiveness of janitorial services provided.
- g. Contractor shall specify the reference standards which are intended to be followed and shall submit methodologies adopted in executing janitorial services.
- h. All general office areas shall be cleaned before 8.00 A.M once a day. Office cubicles and other locked areas shall be cleaned as appropriate once a day.
- i. It is supervisor's duty to monitor work performed by janitors and assign janitors to

rectify any untidy condition if available.

- j. It is Contractors' responsibility to keep available daily check lists as per the employer provided format in the service locations securely, complete the daily check lists and obtain signatures of the appointed Employer's representative daily to confirm the delivery of respective services.

#### 6.3.1 Toilets / Washrooms Cleaning:

- i. All toilets to be cleaned at least twice a day to ensure proper cleanliness and hygienic conditions.  
Time limits of cleaning toilets shall be as follows.
  - 1<sup>st</sup> cleaning of the day – complete before 7:30 am
  - 2<sup>nd</sup> cleaning of the day – After 01.00 pm and before 2:30 pm
- ii. Contractor shall attend to cleaning of toilets / wash rooms, mopping and drying all tiled floor areas, mopping and drying all cement/hard floor areas as per the given schedule of services.
- iii. Commodes, Squatting Pans and Urinals. WCs, Bowl interiors shall be cleaned with a brush and the Employer's approved toilet cleaner.
- iv. The commode seats (Both Sides) and covers sides, pipes and flush tanks shall be washed with the Employer's approved detergents /disinfectant solution. This service shall be carried out throughout the specified working hours.
- v. Wash Basins, Showers, Soap dishes, Tapes, etc. shall be washed using the Employer's approved detergent solution and wiped dry.
- vi. Mirrors shall be cleaned and polished to leave a bright sparkling finish.
- vii. All tiled /cement floor areas in toilets shall be cleaned and mopped using the Employer's approved detergents / disinfectant solutions and drying and keeping floors dry and slip free.
- viii. Toilet walls shall be cleaned thoroughly using the Employer's approved detergent / antibacterial agent.
- ix. Internal and external glass and associated window frames and fan lights to be clean using the Employer's approved material. Window tracks to be vacuumed on a weekly basis.
- x. All walls (above 6ft) and ceilings to be cleaned weekly
- xi. Air freshener cubes shall be placed in the toilets to avoid odour.

#### 6.3.2 Office Cleaning:

- i. Responsible for maintaining office space in a clean and hygienic manner.
- ii. Cleaning and Dusting Office furniture, Glass partitions and windows.
- iii. General cleaning of office buildings including sweeping, mopping of tiled floor, dusting and cleaning of furniture and equipment daily.
- iv. Vacuum cleaning of carpets, glass cleaning and cleaning of cobwebs in once a week.

### 6.3.3 General Cleaning:

- i. Any untidy condition shall be attended immediately
- ii. Contractor shall sweep the roads, gardens, paved areas and yards daily.
- iii. Contractor shall remove accumulated sand in roads once a week and maintain to prevent blowing dust with wind.
- iv. Contractor shall clean drains around the buildings daily/ weekly where applicable.
- v. Contractor shall attend to clear drain pipes in buildings when those are clogged.
- vi. Contractor shall attend to clean open ditches, building access path, paved area and building pavement.
- vii. Contractor shall clean all gullies and blockages in the waste water pipelines.
- viii. Contractor shall clear roadside gullies monthly and storm water gully blockages when the need arises.
- ix. Contractor shall attend to clean the gutters in single storey and two storey buildings in monthly.
- x. Contractor shall clean the curtain wall in new administration building once in two months.
- xi. Contractor shall clean the windows of two storey buildings (Chairman's office building, old administration building, etc.) once in two months.
- xii. Contractor shall deploy and provide the service of the employees for related other cleaning/ clearing work in addition to the assigned work as and when the need arises. However, such assignments will be done without affecting to the routine janitorial work assigned.
- xiii. Contractor shall attend to all services as per the schedule of janitor deployment irrespective of the minimum number of janitors attended as offices shall function without hindrance due to lack of janitorial services.
- xiv. Supervisors shall inspect overall Janitorial services including office and washroom cleaning daily and shall maintain cleaning chart of each and every office.
- xv. Contractor shall segregate and remove solid waste from offices and only segregated solid waste to be dumped to the separately allocated outside dustbins.
- xvi. Contractor shall collect and handed over the reusable polythene and cardboard to the Employer.
- xvii. Contractor shall provide service of tractor driver and 4 nos. of additional General labour (Janitors) **based on the requirement and request of the CPSTL with (CPSTL Provided Tractor with fuel and Tractor)** to daily collect and transport segregated waste covering total area of the Kolonnawa installation premises to intermediate waste collection facility at Gajabapura inside the Employer's premises and to transport all segregated waste to Kolonnawa Municipal council waste disposal facility at Orugodawatta. Payments will be made from provisional sum based of labour rates given in schedule 'A'.
- xviii. Contractor shall unclog clogged sewage pipes, Drains with manual labour and CPSTL provided pressurized fire water.
- xix. Contractor shall clean and dispose diseased rats and mice, clean and burry carcasses of diseased pigeons, crows and dogs when the need arises.

### 6.3.4 Other Related works

- i. General labour for Spraying Insecticides, Pest control activities, and other labour requirements shall be fulfilled, and payments for such services will be paid as per Schedule A from the provisional sum.
- ii. Outside services for unblocking sewage pipelines when required and Gully Bowser services for emptying sewage pits. Payments for outside services will be paid as per Schedule C from the provisional sum.

### 6.3.5 Schedule of Janitors' Deployment

Minimum number of Janitorial employee requirement to the relevant location is specified.

<b><u>1. SECOND BARRIER BUILDING AND WHITE HOUSE PREMISES GARDEN</u></b>		
(a) Cement Floor Area	655	Sq.ft
(b) Garden Area		
Mopping of Cement Floor Areas (Second Barrier)		
General Sweeping / Cleaning of Whole Premises of building		
Cleaning & Sweeping Garden Area		
Cleaning & Sweeping of drains around buildings		
<b>Female - 01 No.</b>		
<b><u>2. CHAIRMAN'S OFFICE AND MEDICAL CENTRE</u></b>		
(a) Cement Floor Area	2500	Sq.ft
(b) Tile Floor Area	1425	Sq.ft
(c) Timber Floor Area	2250	Sq.ft
(d) Carpet Area	1500	Sq.ft
(e) No. of Toilets	8	Nos.
Toilet Cleaning		
Mopping & Drying all Tile Area		
Damp Mopping and Drying of Timber Floor Area		
Cleaning of Carpet Area		
General Sweeping / Cleaning the drains and Whole Premises of building		
<b>Female - 01 Nos.</b>		
<b><u>3. OLD ADMINISTRATION BUILDING</u></b>		
(a) Terrazzo Floor Areas	858	Sq.ft.
(b) Terra Cotta Tiled area	1380	Sq.ft.
(c) Tiled Floor Area	20640	Sq.ft.
(d) Carpet Area	272	Sq.ft.
(e) Carpet Floor Area (Auditorium)	3000	Sq.ft.
(f) No. of Toilets	18	Nos.
(g) yard	2300	Sq.ft.
Toilet Cleaning		
Mopping & Drying Terrazzo, Tera Cotta & Tiled Floor areas / Cleaning of Carpet Area		
General Sweeping / Cleaning the drains and Whole Premises of building		
General Sweeping / Cleaning of paved yard in front of old administration building		

<b>Female - 06 Nos. Male - 01 Nos.</b>	
<b><u>4. DISTRIBUTION OFFICE BUILDING</u></b>	
(a) Cement Floor Area	3728 Sq.ft.
(b) Carpeted Area	540 Sq.ft.
(c) No. of Toilets	5 Nos.
Toilet Cleaning	
Mopping of Cement Floor Areas & Cleaning of Carpeted Areas	
General Sweeping / Cleaning of Whole Premises -	
General Sweeping / Cleaning the drains and Whole Premises of building	
<b>Female - 01 No. Male - 01 No.</b>	

<b><u>5. TRANSPORT OFFICE BUILDING AND REST ROOMS</u></b>	
(a) Tiled Floor Area	3512 Sq.ft
(b) No. of Toilets	Office 4 Nos. Rest room 12 Nos.
Toilet Cleaning	
Mopping of Cement Floor Areas	
General Sweeping / Cleaning the drains and Whole Premises of building	
<b>Female - 01 No. Male - 01 No.</b>	

<b><u>6. ENGINEERING OFFICE BUILDING AND REST ROOM</u></b>	
(a) Tiled Floor Area	5800 Sq.ft
(b) Carpeted Area	890 Sq.ft
(c) No. of Toilets	Office 5 Nos. Rest room 2 Nos.
(d) Paved Yard	2400 Sq.ft
Toilet Cleaning	
Cleaning of Carpeted Area	
Mopping of Cement Floor Areas & Cleaning of Carpeted Area	
General Sweeping / Cleaning the drains and Whole Premises of building	
General Sweeping / Cleaning of paved yard in front of office	
<b>Female - 02 No. Male - 01 No.</b>	

<b><u>7. HSEQ OFFICE &amp; FIRE STATION BUILDING</u></b>	
(a) Tiled Floor Area	7920 Sq.ft
(b) No. of Toilets	6 Nos.
Toilet Cleaning	
Mopping of Cement Floor Areas	
General Sweeping / Cleaning of Whole Premises of building	
<b>Female - 01 No. Male - 01 No.</b>	

<b><u>8. SECURITY OFFICE BUILDING</u></b>		
(a) Tiled Floor Area		2710 Sq.ft
(b) Carpet Area		300 Sq.ft
(c) No. of Toilets		4 Nos.
Toilet Cleaning		
Mopping of Cement Floor Areas		
Cleaning of Carpet Area		
General Sweeping / Cleaning the drains and Whole Premises of building		
<b>Female - 01 No.</b>		

<b><u>9. MAIN STORES OFFICE BUILDING &amp; SOTRES (RDD,HE,STATIONERY) AND BM &amp; BP REST ROOM - ZONE 02</u></b>		
(a) Cement Floor Area		4000 Sq.ft
<b><u>STATIONERY &amp; HARDWARE</u></b>		
(a) Cement Floor Area		4000 Sq.ft
(b) No. of Toilets	toilets	8 Nos.
(c) Yard (part)		3500 Sq.ft
<b><u>BM &amp; BP REST ROOM</u></b>		
(a) Tiled Floor Area		2800 Sq.ft
(b) No. of Toilets	toilets	6
Toilet Cleaning		
Mopping of Cement Floor Areas		
General Sweeping / Cleaning drains and Whole Premises of building		
General Sweeping / Cleaning of yard Near		
Security office and BM & BP rest room		
<b>Female - 02 No. Male - 01 No.</b>		

<b><u>10. CANTEEN DINING AREA, GARDEN AREA AND DRAINS AROUND THE BUILDING</u></b>		
(a) Tiled Floor Area		22000 Sq.ft
(b) Tile Floor Area		9000 Sq.ft
(c) Cement Floor Area		4500 Sq.ft
(d) Glass Windows & Doors		1200 Sq.ft.
(a) Bathroom		1 No.
(b) No. of Toilets	toilets	4 Nos.
(c) Yard		4300 Sq.ft
Toilet Cleaning		
Mopping of Cement Floor Areas		
Cleaning of Tile Floor Area		
General Sweeping / Cleaning of Whole Premises of building		
Sweeping & cleaning the Drains around the building		
General Sweeping / Cleaning of garden area		
Maintaining the Bio Gas system at the canteen premises		
<b>Female – 01 Nos. Male - 01 Nos.</b>		

<b><u>11. DGM (E &amp; SS) OFFICE AND ENGINEERING INSPECTION OFFICE BUILDING AND YARD</u></b>	
(a) Tiled Floor Area	1000 Sq. ft
(b) No. of Toilets	6 Nos.
(c) Carpet Area 2500 Sq. ft	
Toilet Cleaning	
Mopping and drying all tile Areas	
General Sweeping / Cleaning of Whole Premises of building	
<b>Female - 01 Nos.</b>	

<b><u>12. MANAGER QUARTERS - 02 NOS.</u></b>	
(a) Garden Area 5200	sqft. Each
Cleaning & Sweeping Garden Area	
Cleaning & sweeping of drains and buildings	
<b>Female - 01 Nos.</b>	

<b><u>13. ZONE 04 CALIBRATION GANTRY AND ZONE 03 AVIATION GANTRY</u></b>	
(a) Calibration & Security Room	4874 Sqft.
(b) Gantry (Zone 04)	3130 Sqft.
(C) Yard (Zone 04)	728 Sqft.
(d) Gantry Office (Zone 03)	
(e) Gantry (Zone 03)	
(f) Yard (Zone 03)	
(g) Nos. of Toilets	4 Nos.
Toilet Cleaning	
Mopping of Cement Floor Areas	
General Sweeping / Cleaning of paved yard (part)	
General Sweeping / Cleaning of Whole Premises of building	
Clean drains around the buildings daily/weekly where applicable.	
<b>Male -01 No.</b>	

<b><u>14. MAIN ROADS FROM MAIN ENTRANCE TO BACK GATE VIA NEW BUILDING, INVOICE OFFICE</u></b>	
Main Road to Back Gate Via New Building, Invoice Office & Laboratory	
Sweeping & removing dust, sand	
All balance works including gully cleaning	
<b>Female – 03 Nos. Male - 02 Nos.</b>	

<b><u>15. OIL FACILITIES OFFICE – COLOMBO PORT</u></b>	
<b>Male - 02 Nos.</b>	

**Total Number of Janitors to be provided - 34 Nos. (Female - 22 Nos., Male - 12 Nos.)**

**SECTION - 7**

**BILL OF QUANTITIES**

DUPLICATE

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## PREAMBLE TO THE BILL OF QUANTITIES

### GENERAL

1. This Bill of Quantities contains pages numbered from 45 to 53. Bidders are requested to see that no page is missing, no duplicated and that all TRADES are carried to **SUMMARY** at the end of the Bill of Quantities.
2. The Conditions of Contract, Schedule and the Specifications are to be read in conjunction with the Bill of Quantities.
3. The cost of complying with all conditions, obligations and liabilities described in the Conditions of Contract, Specifications and the Bill of Quantities including all overhead charges and profit in carrying out the work as shown on the Drawings shall be deemed to be spread over and included in the prices of sums stated by the Bidder in the Bill of Quantities unless separately measured.
4. If the Bidder fails to price any items in the Bill of Quantities, then the cost of the work under such items shall be held to be spread over and included in the prices given against other items of work.
5. The quantities set out in the Bill of Quantities are provisional and cover the approximate scope of the work anticipated to be performed by the Contractor. The actual quantities used for final measurement purposes will be determined by the Engineer by measurement of the work completed by the Contractor.
6. Where trade names, brands and or Catalogue Numbers are referred to, sole preference to any material or equipment is not intended. Any other material or equipment may be used, provided that the characteristics of type, quality, appearance, finish, method of construction and / or performance is superior to the specified.
7. Selected bidder shall comply with the arrangement of work in the buildings and be ready to work part by part as required by the Authorities or the Employer.
8. The unit and lump sum prices of the Bill of Quantities (referred to as the Contract Rates) shall, except in so far as is otherwise provided for under the Contract, be deemed to cover all obligations set out in the Contract, and all matters or things necessary for the proper completion and maintenance of the Works, and shall be fixed and binding upon the Contractor.
9. Unit prices when applied to the quantity of work performed under the Contract shall, and other sums specifically determined under the provisions of the Contract, constitute full remuneration to the Contractor under the Contract.
10. Each item shall be priced by the Bidder in Sri Lanka Rupees.
11. Rates for items in this Bill of Quantities shall be inclusive for hauling, transporting, loading, unloading, spreading, heaping, supporting, scaffolding, welding, and for laps, unless otherwise specifically stated.
12. Calculations for payments to the contractor will be made assuming 25 working days per 1 month period, and deductions will be made in case of unavailability as per the calculated per day rate.

13. Unless otherwise specifically stated in Bill of Quantities or herein, the following shall be deemed to be included with all items:-
- i. Labour and all costs in connection therewith.
  - ii. Materials, goods and all costs in connection therewith.
  - iii. Tools, plants, hoisting plants and all costs in connection therewith.
  - iv. Waste of materials.
  - v. Establishment charges, overhead charges and profit.
  - vi. For providing of method statements, proposals by Contractor,
  - vii. Complying with regulations of the Municipal Council and/or any other relevant authority under which particular item of work is to be executed unless otherwise included in the preliminaries
  - viii. Protecting and clearing.
14. If bidders are anticipating to give any discount, it shall be marked separately in the space allocated in the summary of Bill of Quantities. Provisional Sums shall not be considered when calculating discount.
15. All materials shall be new and shall be free of defects and safe to use.
16. All materials used in the Works shall be of the best quality of their respective kinds as specified and shall be obtained from sources and suppliers approved by the Engineer and shall comply strictly with the tests prescribed or, where tests are not laid down in this Specification, with the requirements of the latest issue of the relevant British Standards or other Standards approved by the Engineer.
17. Metric units are used throughout the Bill of Quantities for measurement purposes unless otherwise indicated. Abbreviations used in the Contract are as follows: -

L.S.	-	Lump Sum
P.S.	-	Provisional Sum
m	-	Metre
m <sup>2</sup>	-	Square metre
kg	-	kilograms
nr	-	Numbers
Rs. Cts.	-	Sri Lankan Rupees and Cents
m <sup>3</sup>	-	Cubic metre
month	-	Calendar Month

## BILL OF QUANTITIES

### JANITORIAL SERVICES – PACKAGE 2 AT KOLONNAWA INSTALLATION AND OIL FACILITIES OFFICE FOR YEAR 2026

**BID NO: KPR/15A/2026**

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
	<p><b>JANITORIAL SERVICES</b> Rate shall include for provisions to cover all requirements and obligations mentioned under “Section 6 – Specifications” including but not limited to insurances, Over-time, working on holidays, complying to other legal obligations, supply of PPE, minor tools, utilities, consumable, fuel, operators for machineries etc.</p> <p>Calculations for payments to the contractor will be made assuming 25 working days per 1 month period, and deductions will be made in case of unavailability of services as per the calculated per day rate.</p> <p><b>Kolonnawa Premises</b></p>				
1	Second Barrier Building and White House Premises Garden	Months	12		
2	Chairman’s Office and Medical Centre	Months	12		
3	Old Administration Building	Months	12		
4	Distribution Office Building	Months	12		
5	Transport Office Building and Rest Rooms	Months	12		
6	Engineering Office Building and Rest Rooms	Months	12		
7	HSEQ Office & Fire Station Building	Months	12		
8	Security Office Building	Months	12		
9	Main Stores Office Building & Stores (RDD, HE, STATIONARY) and BM & BP Rest Room - Zone 02	Months	12		
10	Canteen Dining Area, Garden Area and Drains around the building	Months	12		
11	DGM (E&SS) Office and Engineering Inspection Office Building and Yard	Months	12		
12	Manager’s Quarters – 02 Nos.	Months	12		

13	Zone 04 Calibration gantry yard and Zone 03 Aviation gantry	Months	12		
14	Main roads from Main Entrance to Back Gate via New Building, Invoice Office	Months	12		
15	Oil Facilities Office (OFO), Colombo Harbour	Months	12		
16	<p><u>Charges for Chemicals</u> (Kolonnawa Premises and Oil Facilities Office)</p> <p>Supply of Chemicals as per quantities specified in section 6 clause 6.2.18. (Contractor shall supply chemicals as per quantities specified in section 6 clause 6.2.18 at the beginning of the first month of the contract. Balance requirement for remaining months shall be supplied considering balance chemical stocks in the former month. Payments will be made for the supplied quantities beginning from the 2nd month onwards as per the rates given in Schedule 'B')</p>	Months	12		
17	<p><u>Charges for Tools and Equipment</u> (Kolonnawa Premises and Oil Facilities Office)</p> <p>Supply of Tools and Equipment per 1 month period (as specified in section 6) Extra payments for additional requirements and Deductions for unavailability of tools and equipment will be done as per the rate given in schedule 'C'.</p>	Months	12		
18	Provisional Sum (Extra Work)	PS			<b>840,000.00</b>
<b>Sub Total I</b>					

**SUMMARY OF BILLS OF QUANTITIES**

Item	Description	Amount Rs. Cts.
	<b>Sub Total I</b>	
	Less Discount .....% (if any)	
	<b>Sub Total II</b>	
	Add 2.5% SSCL (only if applicable)	
	<b>Sub Total III [ TOTAL CARRIED TO "FORM OF BID"]</b>	
	Add 18% VAT (only if applicable)	
	<b>GRAND TOTAL</b>	

Total amount in words (LKR):- .....

.....

VAT Amount :- .....

VAT registration No : ..... SSCL registration No : .....  
 [ please attached copy of the SSCL registration & copy of the vat registration ( if applicable) ]

Name of Bidder :-.....

Address :-.....

Contact No. :-.....

email :-.....

.....  
 Date Signature & Seal of the Bidder

Witness :..... Witness :.....  
 Name :..... Name :.....  
 Address :..... Address :.....  
 N.I.C. No :..... N.I.C. No :.....

## **SCHEDULE FOR LABOUR, CHEMICALS, TOOLS AND EQUIPMENT SUPPLY**

### **SCHEDULE A- LABOUR**

Any labour engaged on Day work shall be paid at the rates given below. Contractor's profit and overheads should not be included in the rates.

No.	Category	Gross Wages per Hour LKR	Gross Wages per Day LKR
1	Supervisor		
2	Janitor		
3	Tractor Driver		
3	General Labour		
	Any Other (specify)		

### **SCHEDULE B- CHEMICALS**

Rate for chemicals shall not exceed maximum retail price of the product supplies mentioned by the manufacture. Contractor's profit and overheads should not be included in the rates.

	Chemical Type	Quantity	Rate (Rs.)
1	Toilet Bowl Cleaner	1 liter	
2	Tile / Floor Cleaner	1 liter	
3	Disinfectant (Pynol) for Washroom fitting surface and floor disinfecting purpose	1 liter	
4	Dettol or equivalent Antiseptic/Disinfectant for Telephone cleaning	1 liter	
5	Dish Washing Powder for Washroom fitting surface cleaning (Vim or equivalent grease and dirt cleaner)	1 kg	
6	Air freshener spray	1 nos.	
7	Air freshener Cubes	1 nos.	
8	Multi Surface cleaner for Office furniture cleaning	1 liter	
9	Glass cleaner	1 liter	
10	Bleaching Powder	1 kg	
11	Naphthalene Balls	1 kg	

**SCHEDULE C – TOOLS/ PLANT / EQUIPMENT / MACHINERIES**

Rate for tools shall not exceed maximum retail price of the product supplies mentioned by manufacture. Contractor's profit and overheads should not be included in the rates.

	<b>Name</b>	<b>Rate per 1 unit (Rs.)</b>
1	Mop	
2	Mop Bucket	
3	Glass Wiper	
4	Floor Wiper	
5	Dust Pan	
6	Sponge	
7	Sink Brush	
8	Deck Brush	
9	Coier Brush	
10	Broom	
11	Ekel Broom	
12	Toilet Brush	
13	Scrapers	
14	Cleaning Clothes (Dusters)	
15	Cob Web Cleaning Brush with rod	

Rate for tools shall not exceed maximum retail price of the product supplies mentioned by manufacture. Contractor's profit and overheads should not be included in the rates.

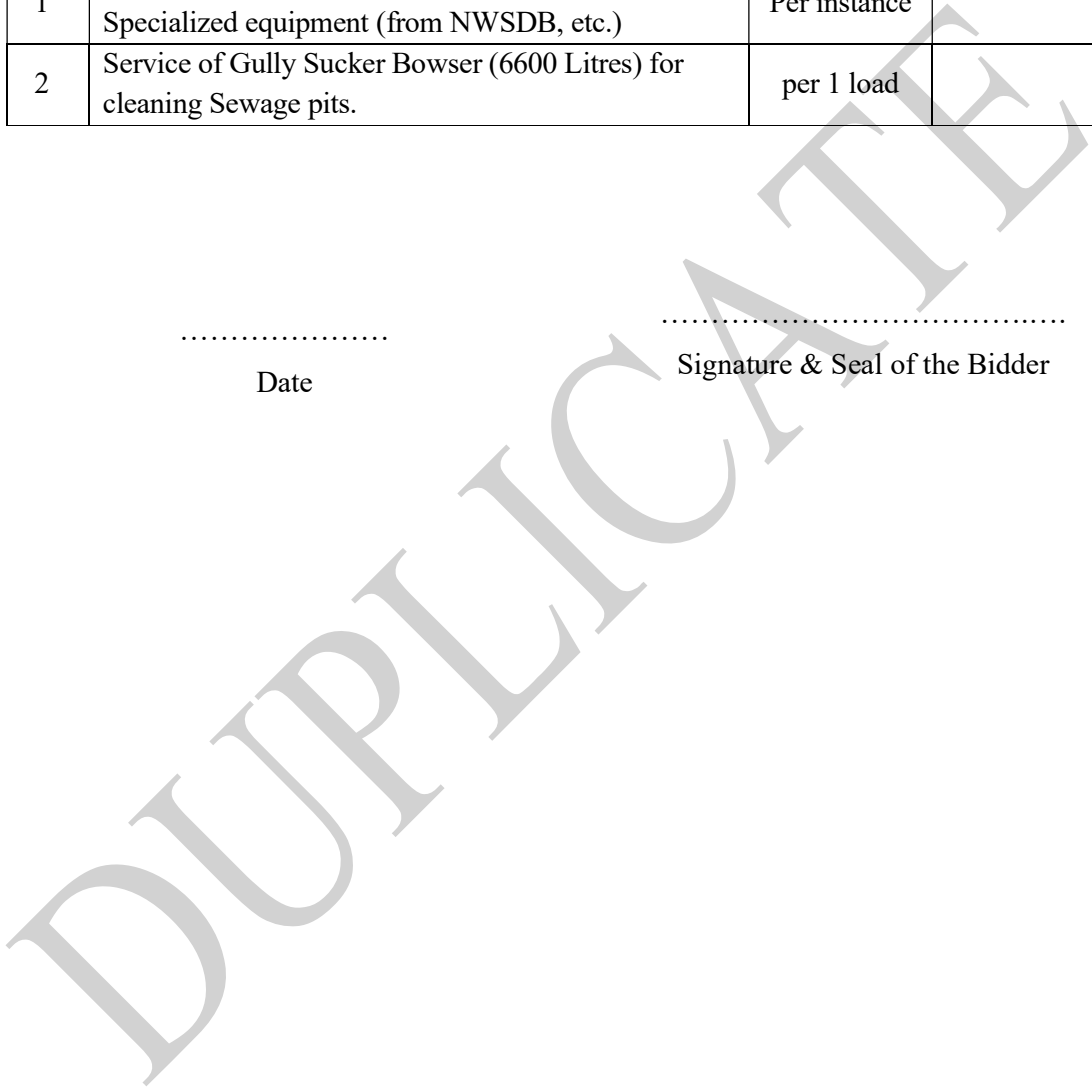
	<b>Name</b>	<b>Rate per day per 1 unit (Rs.)</b>
1	Rake	
2	Mamoty	
3	Shovel	
4	Garden Knife	
5	Wheelbarrow	
6	Garden Hoe (Drain Shovel)	
7	Sewage & Drain pipe Unblocker	
8	Drain & Sink Unblocker	
9	High Pressure Washer	
10	Vacuum Cleaners	
11	Scaffolding sets with catwalk plate and stairs	

Any Plant / equipment engaged on Day works shall be paid at the rates given below. The rates are for wet hire (including operator). These rates shall include for all inputs for running of the plant, transport to site, drivers/ operators, attendants, insurance and other overheads associated with such plant. These payments will be made under provisional sum.

No.	Description of Plant	Unit	Rate (Rs.)
1	Unclogging clogged sewage pipes with hired Specialized equipment (from NWSDB, etc.)	Per instance	
2	Service of Gully Sucker Bowser (6600 Litres) for cleaning Sewage pits.	per 1 load	

.....  
Date

.....  
Signature & Seal of the Bidder



**SECTION 08**  
**ATTACHMENTS**

DUPLICATE

## LIST OF ATTACHMENTS

Attachment 01 - National Minimum Wage of Workers (Amendment) Act  
No.48 of 2024

Attachment 02 - National Minimum Wage of Workers (Amendment) Act  
No.3 of 2016

DUPLICATE

**SECTION – 9**

**STANDARD FORMS (BID)**

DUPLICATE

**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:** *Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa*

**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]* (hereinafter called "the Bidder")  
 has submitted to you its bid dated -----*[insert (by issuing agency) date]*  
 (hereinafter called "the Bid") for the  
 ..... of *[insert name of Contract]*  
 under Invitation for Bids No. ----- *[insert IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

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

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of the successful bidder furnishing the performance security, otherwise it will remain in force up to **13.10.2026**.

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

\_\_\_\_\_  
*[signature(s) of authorized representative(s)]*

### CHECK LIST FOR BIDDERS

Bidders are advised to fill the following table.

ITEM	ITB Clause	YES (tick)	REFERENCE
<b>Form of Bid</b>			
Addressed to the Employer?	18		
Completed?	18		
Signed?	18		
<b>Bid Securing Declaration Form (if required)</b>			
Properly filled and signed	16		
<b>Bid Security (if required)</b>			
Address to the Employer?	16		
Format as required?	16		
Issuing Agency as specified?	16		
Amount as requested?	16		
Validity 28 days beyond the validity of Bid?	16		
<b>Qualification Information</b>			
All relevant information completed?	4		
Signed?	4		
<b>Addendum</b>			
Contents of the addendum (if any) taken in to account?	10		
<b>Bid package</b>			
All the documents given in ITB Clause 12 enclosed in the original and copy?	12		
ITB Clause 19 followed before sealing the Bid package?	19		