



**CEYLON PETROLEUM STORAGE
TERMINALS LIMITED**

PUBLIC TENDER: KPR/39/2023

NATIONAL COMPETITIVE BIDDING

BIDDING DOCUMENT

FOR

**PROVISION OF ANNUAL JANITORIAL,
GARDEN MAINTENANCE AND CLEANING
SERVICES AT MUTHURAJAWELA
TERMINAL
YEAR 2023/2024**

The Chairman
Department Procurement Committee
C/o Manager Procurement
Ceylon Petroleum Storage Terminals Limited
Procurement Function
01st Floor, New Building
Kolonnawa, Wellampitiya
Sri Lanka

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VOLUME - 01

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SECTION - 1

INSTRUCTIONS TO BIDDERS

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 publish by the Construction Industry Development Authority. (CIDA) 'Savsiripaya', 123, Wijerama Mawatha, Colombo 07. This publication will not be issued with bidding document and the bidder is advised to purchase it form CIDA. Instruct to Bidders shall be read in conjunction with the bidding data provide under Section 05 of the Bidding 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 advance payment security*

[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 Provision of Annual Janitorial and Landscaping Services at Muthurajawela Terminal Year 2023/2024 -----
-----[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:
.....
[Name and Address of employer]

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)

FORM OF ADVANCE PAYMENT SECURITY

.....

 (Name and Address of Agency, and Address of Issuing Branch or Office)

Beneficiary : [Name and Address of employer]

Date:

ADVANCE PAYMENT 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 contract & brief description] (hereinafter called “the Contract”).

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum.....(amount in figures) (amount in words) to be made against an advance payment guarantee.

At the request of the Contractor, we
 (name of issuing 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 in repayment of the advance payment under the Contract.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor.

This guarantee shall expire on (insert date, 28 days beyond the expected expiration Date of the contract)

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

.....
 Signature(s)

SECTION – 3

CONDITIONS OF CONTRACT

CONDITION 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 Bidding 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 Bidding 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
SECTION 07 :	BILL OF QUANTITIES AND DAY WORK SCHEDULES
SECTION 08 :	DRAWINGS
SECTION 09 :	STANDARD FORMS (BID)



INVITATION FOR BIDS
CEYLON PETROLEUM STORAGE TERMINALS LIMITED

PROVISION OF ANNUAL JANITORIAL, GARDEN MAINTENANCE AND CLEANING SERVICES AT MUTHURAJAWELA TERMINAL FOR THE YEAR 2023/2024

BID NO: KPR/ 39 /2023

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 provision of Annual Janitorial & Garden Maintenance Services at Muthurajawela Terminal from the reputed service providers who are eligible and actively involved in the field of supply of Janitorial and Garden Maintenance services.
2. Bidding will be conducted through **National Competitive Bidding Procedure**.
3. The proposed work includes Janitorial Service, General Office Cleaning, Gardening Service, Garden Maintenance and Cleaning as specified in bill of quantities and as directed by the Engineer. The period of contract shall be **12 months**.
4. Eligibility Requirements are given under Section 5, Bidding Data clauses 4.3 & 4.4.
5. Interested parties may refer the tender document and obtain necessary information through the CPSTL website; <http://www.cpstl.lk> and the original bidding documents in English language (full set) could be purchased from the undersigned on submission of a written request, during working days between **0900 hrs and 1400 hrs. up to 22.09.2023**, upon payment of a non-refundable bidding document fee of **Sri Lankan Rupees Eight Thousand (LKR 8,000.00)**, per set to the Cashier, Ceylon Petroleum Storage Terminals Limited, Oil Installation, Kolonnawa, Wellampitiya. Bidders are requested to inspect the bidding document prior to purchase and once it is purchased, bidding document fee is not refundable for any reason whatsoever.
6. A pre bid meeting will be held with the prospective parties or their authorized representative/s to clarify any matters relating to the document at **1000 hrs. on Monday, 18th September 2023** at Muthurajawela Petroleum Terminal, Kerawalapitiya or via video conferencing method and all bidders may attend this meeting. Interested parties shall send their request to participate the pre bid meeting to email procure@cpstl.lk at or before **1500 hrs. on Friday, 15th September 2023** in order to arrange entry permissions or send the link to the meeting.
7. **Bids shall be valid up to 25.12.2023** from the date of opening of the bid.
8. Bids must be accompanied by a bid security of **Rupees Two Hundred Seventy Five Thousand (Rs. 275,000.00) 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.

9. **Bid Security shall be valid up to 22.01.2024** from the date of opening of the Bid and beyond any extension subsequently requested.
10. Bids shall be submitted on the bidding document obtainable from Procurement Function and duly filled bidding documents may be sent by post/courier under registered cover or hand delivered to reach the Chairman, Department Procurement Committee (Minor), C/o Manager Procurement, Ceylon Petroleum Storage Terminals Limited, Procurement Function, 01st 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. on Monday, 25th September 2023.**
11. **Bids will be closed at 1400 hrs. on Monday, 25th September 2023.** and will be opened immediately thereafter at the office of Manager (Procurement). Bidders or their authorized representatives are requested to be participate/witness at the Bid opening.
12. Bidders shall 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. 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).**
14. Further details and clarifications (if any) shall be sought from the Manager Procurement on **Tel: 011-2572156/ 011-2531444, Fax: 011-2572155, E-mail: procure@cpstl.lk**

The Chairman
Department Procurement Committee (Minor)
C/o Manager Procurement
Ceylon Petroleum Storage Terminals Limited
Procurement Function
01st Floor, New Building
Kolonnawa,
Wellampitiya.

SECTION – 4

➤ ***FORM OF BID***

➤ ***QUALIFICATION INFORMATION***

FORM OF BID

Name of Contract: **PROVISION OF ANNUAL JANITORIAL, GARDEN MAINTENANCE AND CLEANING SERVICES AT MUTHURAJAWELA TERMINAL YEAR 2023/2024 - KPR/39/2023**

To: **Chairman,
Department Procurement Committee,
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 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 20.... in the capacity of
..... duly authorized to sign tenders 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)*

Blacklisted Contractors	
Have you been declared as a defaulted contractor by NPA or any other Agency?	
IF yes provide details	
VAT Registration Number	
Method Statement	<i>(attach as annex)</i>
Legal status	<i>(attach relevant status copies, as annex)</i>
Value of Services provided in last 5 years	<i>(attach copies of Certificate of Completion etc. and other documents such as audited Financial statements)</i>
Year 2018	
Year 2019	
Year 2020	
Year 2021	
Year 2022	
Value of similar works completed in last 5 years (indicate only the three largest projects)	1. Value _____ Year 2. Value _____ Year 3. Value _____ Year <i>(attach copies of Certificate of Completion etc., as annex)</i>
Major items of construction equipment proposed	1. Type _____ Capacity 2. Type _____ Capacity 3. Type _____ Capacity 4. Type _____ Capacity 5. Type _____ Capacity
Qualification and experience of key staff – Site & Head Office (Permanent, Contract basis & Consultants)	Technical: 1. 2. 3.
	Managerial: 1. 2.
Other information requested under ITB Clause 4.3	

SECTION - 5

BIDDING DATA & CONTRACT DATA

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 janitorial Service, General office cleaning, Garden Maintenance and Cleaning Service as specified in bill of quantities and as directed by Engineer.

(1.2)

The period of contract shall be **12 months**.

(1.3)

The office for collection of bid forms is

**Procurement Manager,
Procurement Function,
Ceylon Petroleum Storage Terminals Limited,
Oil Installation, Kolonnawa.**

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

The Bid forms will be issued from **11.09.2023** up to **22.09.2023** during normal working hours (from 9.00 hrs to 14.00hrs)

(2.1)

The source of funds is **CPSTL**

(4.3)

The following information shall be provided in Section 4:

- * PCA 03 certificate issued by Registrar of Public Contracts
- * VAT 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 works of a similar nature and size during the recent five years as per item 4.4 (a) below and documentary proofs.
- * Method Statement as per item 4.4 (b) below.
- * Major items of equipment proposed to carry out the Contract as per item 4.4 (c) below and documentary proofs.
- * Proof documents for payment of EPF and ETF contribution to the bidders own employees as per item 4.4 (d) below and documentary proofs.

- * Average annual turnover from services provided for each of the last five years to be confirmed by submission of Audited Financial statements as proof for item 4.4(e) below.
- * Qualification and experience of key Management and supervisory Personal proposed for the Contract as per 4.4(f) below and documentary proofs.
- * Details of Credit Facilities to be confirmed by submission of latest Audited Financial statements as proof for item 4.4(g) below.

(4.4)

- a. Experience in works of a similar nature and size for each within recent five years (within 2018 to 2023).

Document Proofs to prove experience in supply of Janitorial and Garden Maintenance Services (At least 03 similar services) successfully completed / continuing within recent five years (within 2018 to 2023) and shall be actively involved in the field of supply of Janitorial and garden Maintenance services for Reputed Institutions.
- b. Method Statement
The bidder shall submit a Method Statement along with the bid explaining the way they are intended to attend janitorial, general Office cleaning, Gardening and garden Maintenance services as per scope of work, schedule of prices and standards. It shall include the way they are incorporate Labour, equipment and methodologies to improve the quality and effectiveness of services provided.
- c. Major items of equipment proposed to carry out the Contract;

Following equipment and specified minimum quantities shall be owned by the bidder and provide list of equipment including their brand names, capacities and proofs of ownership.
 - Bush Cutters / Lawn Movers - Minimum 10 nos. of shall be available.
 - Four Wheel Tractors with Trailer and Grass cutting attachment – Minimum 1 nos. shall be available.
 - High Pressure Washer - Minimum 1 nos. shall be available.
 - Industrial Vacuum Cleaner Minimum 1 nos. shall be available
- d. Proof documents for payment of EPF and ETF contribution to the bidders own employees during recent 3 years period.
- e. Average of the annual volume of services delivered in the last five years (within 2018 to 2023) shall be at least **Rs.26,250, 000.00 (Rupees Twenty Six Million Two Hundred and Fifty Thousand)** and shall be confirmed by submission of Audited Financial statements for the period as proofs.
- f. Following managerial and technical staff shall be available and their CV and proofs for their qualifications shall be submitted.
 - One Technical Officer having NVQ 5 equivalent or above qualification in Civil or relevant field with minimum 02 years' experience shall be available in bidder's Office to manage and overlook the Janitorial and Garden Maintenance service.
 - Two supervisors' with minimum 2 years' experience shall be assigned to supervise the Janitorial and Garden Maintenance service at site in full time basis.

- g. 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.7,300,000.00 (Rupees Seven Million Three Hundred Thousand)**.
- h. Even though the bidder meet the above qualifying criteria, they are subjected to be disqualified if they have given misleading or false statements in proof of the qualification requirements.
- i. Non submission or partial submission of the documents listed above may lead to rejection of the bid.

(7.1)

Site Visit

Prior to submitting a bid, bidders shall familiarize themselves and shall be deemed to have done so. The bidders shall inform Procurement Manager, Procurement Function, Oil Installation, CPSTL, Kolonnawa (Tel. +94-11-2572156, Fax No. 0094-11-2572155) at least 02 days in advance with their names, NIC Numbers/Passport Numbers so that the CPSTL 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 Muthurajawela 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:	The Manager (Procurement),
Address:	Procurement Function Ceylon Petroleum Storage Terminals Limited Oil Installation Kolonnawa
Telephone:	0112572156
Fax:	0112572155
Email:	procure@cpstl.lk

(11.1)

The language of the bidding document shall be English.

(12.0)

Any Deviation from the scope of work, specifications, drawings, bill of quantities and addenda in the bidding 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 Bidding 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 **25.12.2023** from submission of Bid

(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. **275,000.00 (Rupees Two Hundred Seventy Five Thousand)**
 - Valid until **22.01.2024**
 - 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: CPSTL Muthurajawela Terminal
date: **18.09.2023** / time: 1000 hrs.
- (19.2) a The Employer's address for the purpose of Bid submission is
The Chairman,
Department Procurement Committee,
Procurement Function.
Ceylon Petroleum Storage Terminals Limited,
Oil Installation,
Kolonnawa
- (19.2) b Contract name:
Provision of Annual Janitorial, Garden Maintenance and Cleaning Services at Muthurajawela Terminal Year 2023/2024
- Contract no. **KPR/39/2023**
- (20.1) The deadline for submission of Bids shall be 14.00_hrs on **25.09.2023**
- (28.1) Not applicable
- (31.1) Not applicable
- (34.1) The amount of Performance Security is 5% of the Initial Contract Price.
- (35.1) Not Applicable
- (36.1) CPSTL does not propose any adjudicator.
In case of any dispute an Adjudicator shall be appointed by the Appointing Authority who shall be the 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 shared by the contractor and the Employer (50% by the Employer and 50% by the Contractor).

Contract Data

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

(1.0) The Employer is
Name : The Chairman,
Address: Ceylon Petroleum Storage Terminals Limited
Oil Installation
Kolonnawa

Employers Representative
Name : Manager (Procurement),
Address: Ceylon Petroleum Storage Terminals Limited
Oil Installation
Kolonnawa

(1.0) The Engineer is
Name: Engineering Manager

Address: Ceylon Petroleum Storage Terminals Limited
Oil Installation
Kolonnawa

The proposed work includes janitorial Service, General Office Cleaning, Garden Maintenance and Cleaning service as specified in bill of quantities and as directed by Engineer. The period of contract shall be **12 months**.

The Site is located at CPSTL Muthurajawela Terminal, Kerawalapitiya

(1.0) 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:

Minimum persons with qualifications and experience to be defined,

(a) Technical

Designation	Academic Qualification	Experience
i. Technical Officer (Managerial staff to overseeing the service)	NVQ 5 or above	2 years
ii. Supervisors – 2 nos. (Full time site Supervision)	-	2 Years

- (13.1) The minimum insurance covers shall be:
- (a) The minimum cover for insurance of the Works and of Plant and Materials is 110% of initial Contact Price

The maximum deductible for insurance of the Works and of Plant and Materials is 5% of initial contract Price
 - (b) The cover for loss or damage to Equipment is Contractor's responsibility.
 - (c) Insurance cover to the amount of Rs. 30,000,000.00 for the entire period of work for the loss or damage to the properties of CPSTL within the Muthurajawela Installation before commencing the execution of the work.
 - (d) 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) 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 CPSTL prior to commencement of the work.
- (17.1) Intended contract period is 12 months.
- (19.1) Special Safety Conditions
- i. Fire blanket are to be laid before starting hot work at site where ever required.
 - ii. The work/workers should conform to the Fire & Safety rules and regulations of CPSTL and they should wear safety belts when working at high elevations.
 - iii. 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 Fire & Safety Section of the CPSTL, Muthurajawela 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.
 - iv. Muthurajawela Petroleum Terminal 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.
 - v. All contractor's personnel and their vehicles will be required to obtain gate passes before enter into the Muthurajawela Petroleum Terminal. Those who possess valid police clearance are eligible to obtain gate passes. Safety clearances to be obtained before enter to the tank farm.

- vi. The contractor shall, except if and so far as the contract provides otherwise, indemnify the CPSTL 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 CPSTL 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 CPSTL, 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.

- (21.1) The Site Possession Date shall be **14 Days** from the Letter of Acceptance
- (27.1) The Contractor shall submit a programme for the Works within **14 Days** of delivery of the Letter of Acceptance.
- (27.3) The Programme will be updated **Monthly**.
If any time should it appear to the Engineer that the actual progress of the work does not conform to the approved programme, the contractor shall produce, at the request of the Engineer a revised programme showing the modifications to the previously approved programme necessary to ensure completion of the work within the stipulated time of completion.
- (46.1) All Payments shall be made in Sri Lanka Rupees.
- (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) Rs. 1200.00 per contractors' employee per day will be deducted per absent employee below the specified minimum number of contractors' employees per day.
- (51.1) Contractor is not entitled for an advance payment
- (52.1) The Performance Security shall be **5 %** of the Initial Contract Price.

SECTION - 6

SPECIFICATIONS AND SCOPE OF WORK

6.1 CPSTL Scope of Supply

6.1.1 CPSTL shall assist the contractor in identifying areas of buildings and outdoor areas where janitorial services are to be provided.

6.1.2 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.

6.1.3 Utilities

- a. Electricity that would be supplied to the contractor for outdoor works would be charged from the contractor as per meter/estimate. The prospective contractor is required to indicate his requirements of power from the CPSTL in his offer for evaluation purposes.
- b. The electrical power supply is available to the contractor subjected to following conditions.
 - i. CPSTL shall provide only the power supply tapping point with a meter at the nearest switch room.
 - ii. Contractor shall supply and install his own feeder cables and power distribution board required for the work site from the tapping point.
 - iii. The maximum power CPSTL shall supply is 63A, 400V, 50Hz, 3 Phase.
 - iv. The electricity charge shall be deducted from the Final Bill of the Contractor.
 - v. A fixed charge of Rs. 3,000/= one-off payment and a consumption charge as per applicable tariff rate for the concerned period shall be deducted as the electricity charge.
 - vi. Engineer shall estimate the bill on above basis in occasions the power supply is provided without a meter.

6.2 Contractor's Scope of Supply

6.2.1 Supply service of specified male and female number of employees for each location and supply the service of supervisors specified.

Total minimum workers shall be as follows.

- Janitors - 04 nos.
- General Office Cleaning labour - 04 nos.
- Gardeners - 1 nos.
- General Labours - 18 nos.
- Supervisors - 2 nos.

6.2.2 Supply of necessary Consumables for Janitorial and General Office Cleaning services.

- i. Provided consumables shall be manufactured by a reputed manufactures having ISO 9001 quality management system certification.
- ii. Provided consumable containers shall be unopened and sealed as per manufactures standards.
- iii. Quality and quantity of consumables shall be suitable for intended purpose and acceptable to the engineer.
- iv. At least following minimum monthly quantity shall be served in addition to janitorial / Cleaning labour work as per specifications to entitle 100% of the relevant monthly payment

for janitorial and General office cleaning. However contractor shall provide additional requirements if specified minimum quantities are not sufficient to perform regular services.

a. Consumables for Janitorial Services

Item Description	Minimum Quantity per Month
Air freshener (40g to 50 g) gel packets	30 Nos.
Naphtha ball (400 g) packet	8 Nos.
Tile Cleaner	30 liters
Toilet Cleaner	20 liters
General Purpose Surface Cleaner	4 liters
Bleaching powder	2 kg
Hand wash liquid	8 liters

b. Consumables for General Office Cleaning

Item Description	Minimum Quantity per Month
Air Freshener Liquid	3 liters
Tile Cleaner	10 liters
General Purpose Surface Cleaner	4 liters
Glass Cleaner	5 liters
Hand wash liquid	5 liters
Hand wash soap 100 g	10 nos.
Dish Wash liquid	3 liters

6.2.3 Supply of necessary Machinery, Tools and Consumables for Gardening, Garden maintenance and Cleaning Service to perform scope of work as per the specifications.

- i. Machinery include Grass Cutters, Lawn Movers, Four Wheel Tractor with Grass Cutting Attachment and Tailor, Mini Excavator, Sand Removing machinery etc. Tools include High Pressure Washers, Vacuum Cleaners, Brooms, Ekel Brooms, Rakes, Wipers, Brushes, Mops, Purning tools, garden Shears, Shovels, Gardening Knives etc. Consumables include Fuel & Lube oil for machineries and tools, Fertilizers, Hormones etc.
- ii. Sufficient amounts shall be supplied to perform scope of work without any lapse.
- iii. Quality, Functionality and safety of equipment, tools and consumables shall be suitable for intended purpose and acceptable to the engineer.

6.2.4 Supply all the machinery, equipment such as Grass cutting, High Pressure Washing, vacuuming, Four Wheel Tractors, Transport vehicles, Excavator, tools and accessories etc. required for the successful completion of services.

6.2.5 Supply of log books and forms required to communicate with the Employer's representative during the period of the contract is carried out.

6.3 Contractor's Scope of Work

6.3.1 General

- a. Total minimum workers shall be as follows.
 - Janitors - 04 nos.
 - General Office Cleaning labour - 04 nos.
 - Gardeners - 1 nos.
 - General Labours - 18 nos.
 - Supervisors - 2 nos.
- b. All rates shall include 02 no's supervisor charges.
- c. Use of herbicides is not allowed within CPSTL premises unless otherwise requested by CPSTL
- d. It is Contractor's responsibility to maintain his staff according to labour regulations in Sri Lanka
- e. It is contractor responsibility to maintain sufficient numbers of worker to perform the work up to satisfactorily level.
- f. To be qualified for monthly claim for a BOQ item, at least 50% of the scope of work relevant to that items shall be satisfactorily completed.
- g. Contractor shall provide sufficient amount of good quality tools complying with accepted quality standards and suitable for the intended purpose.
- h. In case of additional workers are required, the contractor shall provide the same within reasonable time period after such notice of CPSTL and payment shall be made under the extra work
- i. Daily attendance of worker shall be maintained and certified by a CPSTL representative.
- j. Each and every item is required to supervised and recorded by contractor's supervisor. All record shall be certified by the CPSTL representative before the payment.
- k. All the works shall be performed according to the given schedule of services, drawings, specification and as per the direction of CPSTL representative.

1. Working Days / Hours

BOQ Item	Description	Working Days	Working Hours
1	Janitorial Services	<ul style="list-style-type: none"> - Normal Working days from Monday to Saturday except Mercantile Holidays - Additional Working days on Sundays, Mercantile and Special Holidays on prior Requests of CPSTL will be paid under extra duty from provisional sum as per rates given in BOQ 	<ul style="list-style-type: none"> - As Appropriate 1st cleaning of the day – complete before 7:30 am 2nd cleaning of the day – After 12.00 pm and before 2:00 pm
2	General Office Cleaning Services	<ul style="list-style-type: none"> - Normal Working days from Monday to Saturday except Mercantile Holidays - Additional Working days on Sundays, Mercantile and Special Holidays on prior Requests of CPSTL will be paid under extra duty from provisional sum as per rates given in BOQ 	<ul style="list-style-type: none"> - Security and gantry Control office : between 6.00 a.m. to 5.00 p.m. and daily Cleaning Shall be completed before 6.30 a.m. - Other Buildings : Monday to Saturday within 7.00a.m. to 5.00p.m. - Additional Working hours requirement will be notified by prior Requests of CPSTL and will be paid under extra duty from provisional sum as per rates given in BOQ
3	Garden Maintenance Services	<ul style="list-style-type: none"> - Normal Working days from Monday to Saturday except Mercantile Holidays - Additional Working days on Sundays, Mercantile and Special Holidays on prior Requests of CPSTL will be paid under extra duty from provisional sum as per rates given in BOQ 	<ul style="list-style-type: none"> - Monday to Saturday within 7.00a.m. to 5.00p.m. - No additional payments will be paid for Additional working hours.
4	Cleaning of Concrete and Asphalt Carpeted Floor Areas	<ul style="list-style-type: none"> - Normal Working days from Monday to Saturday except Mercantile Holidays - Additional Working days on Sundays, Mercantile and Special Holidays on prior Requests of CPSTL will be paid under extra duty from provisional sum as per rates given in BOQ 	<ul style="list-style-type: none"> - Gantry : Complete before 6.30a.m. - Other Areas : As appropriate
5	Washing & Cleaning Gantry Building	Once in two weeks period in any day of the week including Holidays convenient to CPSTL (from Sunday to Saturday including Public, Mercantile and Special Holidays)	<ul style="list-style-type: none"> - Within 7.00a.m. to 5.00p.m. - No additional payments will be paid for Additional working hours.

m. Holidays : All Mercantile Holidays

6.3.2 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, Material stores, Security turrets, Garage and all toilet units. Contractor shall provide minimum 4 nos. of Janitors.

c. General

- i. Cleaning of toilets, Mopping and drying all floor tiled area, Mopping and drying all cement/hard floor area as per the given schedules of services.
- ii. A daily record of cleaning shall be maintained by contractor's supervisor and certified by CPSTL representative.
- iii. Supply of Chemicals used for Janitorial services including hand wash chemicals, soap, air fresheners etc. At least specified minimum quantity in 6.2.3 (a) shall be served to entitle 100% of the relevant monthly payment.
- iv. Monthly supplied quantity to Muthurajawela terminal shall be verified at the main entrance security and produced to prepare monthly payment.
- v. Shall provide minimum 4 nos. Janitors.
- vi. Any untidy condition shall be attended immediately
- vii. Work includes clean all gullies and blockage in the waste water pipelines.
- viii. Contractor shall attend to clear drain pipes in buildings when they are clogged.
- ix. Cleaning toilets except Security points in Tank farm area as follows.
 - All toilets (33 no's of toilets consisting of 2,900 sqft. floor area and 8,250 sqft. wall area) to be cleaned at least twice a day to ensure proper cleanliness and hygienic conditions.
 - Times limits of cleaning Toilets in office area shall be as follows.
 - 1st leaning of the day – complete before 7:30 am
 - 2nd cleaning of the day – After 12.00 pm and before 2:00 pm
- x. Cleaning toilets in Security points in Tank farm area (09 no's of toilets consisting of 260 sqft. floor area and 960 sqft. wall area) as follows.
 - All toilets to be cleaned twice per week to ensure proper cleanliness and hygienic conditions.

d. Daily Cleaning

- i. Toilets except Security points in Tank farm area shall cleaned at least twice a day to ensure proper cleanliness and hygienic conditions. Times limits of cleaning Toilets in office area shall be as follows.
 - 1st leaning of the day – complete before 7:30 am
 - 2nd cleaning of the day – After 12.00 pm and before 2:00 pm.
- ii. Commodes, Squatting Pans and Urinals. WCs, Bowl interiors shall be cleaned with a brush and CPSTL approved toilet cleaner.
- iii. The commode seats (Both Sides) and covers sides, pipes and flush tanks shall be washed with CPSTL approved detergents /disinfectant solution. This service shall be carried out throughout the specified working hours.

- iv. Wash Basins, Showers, Soap dishes, Tapes, etc. shall be washed using CPSTL approved detergent solution and wiped dry.
- v. All tiled /cement floor areas and tiled wall in toilets shall be cleaned and mopped using CPSTL approved detergents / disinfectant solutions and drying and keeping floors dry and slip free.
- vi. Mirrors shall be clean and polished to leave a bright sparkling finish.
- vii. Collect rubbish in refuse bags and deposit at designated refuse collection points.
- viii. Air freshener cubes shall be placed in the toilets to avoid odor.
- ix. Hand wash bottles shall to be placed on each wash basins.

e. Twice per week

- i. Toilets in Security points in Tank farm area shall be cleaned twice per week to ensure proper cleanliness and hygienic conditions.

f. Weekly Cleaning

- x. Toilet walls shall be clean thoroughly using CPSTL approved detergent / antibacterial agent.
- xi. 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.
- xii. All walls (above 6ft) and ceilings to be cleaned weekly
- xiii. Fumigation / spraying on twice a week basis.

6.3.3 General Office Cleaning Services

General Office Cleaning services shall be provided to Administration office Building, Distribution Office Building, Security Office Building and Fire and Safety office building. The contractor shall provide minimum 2 nos. General Office Cleaning labour for Administration Building, 1 nos. of General Office Cleaning labour for Distribution Building and 1 nos. General Office Cleaning labour for Fire and Safety, Security, Tank farm Control and Gantry Control Buildings.

a. General

- i. All general office areas shall be clean before 7.30 A.M once a day. Office cubicles and other locked areas shall be cleaned as appropriate once a day.
- ii. Daily general office cleaning (including glass cleaning once per month) before 7.30 A.M once a day and assisting to serve refreshments (for about 25 heads) in Administration building. Shall provide minimum 02 nos. General Office Cleaning labours.
- iii. Daily general office cleaning (including glass cleaning once per month) before 7.30 A.M once a day and and Assisting to serve refreshments (for about 12 heads) in Distribution building. Shall provide minimum 01 nos. General Office Cleaning labours.
- iv. Daily general office cleaning (including glass cleaning once per month) in Main security office and Gantry control room Office before 6.30 A.M once a day and in Fire & safety office and tank farm control room before 7.30 A.M once a day. Shall provide minimum 01 nos. General Office Cleaning labours.
- v. It is supervisor's duty to attend any untidy condition after the cleaning.

- vi. A daily record of cleaning shall be maintained by contractor's supervisor and certified by CPSTL representative.
- vii. Supply of Chemicals used for General Office cleaning including hand wash chemicals, soap, air fresheners etc. At least specified minimum quantity in 6.2.3 (a) shall be served to entitle 100% of the relevant monthly payment.

b. Daily basis

- i. Responsible for stewarding and maintaining office space in a clean and hygienic manner.
- ii. Preparing and serving refreshments provided by CPSTL twice a day for office employees and visitors.
- iii. Cleaning and Dusting Office furniture, Glass partitions and windows.
- iv. Cups, saucers, plates and other equipment used for stewardess service shall be Cleaned and keep available hygienically.
- v. General cleaning of Administration office building, Distribution office building, Security Office Building and Fire and Safety Office Building including sweeping, mopping of tiled floor, dusting and cleaning of furniture and equipment daily and vacuum cleaning of carpets.

c. Weekly Basis

- i. Glass cleaning and cleaning of cobwebs.

6.3.4 GARDENING, GARDEN MAINTENANCE AND CLEANING SERVICE

i. GARDENING SERVICE

Gardening Service shall be provided to *Main entrance area, In front of Administration building, either side of the road from main gate to Administration building, Road from Administration Building to Distribution building and Stores Building* and in front of Distribution Building (Area A and B specified in the provided Drawing no. MT/JS/LSC/001). The contractor shall provide minimum 1 nos. Gardener and use of 18 nos. General labour whenever required. Water will be provided by CPSTL for watering purposes.

a. General

- i. Maintenance of decorative trees and trees on tree pots
- ii. De-weeding around trees, and on Tree Pots
- iii. Maintaining tree pots
- iv. Pruning Trees twice a month
- v. Manoeuvring Tree in pots once a month

b. Daily Basis

- i. Cleaning and sweeping of all the gardens / lawns as provided in the BOQ.
- ii. Watering for grass, plants, trees and flowers.

- iii. Removal of rubbish from area and proper disposal in designated places.
- iv. Placing new plants provided for the purpose of landscaping.
- v. Cutting of Grass, large trees and wild growth, Clearing fence
- vi. Assist for other garden maintenance works.

c. Weekly Basis

- i. Trimming of plants and trees and maintaining in proper shape.
- ii. Maintaining of flower beds.

d. Twice per Month

- i. Cut the grass at least twice per month and maintain throughout the month
- ii. Hormone Treatment for Flowering trees on pots twice a month

e. Monthly/Seasonal Basis

- i. Planting new plants to replace dead plants and proper maintenance.
- ii. Removal of existing wild plants and providing proper Grass in the identified places and proper maintenance.
- iii. Supply and placing hormones, fertilizers approved by CPSTL.

ii. **GARDEN MAINTENANCE AND CLEANING SERVICE**

Garden Maintenance Service shall be provided covering total Muthurajawela terminal area. The contractor shall provide minimum 18 nos. of cleaning and grass cutting labour.

a. General

- i. Cut the grass at least twice per month and maintain throughout the month
- ii. Only Nylon wire with bush Butters or Lawn Mover shall be used for areas inside tank Dike wall, around pipelines and pump houses.
- iii. Hot work permits shall be placed and service of standby CPSTL fireman shall be obtained for grass cutting inside tank farm tank dike walls. Four wheel tractor can be used for other areas.
- iv. Providing Chemicals, Tools, equipment and Fuel for Tools and Equipment.
- v. Cleaning Open ditches, building drains and building access path, paved area and building pavement.
- vi. Clearing trees, Shrubs, creepers etc. growing on and leaning to periphery fence adjacent to respective area
- vii. Collecting and removing Tree leaves, Grass and Garbage, garbage bins on daily basis and transporting to a location specified by CPSTL inside or within 1km from CPSTL Muthurajawela Terminal twice a week as per the acceptable manner to local authorities.

- viii. All the pesticides/wild plants on the tank's concrete base, stair case base and around building wall should be removed twice a month.
- ix. All the pesticides/wild plants on the tank's concrete base, stair case base and around building wall should be removed twice a month.
- x. Trimming and Cleaning of road edges and as per the given specifications and schedules of services.
- xi. Garbage Removal - All waste bins to be emptied on a daily basis. All refuse bags to be sealed and disposed directly to designated places. Service of a suitable vehicle shall be provided to remove garbage bins, rubbish, cutting grass, sand etc.
- xii. Contractor shall clean drains around the buildings daily/ weekly where applicable.
- xiii. Contractor shall sweep the main roads, gardens and yards as specified in schedule of prices.
- xiv. Contractor shall clear roadside gullies monthly and storm water gully blockages when the need arises.
- xv. Contractor shall clean and dispose diseased rats and mice, clean and burry carcasses of diseased pigeons, craws and dogs when the need arises.

b. Weekly Basis

- i. All hard floors (including balconies, corridors and porticos) to be swept, cleaned, and damped 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.
- ii. All wall surfaces to be spot cleaned using the CPSTL approved product for removal of stains and marks.
- iii. 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.
- iv. Chromium, stainless steel and aluminum fixture and fittings to be burnished.
- v. All waste bins to be damp clean using CPSTL approved antibacterial detergent agents.
- vi. All soft furnishings to be vacuumed and spot clean using company's approved products.
- vii. Buffing of all floor areas.
- viii. Removal of accumulated sand and other rubbish at the area of bowser truck yard and area of gantry.

6.3.5 CLEANING OF CONCRETE AND ASPHALT CARPETED FLOOR AREAS

- i. Daily Cleaning Gantry area shall be before 6.30 AM (Before starting gantry Operations) and Removing Accumulated Sand and maintain to prevent blowing dust with wind.
- ii. Daily Cleaning time for other Areas shall be within the working time
- iii. Cleaning open ditches clearing shrubs and plants in open ditches on given areas twice a month and supply of equipment and fuel for equipment.

- iv. Collecting and removing Tree leaves, Grass and Garbage, garbage bins on daily basis and transporting to a location specified by CPSTL inside or within 1km from CPSTL Muthurajawela Terminal twice a week as per the acceptable manner to local authorities.
- v. Cleaning of Concrete and Asphalt Carpeted Floor Areas once in two weeks period (twice a month)

6.3.6 WASHING GANTRY BUILDING (OVERHEAD PLATFORMS, STAIRCASES, CUBICLES, PIPING, FLOOR ETC.)

- i. Washing and cleaning Gantry Building floor, Pipes, Pipe racks, Platforms, Hand rails, Staircases shall be washed and cleaned with detergents once in two weeks period (twice a month).
- ii. Supply of washing equipment such as High Pressure washers etc. whenever required.
- iii. Electronic equipment in the gantry shall be covered before washing to prevent getting wetted and shall be carried out during non-operational hours as per the given specifications and schedules of services.
- iv. Sand on the filling gantry floor should be removed and washed off the floor.
- v. All drains around the gantry area should be free of sand/mud, weeds and plants.
- vi. Washing gantry building once in two weeks period (twice a month)

CIRCULARS ON JANITORIAL SERVICES

NATIONAL MINIMUM WAGE OF WORKERS ACT No. 3 OF 2016

SECTION - 7

BILL OF QUANTITIES

PREAMBLE TO THE BILL OF QUANTITIES

GENERAL

1. This Bill of Quantities contains pages numbered **from 37 to 43** Tenderers 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, the Specifications and the Drawings 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 tenderer shall comply with the arrangement of work in the buildings and be ready to work part by part as required by the Authorities of **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 Tenderer 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. 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. Square cutting.
 - vi. Establishment charges, overhead charges and profit.
 - vii. All setting out works.
 - viii. For providing of method statements, calculations, proposals by Contractor, shop drawings

- ix. 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
 - x. Protecting and clearing.
13. If tenderers 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.
 14. All materials shall be new and shall be free of defects and safe to use.
 15. 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.
 16. 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 ²	-	Square metre
kg	-	kilograms
No	-	Numbers
Rs. Cts.	-	Sri Lankan Rupees and Cents
m ³	-	Cubic metre

BILL OF QUANTITIES

PROVISION OF ANNUAL JANITORIAL, GARDEN MAINTENANCE AND CLEANING SERVICES AT MUTHURAJAWELA TERMINALS FOR THE YEAR 2023/2024

* Please refer **Section 6 -Specification** for details of the Items in following table

ITEM	DESCRIPTION	UNIT	QTY.	RATE (Rs.)	AMOUNT (Rs.)
	BOQ shall be read and filled by referring detailed specifications given in SECTION – 6, SPECIFICATIONS AND SCOPE OF WORK.				
1	JANITORIAL SERVICES				
1.2	Washing, mopping and drying of all toilets except security turret (33 no's of toilets consisting of 2,900 sqft. floor area and 8,250 sqft. wall area) twice per day.	Months	12		
1.3	Washing, mopping and drying of all toilets in security turrets (09 no's of toilets consisting of 260 sqft. floor area and 960 sqft. wall area) twice per week.	Months	12		
	Janitorial Services Total Carried to Summary				
2	GENERAL OFFICE CLEANING SERVICES				
2.1	General office Cleaning in Administration building. Shall provide minimum 02 nos. General Office Cleaning labours,	Months	12		
2.2	General office Cleaning in Distribution building. Shall provide minimum 01 nos. General Office Cleaning labours,	Months	12		
2.3	General office Cleaning in Fire & Safety, Security, Gantry Control and Tank Farm Control buildings. Shall provide minimum 01 nos. General Office Cleaning labours,	Months	12		

	General Office Cleaning Services Total Carried to Summary				
3	GARDENING SERVICE				
3.1	Area A (1.5 acre) demarcated in Dr. No. MT/JS/GS/001 : (In front of Admin building, either sides of main entrance, either side of the road from main gate to Admin building, backside of the Fire & Safety Building and Fire Water Tanks, Security and fire & Safety restroom area)	Months	12		
3.2	Area B (0.5 acre) demarcated in Dr. No. MT/JS/GS/001 : (Around the Distribution office, Gantry Control Room)	Months	12		
	Gardening Services Total Carried to Summary				
4	GARDEN MAINTENANCE AND CLEANING				
4.1	Area C (1 acre) demarcated in Dr. No MT/JS/GS/001 :Area between the gantry, Gantry Control Room and Boundary Wall	Months	12		
4.2	Area D (1.0 acre) demarcated in Dr. No MT/JS/GS/001 : Area around generator room and back side of the GCR	Months	12		
4.3	Area E (3.5 acre) demarcated in Dr. No MT/JS/GS/001 : Ground area between loading pump house and Administration building	Months	12		
4.4	Area F (1.5 acre) demarcated in Dr. No. MT/JS/GS/001 : Area around TFCR and Loading Pump House	Months	12		
4.5	Area G (2.5 acre) demarcated in Dr. No. MT/JS/GS/001 : Area around TK31 to TK36	Months	12		
4.6	Area H (3.0 acre) demarcated in Dr. No. MT/JS/GS/001 : Area around TK19 to TK38	Months	12		

4.7	Area I (0.5 acre) demarcated in Dr. No. MT/JS/GS/001 : Triangle area at 400 zone	Months	12		
4.8	Area J (0.75 acre) demarcated in Dr. No.MT/JS/GS/001 : Area either side of the canal at the middle of the tank farm	Months	12		
4.9	Area K (1.5 acre) demarcated in Dr.No.MT/JS/GS/001 : Area with Oily Water Separators and Slop Oil Tanks	Months	12		
4.10	Area L (3.0 acre) demarcated in Dr.No.MT/JS/GS/001 : Area around TK01 to TK05	Months	12		
4.11	Area M (3.0 acre) demarcated in Dr.No.MT/JS/GS/001 : Area around TK06 to TK10	Months	12		
4.12	Area N (3.00 acre) demarcated in Dr.No.MT/JS/GS/001 : Area around TK11 to TK13	Months	12		
4.13	Area O (3.0 acre) demarcated in Dr. No. MT/JS/GS/001 : Area around TK14 to TK18	Months	12		
4.14	Area P (0.5 acre) demarcated in Dr. No. MT/JS/GS/001 : Area between TK-14 to TK-18 tank row, Army Camp and Truck yard	Months	12		
4.15	Area Q (0.8 acre) demarcated in Dr. No MT/JS/GS/004 :Area around Army Premises and Fence	Months	12		
4.16	Area R (1.5 acre) demarcated in Dr. No MT/JS/GS/001 :Area in front of Army Premises	Months	12		
4.17	Area S (1 acre) demarcated in Dr. No MT/JS/GS/001 :Area between Road leading to G4 Gate, Army camp and CPC Area	Months	12		
4.18	Area T (0.5 acre) demarcated in Dr. No.MT/JS/GS/001: Area either side of the canal at CPC side	Months	12		
4.19	Area U (1.25 acre) demarcated in Dr.No.MT/JS/GS/001 :Area around fuel oil pump house	Months	12		

4.20	Area V (0.5 acre) demarcated in Dr. No. MT/JS/GS/001: Area near boundary fence in Litro Gas Side and Sea Sand Stock side.	Months	12		
4.21	Area W : Inside Canal area (0.5 acre) – once in 6 month (PC 30 mini excavator is required)	Nos.	02		
4.22	Area X: Inside Canal area (0.3 acres) - once in 6 month (PC 30 mini excavator is required)	Nos.	02		
4.27	Boundary fence and wall (1800 m long) – Clear the fence from inside and outside of the terminal up to 5.0 m. away from the wall/fence once in 2 months All vines and trees shall be removed. All debris shall be transported to the dump.	Nos.	06		
	Garden Maintenance and Cleaning Total Carried to Summary				
5	CLEANING OF CONCRETE AND ASPHALT CARPETED FLOOR AREAS IN ROADS, GANTRY AND TRUCK YARD				
5.1	Area Y (2.15 acre) demarcated in Dr. No. MT/JS/GS/001: Area around the gantry twice a month	Months	12		
5.2	Area Z (3 acre) demarcated in Dr. No MT/JS/GS/001 :Area in Truck Yard twice a month	Months	12		
5.3	All Internal Roads Sweeping and removal of tree leaves, garbage for once a day of all the open areas, footpaths, driveways - main entrance parking areas, in front of Admin building, store, workshops around the canteen, entrance road (0.5 Acres) from G4 Gate to truck yard (2.25 Acres) once per day	Months	12		
	Cleaning of Concrete and Asphalt Carpeted Areas in Roads Gantry and Truck Yard Total Carried to Summary				

6	WASHING AND CLEANING GANTRY BUILDING				
6.1	a. Washing and cleaning Gantry Building floor, Pipes, Pipe racks, Platforms, Hand rails, Staircases shall be washed and cleaned with detergents once in two weeks period. b. Supply of washing equipment such as High Pressure washers etc. c. Electronic equipment in the gantry shall be covered before washing to prevent getting wetted and shall be carried out during non-operational hours as per the given specifications and schedules of services.	Months	12		
	Washing & Cleaning Gantry Building Total Carried to Summary				
7	EXTRA WORKS (provisional Sum)*				
7.1	Payments will be made for this items only if extra work (out of the scope described above) is done on requested by CPSTL.	Months	12	250,000.00	3,000,000.00
	Extra works (Provisional Sum) Total Carried to Summary				

Name of Bidder :

Address :

Date :

.....
Signature of the Bidder Company Stamp

Summary of Provision of Annual Janitorial and Garden Maintenance and Cleaning Services at Muthurajawela Terminal For The Year 2023/2024

<u>DESCRIPTION</u>	<u>AMOUNT (RS.)</u>
1.0 JANITORIAL SERVICES
2.0 GENERAL OFFICE CLEANING SERVICES
3.0 GARDENING SERVICES
4.0 GARDEN MAINTENANCE ABD CLEANING SERVICE
5.0 CLEANING OF CONCRETE AND ASPHALT CARPETED FLOOR AREAS IN ROADS, GANTRY AND TRUCK YARD
6.0 WASHING AND CLEANING GANTRY BUILDING
1.0 EXTRA WORKS (provisional Sum)*	Rs. 3,000,000.00
Sub Total
Discount If Any
Total carried to 'Form of Bid'
VAT 15%
Total Amount with VAT

VAT Reg. No :

Total Amount in Words :

.....

Name of Bidder :

Address :

Date :

.....
Signature of the Bidder Company Stamp

RATES FOR EXTRA WORK SPECIFIED UNDER BOQ ITEM NO. 6. (IF REQUIRED BY CPSTL)

Labour Category	Rate (Rs.) for Extra time of work beyond normal working hours / days (If requested by CPSTL)	
	Per Hour	Per Day
Charges for supervisor		
Charges for Janitor		
Charges for Gardner		
Charges for General Office Cleaning Labour		
Charges for General Labours		

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

.....
Date

.....
Signature & official Stamp of the Tenderer

SECTION 08

DRAWINGS

LIST OF DRAWINGS

NO.	DRAWING TITLE	DRG NO.
01	Site layout	MT/JS/GS/001

SECTION – 9

STANDARD FORMS (BID)

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: *[insert (by PE) name and*
address of employer]

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 ----- *(insert date)*

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
Form of Bid			
Addressed to the Employer?	18		
Completed?	18		
Signed?	18		
Bid Securing Declaration Form (if required)			
Properly filled and signed	16		
Bid Security (if required)			
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		
Qualification Information			
All relevant information completed?	4		
Signed?	4		
Addendum			
Contents of the addendum (if any) taken in to account?	10		
Bid package			
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		