



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.