

CEYLON PETROLEUM STORAGE TERMINALS LIMITED

NATIONAL COMPETITIVE BIDDING

BIDDING DOCUMENT

**LANDSCAPE MAINTENANCE SERVICE AT
KOLONNAWA INSTALLATION FOR YEAR 2025**

BID No: KPR/79/2024

Employer:

Ceylon petroleum storage terminals limited
Oil installation
Kolonnawa

Engineer:

Engineering Manager
Premises & Civil Engineering Function
Ceylon petroleum storage terminals limited
Oil installation
Kolonnawa

Issued to :

Issued by :

Date :

November 2024

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VOLUME - 01

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DUPLICATED

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 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.

DUPLICATED

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 Janitorial and Landscaping Services at Muthurajawela Terminal Year 2024/2025 -----
----- *[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)

SECTION – 3

CONDITIONS OF CONTRACT

DUPLICATE

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 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 (IFB)
CEYLON PETROLEUM STORAGE TERMINALS LIMITED
LANDSCAPE MAINTENANCE SERVICE AT KOLONNAWA INSTALLATION FOR
YEAR 2025
BID NO: KPR/ 79 /2024
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 **Landscape Maintenance Service at Kolonnawa Installation for Year 2025** from the reputed service providers who are eligible and actively involved in the field of supply of Garden Maintenance services.
2. The proposed work includes grass cutting, removal of small trees, bushes and vines, cutting/trimming/pruning/removing trees/ branches, cleaning floors and sweeping open area, cleaning of surface drain and manholes, cleaning of gantries, pump houses, clearing of foliage, cleaning of oil interceptors and as specified in Specifications, Scope of Works, Bill of Quantities and as directed by the Engineer. The period of contract shall be **12 months**.
3. Bidding will be conducted through **National Competitive Bidding Procedure**.
4. To be eligible for contract award, the successful bidder shall not have been blacklisted 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 five years (within 2019 to 2023).
Experience in supplying similar nature maintenance services for reputed institutions in similar capacity premises (At least 03 similar services - total value of each service contract exceeding Rupees 20 million), successfully completed/ continuing within recent five years (within 2019 to 2023) and shall be actively involved in maintenance services.
 - b. Average of the annual volume of services delivered in the last five years (within 2019 to 2023) shall be at least Rs. 60,000,000.00 (Rupees Sixty Million) 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. 10,000,000.00 (Rupees Ten Million).
 - d. 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 service.
 - Two supervisors with minimum 2 years' experience shall be assigned to supervise

the service at site in full time basis.

- e. Payment of EPF and ETF contribution to the bidders' own employees during recent 3 years period.
- f. 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 **15 nos.** of shall be available.
 - Farm Tractors with Trailer and Grass cutting attachment/ slasher – Minimum 1 nos. shall be available.
 - High Pressure Washer - Minimum 1 nos. shall be available.
 - Submersible sludge pump – Minimum nos. shall be available.
 - Chain Saw – Minimum nos. shall be available.
5. Interested parties may refer the bidding documents (*only for viewing purpose*) and obtain necessary information through the website www.cpstl.lk and inspect the bidding documents at the address given below from 0900hrs to 1400 hrs of working days.
 6. A complete set of Bidding 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, 1st floor, New Administration Building, Oil Installation, Kolonnawa** from **31.12.2024 until 15.01.2025** from 0900 hrs to 1400 hrs of working days on production of receipt supporting payment of non-refundable Tender fee of **Rs 10,000.00**.
 7. A pre-bid meeting and site visit will be held at 1000 hrs on **07.01.2025** at the Premises and Civil Engineering Function office, Oil Installation, Kolonnawa.
 8. 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 sealed cover **to reach** the Chairman, Department Procurement Committee, 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 16.01.2025**.

Bids will be closed at **1400 hrs. on 16.01.2025** 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 bidding documents in PDF format via email to tenders@cpstl.lk **to reach** on or before **1400 hrs. on 16.01.2025**, **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 CPSTL bank account), the original bank guarantee/draft must be sent or hand-delivered to the above address by 1400 hrs. on **16.01.2025**
- 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 CPSTL staff.
 - vii. Emails should be sent well in advance to allow CPSTL sufficient time to print and deliver the bids to the bid opening table on time.
 - viii. 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.
9. Bids shall be valid up to **17.04.2025**.
10. All bids shall be accompanied by a Bid Security of LKR 390,000.00 (Sri Lanka Rupees Four Hundred Thousand only). Bid Security shall be valid up to **15.05.2025**.
11. 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).
12. A pre-bid meeting and site visit will be held at 1000 hrs on **07.01.2025** at the Premises and Civil Engineering Function office, Oil Installation, Kolonnawa.

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 Facimile : +94 112074299
E-mail : procure@cpstl.lk

SECTION – 4

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

FORM OF BID

Name of Contract: **LANDSCAPE MAINTENANCE SERVICE AT KOLONNAWA INSTALLATION FOR YEAR 2025**

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 2025 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)*

Legal status	<i>(attach relevant status BR copies etc. as annex)</i>
Business Registration	Number..... <i>(attach a copies of registration as annex)</i>
Specialty	
Have you been declared as a defaulted contractor by NPA or any other Agency?	<i>(If yes provide details)</i>
VAT/ SSCL Registration Number	Number..... <i>(attach a copies of registration as annex)</i>
EPF/ ETF Registration Number	Number..... <i>(attach a copies of registrations and proofs of previous payments as annex)</i>
Method Statement	<i>(attach 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 2019	
Year 2020	
Year 2021	
Year 2022	
Year 2023	
Value of similar works completed in last 5 years (indicate only the three largest contracts)	1. Value _____ Year 2. Value _____ Year 3. Value _____ Year <i>(attach copies of Certificate of Completion etc., as annex)</i>
Amount of liquid assets and /or credit facilities	<i>(attach as annex)</i>
Major items of construction equipment proposed	1. Type _____ Capacity 2. Type _____ Capacity 3. Type _____ Capacity etc. <i>(attach as annex)</i>
Qualification and experience of key staff – Site & Head Office (Permanent, Contract basis & Consultants)	1. 2. 3.
Available Certificates (Performance, Quality, Standards, Awards & Ratings)	<i>(attach as annex)</i>
Other information requested under ITB Clause 4.3	

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 grass cutting, removal of small trees, bushes and vines, cutting/trimming/pruning/removing trees/ branches, cleaning floors and sweeping open area, cleaning of surface drain and manholes, cleaning of gantries, pump houses, clearing of foliage, cleaning of oil interceptors and 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 bidding documents is;

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

The non-refundable fee is Sri Lankan Rupees Ten Thousand (Rs 10,000.00)

The Bid forms will be issued from 31.12. 2024. up to 15.01.2025 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 works of a similar nature and size during the recent five years as per item 4.4 (a) 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(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.
- Construction program

- (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 five years (within 2019 to 2023).

Experience in supplying similar nature maintenance services for reputed institutions in similar capacity premises (At least 03 similar services - total value of each service contract exceeding Rupees 20 million), successfully completed/ continuing within recent five years (within 2019 to 2023) and shall be actively involved in maintenance services.

- b. Average of the annual volume of services delivered in the last five years (within 2019 to 2023) shall be at least Rs. 60,000,000.00 (Rupees Sixty Million) 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. 10,000,000.00 (Rupees Ten Million).
- d. 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 service.
 - Two supervisors with minimum 2 years' experience shall be assigned

to supervise the service at site in full time basis.

e. Payment of EPF and ETF contribution to the bidders' own employees during recent 3 years period.

f. 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 15 nos. of shall be available.
- Farm Tractors with Trailer and Grass cutting attachment/ slasher – Minimum 1 nos. shall be available.
- High Pressure Washer - Minimum 1 nos. shall be available.
- Submersible sludge pump – Minimum nos. shall be available.
- Chain Saw – Minimum nos. shall be available.

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 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.

(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 **07.01.2025** with the pre-bid meeting.

Further, bidders shall request site visits from Manager Procurement, 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 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
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 **17.04.2025**. from the deadline for Bid Submission
- (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. 390,000.00 (Rupees Four Hundred Thousand)
 - Valid until **15.05.2024**
 - Securities and Guarantees shall be on demand guarantees issued by a bank operating in Sri Lanka approved by Central Bank of Sri Lanka.
 - If the bidder intends to submit a bank guarantee or bank draft as the bid security (instead of a direct deposit to the CPSTL bank account), the original bank guarantee/draft must be sent or hand-delivered to the above address by 1400 hrs. on **16.01.2025**
- (17.0)** Pre-Bid meeting shall be together with the site visit
- Venue: Premises & Civil Engineering Function office, CPSTL Oil installation, Kolonnawa
 - Date : **07.01.2025**
 - Time : **1000 hrs**

(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:

Landscape Maintenance Service at Kolonnawa Installation for Year 2025

Contract No: KPR/79./2024

(20.1) The deadline for submission of Bids shall be 14.00_hrs on **16.01.2025**

(28.1) Not applicable

(31.1) Not applicable

(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)

(1.0) 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.

(1.0) The Engineer is

Name : Engineering Manager (Premises and Civil Engineering)
Address : Ceylon Petroleum Storage Terminals Limited
Premises and Civil Engineering Function
Oil Installation
Kolonnawa

The proposed work includes grass cutting, removal of small trees, bushes and vines, cutting/trimming/pruning/removing trees/ branches, cleaning floors and sweeping open area, cleaning of surface drain and manholes, cleaning of gantries, pump houses, clearing of foliage, cleaning of oil interceptors and 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

(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,

	Designation	Academic Qualification	Experience
a)	Technical Officer (Managerial staff to overseeing the service)	NVQ 5 or above	2 years
b)	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.
- (b) The maximum deductible for insurance of the Works and of Plant and Materials is 5% of initial contract Price.
- (c) The cover for loss or damage to Equipment is Contractor's responsibility.
- (d) Insurance cover to the amount of Rs. 40,000,000.00 for the entire period of work for the loss or damage to the properties of CPSTL before commencing the execution of the work.
- (e) 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 CPSTL 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 CPSTL. 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 CPSTL.

- 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 conform to the Fire & Safety rules and regulations of CPSTL 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 Fire & Safety Section of the CPSTL, Kolonnawa 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 Installaion 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 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.
 - d. the Contractor shall arrange the personal protective equipment (PPEs) etc. for the labourers and supervisors to comply the safety requirements of CPSTL.

(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. 1,500.00 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

DUPLICATE

6.1 CPSTL Scope of Supply

- 6.1.1 CPSTL shall assist the Contractor in identifying the scope of work which includes maintenance of Tank Farm areas, embankments, marshy lands, internal roads/ paths/ pavements, external foot path along boundary wall and other designated areas at Kolonnawa Oil Installation Premises and along the Pipeline Corridor from Kolonnawa Oil Installation to the Tunnel Gate at Colombo Harbor including cutting grass/ bushes/ small trees, removal & cleaning of vines etc. along boundary walls/fences, cleaning of Drains, Manholes & Interceptors, clearing of foliage and cutting trimming pruning & removing trees/ branches etc.
- 6.1.2 CPSTL shall release areas such as Tank Farm areas, embankments, marshy lands, internal roads/ paths/ pavements, external foot path along boundary wall and other designated areas at Kolonnawa Oil Installation Premises and along the Pipeline Corridor from Kolonnawa Oil Installation to the Tunnel Gate at Colombo Harbor etc. for attending maintenance works with minimum disturbance to the operational activities of CPSTL.
- 6.1.3 Utilities
Electricity for equipment, water for gardening, cleaning and drinking etc. will be supplied by CPSTL.
- 6.1.4 Security
CPSTL shall provide necessary security while carrying out the maintenance works of External foot path along boundary wall of Kolonnawa Oil Installation

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.

#	Type of Worker	Minimum Requirement
1	Grass cutters	15
2	Gardeners	2
3	Skilled Labours	4
4	General Labours	20
5	Supervisors	2

- 6.2.2 Supply of necessary Machinery, Tools and Consumables to perform scope of work as per the specifications.
- Machinery include Grass Cutters, Lawn Movers, 02 Nos of Four-Wheel Tractor with Grass Cutting Attachment and Tailor, Sand Removing machinery, chain saws, submersible sludge pump etc. Tools include High Pressure Washers, Blower Machine, Brooms, Ekel Brooms, Rakes, Wipers, Brushes, Mops, Purning tools, garden Shears, Shovels, Gardening Knives, axes, ropes, cables, 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.
- 6.2.3 Supply all the machinery, equipment such as Grass cutting, High Pressure Washing, vacuuming, Farm Tractors , Transport vehicles, Excavator, Boom truck, chain saws, tools and accessories etc. 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, erect, maintenance and subsequent removal of temporary/ semi-permanent building with sufficient space for changing, resting spaces with sufficient lavatory facilities and washing/ bathing facilities and stores for keeping contractors belongings including equipment/ machinery etc.
- 6.2.5 Supply and arrange all required personal protective equipment etc. for the labourers and supervisors to comply the safety requirements of CPSTL.
- 6.2.6 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.

#	Type of Worker	Minimum Requirement
1	Grass cutters	15
2	Gardeners	2
3	Skilled Labours	4
4	General Labours	20
5	Supervisors	2

- 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 item 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 the 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.
- l. Working Days / Hours

Item	Description	Working Days	Working Hours
1	Maintenance work of Tank Farm areas, internal roads/ paths/ pavements	<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.
2	Maintenance work of Embankment and Marshy Lands		
3	Maintenance work of External foot path along boundary wall		
4	Cutting, trimming, pruning & removing trees/ branches etc.		
5	Cleaning of Concrete and Asphalt Carpeted Floor Areas		<ul style="list-style-type: none"> • Daily Cleaning Gantry area shall be before 6.30 AM (Before starting gantry Operations) • Daily cleaning time for other areas including yards, roads etc. - Monday to Saturday within 7.00a.m. to 5.00p.m. • No additional payments will be paid for Additional working hours.
6	Garden Maintenance Services		

Item	Description	Working Days	Working Hours
7	Washing & Cleaning Gantry Floors (Overhead Platforms, Staircases, Cubicles, Piping, Floor etc.) with Drains and Interceptors	<ul style="list-style-type: none"> 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.

6.3.2 Maintenance work of Tank Farm areas, internal roads/ paths/ pavements

The Contractor shall provide sufficient numbers of grass cutting labour and general labour for cleaning and other required works with required tools, machineries, consumables, utilities, PPEs etc. (minimum requirement stated).

General

- i. Cut the grass at least twice per month and maintain throughout the month.
- ii. Cutting bushes/ small trees, cleaning of Drains, Manholes & Interceptors, clearing of foliage and cutting trimming pruning & removing trees/ branches (as required) at least twice per month and maintain throughout the month.
- iii. Only Nylon wire with bush cutters or Lawn Mover shall be used for areas inside tank Bund wall, around pipelines, pump houses, gantries and other structures etc.
- iv. A frame with a mesh should use to cover pipelines and equipment when cutting grass using machines.
- v. Hot work permits shall be placed and service of standby CPSTL fireman shall be obtained for grass cutting inside tank farm tank bund walls. Four-wheel tractor can be used for other areas.
- vi. Providing Chemicals, Tools, equipment and Fuel for Tools and Equipment.
- vii. Cleaning Open ditches, building drains and building access path, paved area and building pavement.
- viii. Clearing trees, Shrubs, creepers etc. growing on and leaning to periphery fence adjacent to respective areas.
- ix. 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 Kolonnawa Installation twice a week as per the acceptable manner to local authorities.
- x. All the pesticides/wild plants on the tank's concrete base, stair case base and around building wall should be removed twice a month.
- xi. All the pesticides/wild plants on the tank's concrete base, stair case base and around building wall should be removed twice a month.
- xii. Trimming and Cleaning of road edges and as per the given specifications and schedules of services.
- xiii. 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.
- xiv. Contractor shall clean drains around the buildings daily/ weekly where applicable.
 - xv. Contractor shall sweep the paved area, gardens and yards as specified in schedule of prices.
 - xvi. Contractor shall clear roadside gullies monthly and storm water gully blockages when the need arises.
 - xvii. Contractor shall clean and dispose diseased rats and mice, clean and burry carcasses of diseased pigeons, crows and dogs when the need arises.

Weekly Basis

- i. All hard floors, drains, pits etc. adjacent to the designated areas 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 adjacent to the designated areas to be spot cleaned using the CPSTL approved product for removal of stains and marks.
- iii. Removal of accumulated sand and other rubbish from all hard floors, drains, pits etc. adjacent to the designated areas.

6.3.3 Maintenance work of Embankment and Marshy Lands

The Contractor shall provide sufficient numbers of grass cutting labour and general labour for cleaning and other required works with required tools, machineries, consumables, utilities, PPEs etc. (minimum requirement stated).

General

- i. Cut the grass at least once a month and maintain throughout the month.
- ii. Cutting bushes/ small trees, cleaning of Drains, clearing of foliage and cutting trimming pruning & removing trees/ branches (as required) at least once a month and maintain throughout the month.
- iii. A frame with a mesh should use to cover pipelines and equipment when cutting grass using machines where necessary.
- iv. Providing Chemicals, Tools, equipment and Fuel for Tools and Equipment.
- v. Cleaning open ditches, drains and cascades, paved area, steps, retaining structures and pavements.
- vi. Clearing trees, shrubs, creepers etc. growing on and leaning to boundary wall with fence above, periphery fence etc.
- vii. Collecting and removing Tree leaves, Grass and Garbage, as applicable and transporting to a location specified by CPSTL inside or within 1km from CPSTL Kolonnawa Installation once a month as per the acceptable manner to local authorities.
- viii. All the pesticides/wild plants on around the base of structures should be removed once a month.

- ix. Trimming and cleaning of road edges and as per the given specifications and schedules of services.
- x. All wall surfaces adjacent to the designated areas to be spot cleaned using the CPSTL approved product for removal of stains and marks.
- xi. Removal of accumulated sand and other rubbish from all hard floors, drains, pits etc. adjacent to the designated areas.

6.3.4 Maintenance work of External foot path along boundary wall

The Contractor shall provide sufficient numbers of grass cutting labour and general labour for cleaning and other required works with required tools, machineries, consumables, utilities, PPEs etc. (minimum requirement stated).

General

- i. Cut the grass at least once a month and maintain throughout the month.
- ii. Cutting bushes/ small trees, cleaning of Drains, clearing of foliage and cutting trimming pruning & removing trees/ branches (as required) at least once a month and maintain throughout the month.
- iii. A frame with a mesh should use to cover others' properties, service lines and equipment when cutting grass using machines where necessary.
- iv. Providing Chemicals, Tools, equipment and Fuel for Tools and Equipment.
- v. Cleaning open ditches, drains and cascades, paved area, steps, retaining structures and pavements.
- vi. Clearing trees, shrubs, creepers etc. growing on and leaning to boundary wall with fence above, periphery fence etc.
- vii. Collecting and removing Tree leaves, Grass and Garbage, as applicable and transporting to a location specified by CPSTL inside or within 1km from CPSTL Kolonnawa Installation once a month as per the acceptable manner to local authorities.
- viii. All the pesticides/wild plants on around the base of structures should be removed once a month.
- ix. Trimming and cleaning of road edges and as per the given specifications and schedules of services.
- x. All wall surfaces adjacent to the designated areas to be spot cleaned using the CPSTL approved product for removal of stains and marks.
- xi. Removal of accumulated sand and other rubbish from All hard floors, drains, pits etc. adjacent to the designated areas.

6.3.5 Maintenance work of Pipeline Corridor

The Contractor shall provide sufficient numbers of grass cutting labour and general labour for cleaning along pipeline corridor and valve pits and other required works with

required tools, machineries, consumables, utilities, PPEs etc. (minimum requirement stated).

General

- i. Cut the grass at least once a month and maintain throughout the month.
- ii. Cutting bushes/ small trees clearing of foliage and cutting trimming pruning & removing trees/ branches (as required) at least once a month and maintain throughout the month.
- iii. A frame with a mesh should use to cover pipelines, others' properties, service lines and equipment when cutting grass using machines where necessary.
- iv. Providing Chemicals, Tools, equipment and Fuel for Tools and Equipment.
- v. Clearing trees, shrubs, creepers etc. growing on and leaning to boundary fence etc.
- vi. Collecting and removing Tree leaves, Grass and Garbage, as applicable and transporting to a location selected by the Contractor once a month as per the acceptable manner to local authorities.
- vii. All the pesticides/wild plants on around the valve pits, CPSTL owned structures should be removed once a month.

6.3.6 Cutting, trimming, pruning & removing trees/ branches etc.

The Contractor shall provide sufficient numbers of tree cutting labour and general labour for cleaning and other required works with required loading and transporting vehicles, tools, machineries, consumables, utilities, PPEs etc. (minimum requirement stated).

- i. Protection of public and private Building and services. Protect, uphold and maintain all water and drain pipes, ducts, sewers, service mains, overhead cables, etc., unless earmarked for demolition, during the works.
- ii. Make good any damage due to any cause within his control at his own expenses or pay any cost and charges in connection therewith.
- iii. In cases where the services are to be temporarily terminated or diverted the Contractor is to give the necessary notice to the appropriate Authority and arrange for the work to be carried out and pay all costs and charges in connection therewith.
- iv. All useable trunks should stack at the designated area inside CPSTL Kolonnawa Installation and others should be disposed to designated area inside CPSTL Kolonnawa Installation.
- v. Use necessary vehicles and equipment (Example: Boom Truck) where necessary.

6.3.7 Cleaning of Concrete and Asphalt Carpeted Floor Areas

The Contractor shall provide sufficient numbers of general labour for cleaning and other required works with required tools, machineries, consumables, utilities, PPEs etc. (minimum requirement stated).

- 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 including yards, roads etc. 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 Kolonnawa Installation 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)

6.3.8 Garden Maintenance Services

The Contractor shall provide minimum 1 no. experienced Gardener and sufficient numbers of general labour for Garden Maintenance Services and other required works with required tools, machineries, consumables, utilities, PPEs etc. (minimum requirement stated). Water will be provided by CPSTL for watering purposes.

General

- i. Maintenance of green hedges along road sides
- ii. Maintenance of grass area along road sides
- iii. Maintenance of decorative trees and trees on tree pots
- iv. De-weeding around trees, and on Tree Pots
- v. Maintaining tree pots
- vi. Pruning Trees twice a month
- vii. Manoeuvring Tree in pots once a month
- viii. Fertilizing

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.

Weekly Basis

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

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

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.

6.3.9 Washing & Cleaning Gantry Floors (Overhead Platforms, Staircases, Cubicles, Piping, Floor etc.) with Drains and Interceptors

- i. Washing and cleaning gantry floor, rail tracks, platforms, 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)

SECTION - 7

BILL OF QUANTITIES

DUPLICATE

PREAMBLE TO THE BILL OF QUANTITIES

GENERAL

1. This Bill of Quantities contains pages numbered from 40 to 54. 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, 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 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. 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 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.
 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
nr	-	Numbers
Rs. Cts.	-	Sri Lankan Rupees and Cents
m ³	-	Cubic metre
month	-	Calendar Month

BILL OF QUANTITIES**LANDSCAPE MAINTENANCE SERVICE AT KOLONNAWA INSTALLATION FOR YEAR 2025****BOQ NO: P&CE/ /2024**

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
A	PRELIMINARIES				
A1	Supply, erect, maintenance and subsequent removal of temporary/ semi-permanent building (approximate size – 10.5m x 4.5m) including space for changing, resting spaces, lavatory facilities and washing/ bathing facilities and stores for keeping contractor's belongings including tools/ equipment/ machinery etc.	Item	Allow		
A2	Provisional Sum for unforeseen, extra works	PS			400,000.00
Sub Total Carried to Summary					
B	MAINTENANCE WORK OF TANK FARM AREAS, INTERNAL ROADS/ PATHS/ PAVEMENTS				
B1	Area in Zone 00 - Part 00A as per the Drawing No. CPSTL/20/2024 include approximately 4.15 Acres, through mechanical bush cutting - Twice a month	Months	12		
B2	Area in Zone 00 - Part 00B as per the Drawing No. CPSTL/20/2024 include approximately 2.90 Acres, through tractor with slasher - Twice a month	Months	12		
B3	Area in Zone 00 - Part 00C as per the Drawing No. CPSTL/20/2024 include approximately 4.95 Acres, through mechanical bush cutting - Twice a month	Months	12		
B4	Area in Zone 05 - Part 05A as per the Drawing No. CPSTL/20/2024 include approximately 4.82 Acres, through mechanical bush cutting - Twice a month	Months	12		

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
B5	Area in Zone 05 - Part 05B as per the Drawing No. CPSTL/20/2024 include approximately 0.62 Acres, through tractor with slasher - Twice a month	Months	12		
B6	Area in Zone 09 - Part 09A as per the Drawing No. CPSTL/20/2024 include approximately 3.61 Acres, through mechanical bush cutting - Twice a month	Months	12		
B7	Area in Zone 09 - Part 09B as per the Drawing No. CPSTL/20/2024 include approximately 1.51 Acres, through tractor with slasher - Twice a month	Months	12		
B8	Area in Zone 09 - Part 09C as per the Drawing No. CPSTL/20/2024 include approximately 3.92 Acres, through mechanical bush cutting - Twice a month	Months	12		
B9	Area in Zone 09 - Part 09D as per the Drawing No. CPSTL/20/2024 include approximately 2.31 Acres, through tractor with slasher - Twice a month	Months	12		
B10	Area in Zone 10 - Part 10A as per the Drawing No. CPSTL/20/2024 include approximately 4.53 Acres, through mechanical bush cutting - Twice a month	Months	12		
B11	Area in Zone 10 - Part 10B as per the Drawing No. CPSTL/20/2024 include approximately 2.46 Acres, through tractor with slasher - Twice a month	Months	12		
B12	Area in Pond Area - Part P01 as per the Drawing No. CPSTL/20/2024 include approximately 3.68 Acres, through mechanical bush cutting - Twice a month	Months	12		
B13	Area in Zone 01 - Part 01A as per the Drawing No. CPSTL/20/2024 include approximately 3.52 Acres, through mechanical bush cutting - Twice a month	Months	12		
B14	Area in Zone 01 - Part 01B as per the Drawing No. CPSTL/20/2024 include approximately 0.51 Acres, through tractor with slasher - Twice a month	Months	12		

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
B15	Area in Zone 01 - Part 01C as per the Drawing No. CPSTL/20/2024 include approximately 1.14 Acres, through mechanical bush cutting - Twice a month	Months	12		
B16	Area in Zone 02 - Part 02A as per the Drawing No. CPSTL/20/2024 include approximately 4.24 Acres, through mechanical bush cutting - Twice a month	Months	12		
B17	Area in Zone 03 - Part 03A as per the Drawing No. CPSTL/20/2024 include approximately 0.62 Acres, through mechanical bush cutting - Twice a month	Months	12		
B18	Area in Zone 03 - Part 03B as per the Drawing No. CPSTL/20/2024 include approximately 1.18 Acres, through tractor with slasher - Twice a month	Months	12		
B19	Area in Zone 04 - Part 04A as per the Drawing No. CPSTL/20/2024 include approximately 3.73 Acres, through mechanical bush cutting - Twice a month	Months	12		
Sub Total Carried to Summary					
C	MAINTENANCE WORK OF EMBANKMENT AND MARSHY LANDS				
C1	Area in Zone 01 - Part 01D as per the Drawing No. CPSTL/20/2024 include approximately 4.24 Acres of Embankment - Once a month	Months	12		
C2	Area in Pond Area - Part P02 as per the Drawing No. CPSTL/20/2024 include approximately 0.66 Acres of Embankment - Once a month	Months	12		
C3	Area in Pond Area - Part P03 as per the Drawing No. CPSTL/20/2024 include approximately 7.77 Acres of Marshy Land - Once a month	Months	12		

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
C4	Area from Main Gate to Log Gate (Along fence/ boundary wall) - Part P04 as per the Drawing No. CPSTL/20/2024 include approximately 0.36 Acres, through mechanical bush cutting - Twice a month	Months	12		
	Sub Total Carried to Summary				
D	MAINTENANCE WORK OF EXTERNAL FOOT PATH ALONG BOUNDARY WALL				
D1	Area at External side of Boundary wall (Foot Path) - Part P03 as per the Drawing No. CPSTL/20/2024 include approximately 0.3 Acres - Once a month	Months	12		
	Sub Total Carried to Summary				
E	CUTTING, TRIMMING, PRUNING & REMOVING TREES/ BRANCHES ETC. Rate shall include for protection of public and private Building and services. The Contractor shall protect, uphold and maintain all water and drain pipes, ducts, sewers, service mains, overhead cables, etc., unless earmarked for demolition, during the works. The Contractor is to make good any damage due to any cause within his control at his own expenses or pay any cost and charges in connection therewith. In cases where the services are to be temporarily terminated or diverted the Contractor is to give the necessary notice to the appropriate Authority with the approval of the Engineer and arrange for the work to be carried out and pay all costs and charges in connection therewith. Delays to the Contract completion time caused by such damage will not be entertained.				

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
	<p>Rate to include for, transport branches/trunks/ debris to the Disposal Yard in CPSTL Premises Kolonnawa (within 1.5km distance from the Site), applying suitable chemical to prevent re-grow etc. as per the Engineer's instruction.</p> <p>The Contractor should stack all the useable trunks as directed by the Engineer.</p> <p>All the cutting should be done by chain saw or appropriate tools or equipment as directed by the Engineer.</p> <p>The Contractor shall use necessary vehicles and equipment (Example: Boom Truck) for the works where necessary.</p>				
E1	Cutting Trees (Girth up to 300mm) with trimming Branches and disposal	nr	5		
E2	Cutting Trees (Girth 300-600mm) with trimming Branches and disposal	nr	5		
E3	Cutting Trees (Girth 600-1000mm) with trimming Branches and disposal	nr	3		
E4	Cutting Trees (Girth 1000-2000mm) with trimming Branches and disposal	nr	2		
E5	Cutting Trees (Girth 2000-3000mm) with trimming Branches and disposal	nr	2		
E6	Cutting Tree branches (Girth upto 300mm) with disposal	nr	20		
E7	Trimming and pruning Trees with disposal	nr	20		
E8	Cutting and removing of branches disturbing CCTV Cameras (Diameter 50mm to 300mm) of various trees located at various locations including Zone 09, along wall of fire drill ground, D Gantry, along Heen Ela, Gajabapura bowser yard, near Laboratory building, Log Gate, between main gate and inspection gantry, Zone 04, in front Chairman Office building, in front canteen building, in front, Fire Building etc. Rate to include for sizing and loading of branches/trunks/ debris to transport to the Disposal Yard in CPSTL Premises Kolonnawa etc. as per the Engineer's instruction (once in two months period)	Item	1		
Sub Total Carried to Summary					

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
F	CLEANING OF CONCRETE AND ASPHALT CARPETED FLOOR AREAS				
F1	Area in Zone 01 as per the Drawing No. CPSTL/20/2024 include approximately 1.7 Acres of Flat Land - Twice a month	Months	12		
F2	Area in Zone 02 as per the Drawing No. CPSTL/20/2024 include approximately 2.3 Acres of Flat Land - Twice a month	Months	12		
F3	Area in Zone 03 as per the Drawing No. CPSTL/20/2024 include approximately 1.1 Acres of Flat Land - Twice a month	Months	12		
F4	Area in Zone 04 as per the Drawing No. CPSTL/20/2024 include approximately 0.72 Acres of Flat Land - Twice a month	Months	12		
F5	Area in Zone 00 as per the Drawing No. CPSTL/20/2024 include approximately 0.75 Acres of Flat Land - Twice a month	Months	12		
F6	Area in Zone 05 as per the Drawing No. CPSTL/20/2024 include approximately 1.64 Acres of Flat Land - Twice a month	Months	12		
F7	Area in Zone 07 as per the Drawing No. CPSTL/20/2024 include approximately 1.72 Acres of Flat Land - Twice a month	Months	12		
F8	Area in Zone 08 as per the Drawing No. CPSTL/20/2024 include approximately 1.45 Acres of Flat Land - Twice a month	Months	12		
F9	Area in Zone 09 as per the Drawing No. CPSTL/20/2024 include approximately 1.13 Acres of Flat Land - Twice a month	Months	12		
F10	Area in Zone 10 as per the Drawing No. CPSTL/20/2024 include approximately 3.0 Acres of Flat Land - Twice a month	Months	12		
	Sub Total Carried to Summary				

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
G	GARDEN MAINTENANCE SERVICES				
G1	Maintaining green hedges and grass area along main road (both sides) approximate length 850m.	Months	12		
G2	Maintaining gardens of Quarters (05 nr)	Months	12		
	Sub Total Carried to Summary				
H	WASHING & CLEANING GANTRY/ PUMP HOUSE FLOORS (OVERHEAD PLATFORMS, STAIRCASES, CUBICLES, PIPING, FLOOR ETC.) WITH DRAINS AND INTERCEPTORS				
H1	Washing & Cleaning Railway wagon loading gantry at Zone 01 (Approximate Floor Area 1215m ²) including gantry floor, overhead platforms, staircases, piping etc. with oil collection pits and surrounded drains upto interceptor. (once in two weeks period)	Months	12		
H2	Washing & Cleaning Road Tanker Filling gantries No. 01, No. 02 and No. 03 at Zone 01 (Approximate Floor Area 720m ²) including gantry floors, overhead platforms, staircases, piping etc. with oil collection pits and surrounded drains upto interceptor. (once in two weeks period)	Months	12		
H3	Cleaning Interceptor No. 01 (Approximate Capacity 30m ³) near washing bay in Zone 01 (once in two weeks period)	Months	12		
H4	Washing & Cleaning Railway wagon loading gantry at Zone 02 (Approximate Floor Area 212m ²) including gantry floor, overhead platforms, staircases, piping etc. with oil collection pits and surrounded drains upto interceptor. (once in two weeks period)	Months	12		

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
H5	Washing & Cleaning Road Tanker Filling gantry No. 01 at Zone 02 (Approximate Floor Area 266m ²) including gantry floors, overhead platforms, staircases, piping etc. with oil collection pits and surrounded drains upto interceptor. (once in two weeks period)	Months	12		
H6	Cleaning Interceptor No. 08 (Approximate Capacity 18m ³) near Stores Function Office in Zone 02 (once in two weeks period)	Months	12		
H7	Washing & Cleaning Railway wagon loading gantry at Zone 03 (Approximate Floor Area 627m ²) including gantry floor, overhead platforms, staircases, piping etc. with oil collection pits and surrounded drains upto interceptor. (once in two weeks period)	Months	12		
H8	Washing & Cleaning Road Tanker Filling gantry No. 01 at Zone 03 (Approximate Floor Area 148m ²) including gantry floors, overhead platforms, staircases, piping etc. with oil collection pits and surrounded drains upto interceptor. (once in two weeks period)	Months	12		
H9	Cleaning Interceptor No. 02 (Approximate Capacity 30m ³) near embankment in Zone 03 (once in two weeks period)	Months	12		
H10	Washing & Cleaning Inspection Gantry at Zone 04 (Approximate Floor Area 400m ²) including gantry floor, overhead platforms, staircases, piping etc. with oil collection pits and surrounded drains upto interceptor. (once in two weeks period)	Months	12		
H11	Washing & Cleaning Road Tanker Filling gantry floor No. 02 at Zone 04 (Approximate Floor Area 165m ²) including gantry floors, overhead platforms, staircases, piping etc. with oil collection pits and surrounded drains upto interceptor. (once in two weeks period)	Months	12		

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
H12	Cleaning Interceptor No. 03 (Approximate Capacity 20m ³) near inspection gantry in Zone 04 (once in two weeks period)	Months	12		
H13	Cleaning Interceptor No. 04 (Approximate Capacity 32m ³) near Security Office at main gate (once in two weeks period)	Months	12		
H14	Washing & Cleaning Railway wagon loading gantry at Zone 07 (Approximate Floor Area 627m ²) including gantry floor, overhead platforms, staircases, piping etc. with oil collection pits and surrounded drains upto interceptor. (once in two weeks period)	Months	12		
H15	Washing & Cleaning Road Tanker Filling gantries No. 01 and No. 02 at Zone 07 (Approximate Floor Area 180m ²) including gantry floors, overhead platforms, staircases, piping etc. with oil collection pits and surrounded drains upto interceptor. (once in two weeks period)	Months	12		
H16	Cleaning Interceptor No. 09 (Approximate Capacity 42m ³) near Security Office at main gate (once in two weeks period)	Months	12		
H17	Washing & Cleaning Road Tanker Filling gantry "D Gantry" at Gajabapuwara Yard (Approximate Floor Area 600m ²) including gantry floors, overhead platforms, staircases, piping etc. with oil collection pits and surrounded drains upto interceptor. (once in two weeks period)	Months	12		
H18	Cleaning Interceptor (Approximate Capacity 15m ³) near "D Gantry" (once in two weeks period)	Months	12		

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
H19	Washing & Cleaning Surrounded drains with manholes, pits etc. up to the Interceptor at Zone 08 (Approximate width 0.3-0.5m, approximate length 50m) (once in two weeks period)	Months	12		
H20	Cleaning Interceptor No. 06 (Approximate Capacity 38m ³) in Tank Farm (Tk No. 41) in Zone 09 (once in two weeks period)	Months	12		
H21	Cleaning Interceptor No. 07 (Approximate Capacity 110m ³) in Tank Farm (Tk No. 41) in Zone 09 (once in two weeks period)	Months	12		
H22	Washing & Cleaning Pump House Floor at Zone 01 (Approximate Floor Area 60m ²). (once in two weeks period)	Months	12		
H23	Washing & Cleaning Pump House Floor at Zone 04 (Approximate Floor Area 80m ²). (once in two weeks period)	Months	12		
H24	Washing & Cleaning Pump House Floor at Zone 08 (Approximate Floor Area 163m ²). (once in two weeks period)	Months	12		
H25	Washing & Cleaning Pump House Floor at Zone 09 (Approximate Floor Area 41m ²). (once in two weeks period)	Months	12		
H26	Washing & Cleaning Pump House Floor at D Gantry (Approximate Floor Area 65m ²). (once in two weeks period)	Months	12		
H27	Washing & Cleaning Pump House Floor at the out side of Main Pump House (Approximate Floor Area 85m ²). (once in two weeks period)	Months	12		
H28	Washing & Cleaning floor of Pipe Trench at Zone 06 (Approximate Floor Area 1395m ²). (once in two weeks period)	Months	12		
Sub Total Carried to Summary					

SUMMARY OF BILLS OF QUANTITIES

Item	Description	Amount Rs. Cts.
A	PRELIMINARIES	
B	MAINTENANCE WORK OF TANK FARM AREAS, INTERNAL ROADS/ PATHS/ PAVEMENTS	
C	MAINTENANCE WORK OF EMBANKMENT AND MARSHY LANDS	
D	MAINTENANCE WORK OF EXTERNAL FOOT PATH ALONG BOUNDARY WALL	
E	CUTTING, TRIMMING, PRUNING & REMOVING TREES/ BRANCHES ETC.	
F	CLEANING OF CONCRETE AND ASPHALT CARPETED FLOOR AREAS	
G	GARDEN MAINTENANCE SERVICES	
H	WASHING & CLEANING GANTRY/ PUMP HOUSE FLOORS (OVERHEAD PLATFORMS, STAIRCASES, CUBICLES, PIPING, FLOOR ETC.) WITH DRAINS AND INTERCEPTORS	
	Sub Total I	
	Less Dissscount% (if any)	
	Sub Total II	
	Add 2.5% SSCL (only if applicable)	
	Sub Total III	
	Add 18% VAT (only if applicable)	
	GRAND TOTAL	

Total amount in words (LKR):-

VAT Amount :-

VAT registration no :-.....

Name of Bidder :-.....

Address :-.....

Contact No. :-.....

email :-.....

.....
Date

.....
Signature & Seal of the Bidder

Witness :.....

Witness :.....

Name :.....

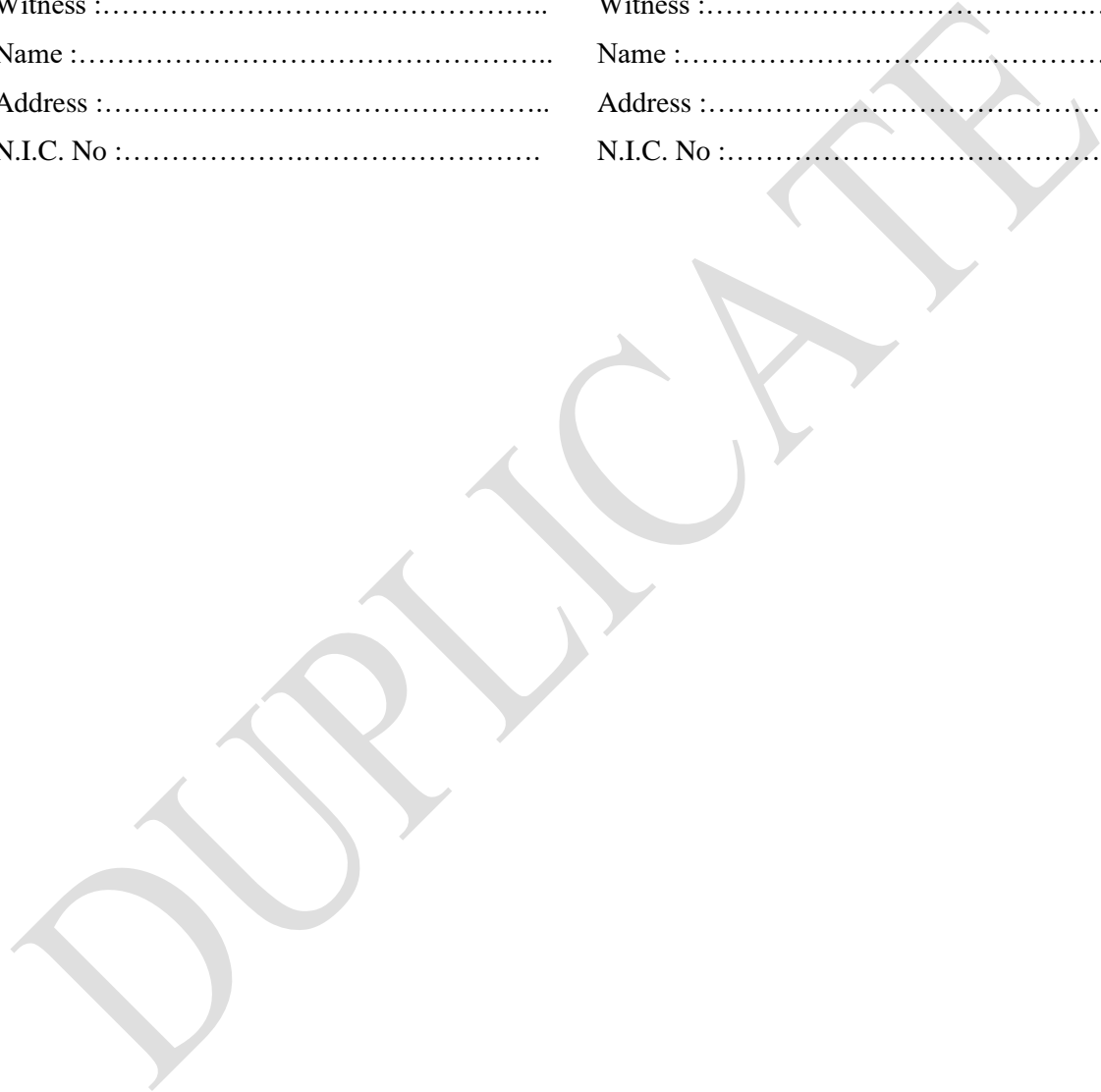
Name :.....

Address :.....

Address :.....

N.I.C. No :.....

N.I.C. No :.....



SCHEDULE FOR DAY WORKS**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	Grass Cutter		
2	Skilled labour		
3	Unskilled labour		
4	Gardner		
5	Supervisor		
	Any Other (specify)		

SCHEDULE C – PLANT / EQUIPMENT / MACHINERIES

Any Plant engaged on Day works shall be paid at the rates given below. The rates are for wet hire. These rates shall include for all inputs for running of the plant, transport to site, operators, attendants, insurance and other overheads associated with such plant.

No.	Description of Plant	Hourly Rate LKR
1	Bush Cutters / Lawn Movers	
2	Farm Tractors with Trailer and Grass cutting attachment/ slasher	
3	High Pressure Washer	
4	Submersible sludge pump	
5	Chain Saw	
	Any Other (specify)	

.....
Date

.....
Signature & Seal of the Bidder

SECTION 08

DRAWINGS

DUPLICATE

LIST OF DRAWINGS

NO.	DRAWING TITLE	DRG NO.
01	GANTRY, IC & PUMP HOUSE FLOOR AREAS	CPSTL/18/2024
02	LAWN CUTTING LAYOUT	CPSTL/20/2024 -1
03	GENERAL CLEANING AREA	CPSTL/20/2024 -2

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:*[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		