

CEYLON PETROLEUM STORAGE TERMINALS LIMITED

NATIONAL COMPETITIVE BIDDING

PROCUREMENT DOCUMENT

**PREMISES MAINTENANCE, CLEANING AND
JANITORIAL SERVICES AT KOLONNAWA
INSTALLATION AND OIL FACILITIES OFFICE FOR
YEAR 2025/2026**

BID No: KPR/32/2025

Employer:

Ceylon Petroleum Storage Terminals Limited
Oil Installation
Kolonnawa

Engineer:

Manager (Fire and Safety)
Fire and Safety Function
Ceylon petroleum storage terminals limited
Oil installation
Kolonnawa

Issued to :

Issued by :

Date :

June 2025

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VOLUME - 01

SECTION 01 : INSTRUCTIONS TO BIDDERS
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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 published 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 from CIDA. Instruction to Bidders shall be read in conjunction with the bidding data provided under Section 05 of the Bidding Document given in Volume 2 which shall take precedence over the Instruction to Bidders. Instruction to Bidders will not be a part of the Contract and will cease to have effect once the Contract is signed.

SECTION – 2

STANDARD FORMS (CONTRACT)

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

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

----- [date]

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

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

The adjudicator shall be -----

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

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

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

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

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

Authorized Signature : -----

Name and title of Signatory : -----

Name of Agency : -----

STANDARD FORM: AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH as follows:

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

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

.....
Authorized signature of Contractor

.....
Authorized signature of Employer

COMMON SEAL

COMMON SEAL

In the presence of:

Witnesses:

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

FORM OF PERFORMANCE SECURITY (UNCONDITIONAL)

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

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

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

INVITATION FOR BIDS (IFB)
CEYLON PETROLEUM STORAGE TERMINALS LIMITED
PREMISES MAINTENANCE, CLEANING AND JANITORIAL SERVICES AT
KOLONNAWA INSTALLATION AND OIL FACILITIES OFFICE FOR YEAR 2025/2026
BID NO: KPR/32/2025
NATIONAL COMPETITIVE BIDDING

1. The Chairman, Department Procurement Committee (Major) on behalf of the Ceylon Petroleum Storage Terminals Limited (CPSTL), Kolonnawa, Wellampitiya hereby invites sealed bids for the **Premises Maintenance, Cleaning and Janitorial Services at Kolonnawa Installation and Oil Facilities Office for Year 2025/2026** from the reputed service providers who are eligible and actively involved in the field of supply of Premises Maintenance services and Janitorial 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, Janitorial Services 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 50 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 50 million and deploying minimum of 60 janitors each), 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. 154,500,000.00 (Rupees One hundred and fifty-four million five hundred thousand) and shall be confirmed by submission of Audited Financial statements for the period as proofs.
 - c. The minimum amount of liquid assets and /or credit facilities net of other contractual commitments and exclusive of any advance payments which may be made under the contract shall be not less than Rs. 25,750,000.00 (Rupees Twenty-Five Million seven hundred and fifty thousand).
 - 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 similar capacity of qualifications in Civil or relevant field with minimum 02 years' experience shall be available at premises in full time basis to manage and overlook the service.
 - Five supervisors with minimum 2 years' experience shall be assigned to supervise the service at premises 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.

Equipment for Premises Maintenance and Cleaning Service;

- Bush Cutters / Lawn Movers - Minimum **15 nos.** of shall be available.
- Hedger Cutter - Minimum 1 nos. 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.

Equipment and consumables for Janitorial Services;

- Vacuum Cleaners – Minimum 04 nos. shall be available
- High Pressure Washer - Minimum 01 no. shall be available
- Leaf Vacuums - Minimum 02 nos. shall be available
- Leaf Blowers - Minimum 02 no. shall be available
- Scaffolding sets with stairs - Minimum 20 sets shall be available
- Tools include Brooms, Ekel Brooms, Rakes, Wipers, Brushes, Mops with buckets, Toilet brushes, Deck brushes, Dust pans, etc.
- Consumables – Air freshener, Tile cleaner, glass cleaner, Toilet cleaner, etc.
- Tractor with Trailer (trailer should consist of 2 feet of mesh with frame and should have the facility to accommodate segregated waste) – 01 no 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 **06.06.2025 until 26.06.2025** from 0900 hrs to 1400 hrs of working days on production of receipt supporting payment of non-refundable Procurement Documents fee of **Rs 20,000.00** or, the original bidding documents (full set) could be obtained on submission of a written request (*the request letter shall be on the company letter head*) via an email to procure@cpstl.lk during working days from **06.06.2025 till 26.06.2025**, considering bidder's request, Manager Procurement, CPSTL may issue the consent via email for depositing the non-refundable bidding document fee of **Sri Lankan Rupees Twenty Thousand** if appropriate.

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

7. 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)**.
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 27.06.2025**.

Bids will be closed at **1400 hrs. on 27.06.2025** 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 tenders@cpstl.lk to reach on or before 1400 hrs. on **27.06.2025** 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 **27.06.2025**.
 - 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 **26.09.2025**.
10. All bids shall be accompanied by a Bid Security of LKR 1,030,000.00 (Sri Lanka Rupees One million thirty thousand only). Bid Security shall be valid up to **24.10.2025**.
11. A pre-bid meeting and site visit will be held at 1000 hrs on **13.06.2025** at the Fire and Safety Function office, Oil Installation, Kolonnawa.

The address referred to above is

**The Chairman, Department Procurement Committee (Major),
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 : +94112074299
E-mail : procure@cpstl.lk

SECTION – 4

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

FORM OF BID

Name of Contract: **PREMISES MAINTENANCE, CLEANING AND JANITORIAL SERVICES AT KOLONNAWA INSTALLATION AND OIL FACILITIES OFFICE FOR YEAR 2025/2026**

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

Gentleman,

1. Having examined the Standard Bidding Document – Procurement of Works (ICTAD/SBD/01 – Second Edition – January 2007), Specifications, Drawings and Bill of Quantities and addenda for the execution of the above – named Works, we/I the undersigned, offer to execute and complete such Works and remedy any defects therein in conformity with the aforesaid Conditions of Contract, Specification, Drawings, Bill of Quantities and addenda for the sum of Sri Lankan Rupees..... (LKR.....) or such other sums as may be ascertained in accordance with the said Conditions.
2. We/I acknowledge that the schedule forms part of our Bid.
3. We/I undertake, if our Bid is accepted, to commence the Works as stipulated in the Contract Data, and to complete the whole of the Works comprised in the contract within the time stated in the Contract Data.
4. We/I agree to abide by this bid for the period of 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 bids for and on behalf of
.....

(IN BLOCK CAPITALS)

Signature :
Name :
Designation :
Address :
.....
Witness :

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

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>	
Payment proofs of EPF and ETF during recent 3 years period	<i>(attach as annex)</i>	

Major items of construction equipment proposed	1. Type _____ Capacity 2. Type _____ Capacity 3. Type _____ Capacity etc. (attach as annex)
Qualification and experience of key staff – Site & Head Office (Permanent, Contract basis & Consultants)	1. 2. 3.
Available Certificates (Performance, Quality, Standards, Awards & Ratings)	(attach as annex)
Other information requested under ITB Clause 4.3	

.....
Signature & Seal of the Bidder

.....
Date

SECTION - 5

BIDDING DATA & CONTRACT DATA

DUPPLICATE

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, Janitorial services 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 Rs. **20,000.00** (Rupees Twenty Thousand)

The Procurement Documents will be issued from **06.06.2025** up to **26.06.2025** 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 services 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.
- Work Schedule

- (4.4) a. Experience in works of a similar nature and size for each (total value of each service contract exceeding Rupees 50 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 50 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. 154,500,000.00 (Rupees One hundred and fifty-four million five hundred thousand) and shall be confirmed by submission of Audited Financial statements for the period as proofs.
- c. The minimum amount of liquid assets and /or credit facilities net of other contractual commitments and exclusive of any advance payments which may be made under the contract shall be not less than Rs. Rs. 25,750,000.00 (Rupees Twenty-Five Million seven hundred and fifty thousand).
- a. 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 similar capacity of qualifications in Civil or relevant field with minimum 02 years' experience shall be available in bidder's Office to manage and overlook the service.

- Four supervisors with minimum 2 years' experience shall be assigned to supervise the service at site in full time basis.
- b. Payment of EPF and ETF contribution to the bidders' own employees during recent 3 years period.

- 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.

Equipment for Premises Maintenance and Cleaning Service;

- Bush Cutters / Lawn Mowers - Minimum 15 nos. shall be available.
- Hedger Cutter - Minimum 1 nos. 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.

Equipment and consumables for Janitorial Services;

- Vacuum Cleaners – Minimum 04 nos. shall be available
- High Pressure Washer - Minimum 01 no. shall be available
- Leaf Vacuums - Minimum 02 nos. shall be available
- Leaf Blowers - Minimum 01 no. shall be available
- Scaffolding sets with stairs - Minimum 20 sets shall be available
- Tools include Brooms, Ekel Brooms, Rakes, Wipers, Brushes, Mops with buckets, Toilet brushes, Deck brushes, Dust pans, etc.
- Consumables – Air freshener, Tile cleaner, glass cleaner, Toilet cleaner, etc.
- Tractor and Trailer with Driver (trailer should consist of 2 feet of mesh with frame and should have the facility to accommodate segregated waste) – 01 no shall be available
* (Driver should possess a valid driving license and two years of experience as a driver and Tractor should be arranged in good running condition, legally belongs to the contractor and it is less than 10 years from the year of manufacture. (True copy of vehicle registration, lease agreement, etc.)

- d. Method Statement

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

the quality and effectiveness of services provided.

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

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

(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 **13.06.2025** 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. 0094-11-2044299) 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 : 0112074299
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 **26.09.2025**.
- (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. **1,030,000.00**
 - Valid until **24.10.2025**
 - 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: Fire and Safety Function office, CPSTL Oil Installation, Kolonnawa
 - Date : **13.06.2025**.
 - Time : **1000 A.M**
- (19.2) a The Employer's address for the purpose of Bid submission is
- The Chairman
Department Procurement Committee (Minor)
C/o Manager Procurement
Ceylon Petroleum Storage Terminals Limited
Procurement Function
01st Floor, New Building
Kolonnawa,
Wellampitiya.
- (19.2) b Contract name:
- Premises Maintenance, Cleaning and Janitorial Services at Kolonnawa Installation and Oil Facilities Office for Year 2025/2026**
Contract No: KPR/32/2025
- (20.1) The deadline for submission of Bids shall be 14.00_hrs on **27.06.2025**
- (28.1) Not applicable
- (31.1) Not applicable
- (33.0) Prior to the notification of award, in accordance with Clause 33.0, the standstill period and applicable appeal process shall be applied as follows,

STANDSTILL PERIOD & APPEALS

- **Intension to award the contract:**

CPSTL shall notify unsuccessful bidders in writing, either by post and/or email, regarding the DPC's intention to award the contract to the successful bidder.

- **Standstill Period:**

There shall be a minimum interval of **ten (10) working days** between the submission date of the CPSTL notification of the intention to award the contract to the successful bidder and the actual award of the contract. This interval is referred to as the Standstill Period.

- **Debriefing for Unsuccessful Bidders:**

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

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

- **Submission of Appeals:**

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

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

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

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

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

(35.1) Not Applicable

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

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

DUPLICATE

Contract Data

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

(1.1) The Employer is

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

Employers Representative

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

(1.1) The Engineer is

Name : Manager (Fire and Safety)
Address : Ceylon Petroleum Storage Terminals Limited
Fire and Safety 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 Janitorial Services and as specified in Specifications, Scope of Works, Bill of Quantities and as directed by the Engineer. The period of contract shall be 7 months.

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

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

(8.1) Schedule of other contractors: None

(9.1) Schedule of Key Personnel:

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 similar capacity of qualifications	2 years
b)	Supervisors – 2 nos. (Full time site Supervision)	-	2 Years
c)	Supervisors –3 nos. (For Janitorial Services)	-	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 **7 Days** from the Letter of Acceptance
- (27.1) The Contractor shall submit a work schedule for the Works within **7 Days** of delivery of the Letter of Acceptance.
- (47.1) The Contract Price **is not subjected** to price adjustment
- (48.1) No payment will be retained as a retention amount of the contract.
- (49.1)
- If the contractor provides fewer than the agreed number of employees (workers of Premises Maintenance Services) per day, Rs.1,500.00 will be deducted for each absent employee.
 - In the event the Contractor fails to satisfactorily perform janitorial services by not providing the agreed number of janitors and supervisors, The Contractor shall be liable to pay a penalty equivalent to 110% of the actual cost of each absent janitor or supervisor. This penalty shall apply only if the number of absentees exceeds three (03) on any given day. (The penalty shall be applied starting from the fourth absentee onwards)
- (51.1) Contractor is not entitled for an advance payment.
- (52.1) The Performance Security shall be **5 %** of the Initial Contract Price.

Special Conditions of Contract for Janitorial Services:

- a) The successful service providing company (company) shall supply the agreed number of male and female janitors and supervisors (employees) on full time basis especially during office hours.
- b) The Company shall provide the services as per the agreement based on the effected schedule of prices attached to purchase order and payment shall be effected only for the number of janitors supplied.
- c) **The absenteeism shall be kept minimum and the successful company shall provide replacement employees and it is a compulsory requirement.** However, the Company shall agree to a penalty equivalent to 110% of the actual cost of janitors and supervisors per day for absenteeism. Payment shall be made only for the work performed under each category of work and CPSTL reserves authority to deduct payments due for non-attended work.
- d) It is a compulsory requirement to provide a complete uniform to the employees of the company and the company shall ensure that the employees wear the uniform daily and employees without uniform are not allowed for work. The color and design shall be different from the uniforms presently used by CPSTL Staff.

- e) The consumables used for Janitorial activities shall be branded items which are commonly used in the market. (Chemicals shall be **Harpic or BIO Clean, Britol, Lysol**) Bulk purchases without brand names are not allowed. The company shall maintain adequate stocks of consumables for proper implementation of janitorial activities. Prior approvals to be obtained for all the consumables to be used. Dilution of chemicals is not permitted. Chemicals shall be supplied at the beginning of each month. Necessary approvals for chemicals should be taken from the CPSTL supervisor.
- f) Equipment such as vacuum cleaners, blowers etc.to be supplied by the company and there shall be adequate number of equipment for attending janitorial work in all the offices in Kolonnawa Installation & OFO. The company shall provide services of equipment without failure and shall replace defective equipment with immediate effect.
- g) **Maximum age limit shall be 60 years** in and all employees of the company shall be in good health without any disabilities and diseases. However, age limit shall not affect for the janitors who are fit for the intended duty as decided by the Engineer and user Function. The employees shall be adequately fit enough to perform their duties. The company is totally responsible for the physical fitness of the janitorial employees and staff deployed and if any such issue is reported, decision would be taken after referring to the CPSTL Medical Officer.
- h) The period of contract is to be **12 months** subject to successful completion of initial **three months** period. The performance shall be monitored on monthly basis and quarterly review meetings shall be held for proper execution of contract.
- i) CPSTL reserves right to terminate the contract within one month notice.
- j) The contract will be awarded to the successful bidder initially for a period of 03 months as probationary.
- k) CPSTL has right to instruct and obtain the services of the employees of the successful bidder for related work in addition to the assigned work as and when the need arises. However, such assignments will be done without affecting to the routine janitorial work assigned.
- l) CPSTL reserves the right to instruct the contractor on limited deployment of janitors depending on the CPSTL requirement.

SECTION - 6

SPECIFICATIONS AND SCOPE OF WORK

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 assist the contractor in identifying areas of buildings and outdoor areas (yards, etc.) where janitorial services are to be provided.
- 6.1.3 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.
- 6.1.4 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.
- 6.1.5 Biometric Attendance facility shall be provided for monitoring attendance for CPSTL requirement.
- 6.1.6 Utilities
Electricity for equipment, water for gardening, cleaning and drinking etc. will be supplied by CPSTL.
- 6.1.7 Security
CPSTL shall provide necessary security while carrying out the maintenance works of External foot path along boundary wall of Kolonnawa Oil Installation and along the Pipeline Corridor from Kolonnawa Oil Installation to the Tunnel Gate at Colombo Harbor.

6.2 Contractor's Scope of Supply

6.2.1 General

- 6.2.1.1 Supply service of specified male and female number of employees for each location or work and supply the service of supervisors specified.
- 6.2.1.2 Supply service of One (01) Technical Officer having NVQ 5 equivalent or similar capacity of qualifications in Civil or relevant field with minimum 02 years' experience and shall be available at premises in full time basis in bidder's Office to manage and overlook the service.

- 6.2.1.3 Supply all the machinery, equipment with operators/ drivers and temporary structures/ supports as specified in each section and consumables include Fuel & Lube oil for machineries and tools required for the successful completion of services. Required registrations, insurances etc. of above is under Contractors' responsibility.
- 6.2.1.4 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.
- 6.2.1.5 Supply and arrange all required personal protective equipment etc. for the labourers and supervisors to comply the safety requirements of CPSTL.
- 6.2.1.6 Maintain the employee attendance records of the employees as it is responsibility of the contractor.
- 6.2.1.7 Supply and maintain Log Books and Forms required to communicate with the Employer's representative during the period of the contract is carried out.

6.2.2 For Premises Maintenance and Cleaning Service;

- 6.2.2.1 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

- 6.2.2.2 Supply service of specified workers for each work as above.
- 6.2.2.3 Supply service of two (02) Supervisors with minimum 2 years' experience shall be assigned to supervise the service at premises in full time basis.
- 6.2.2.4 Supply of necessary Machinery, Tools and Consumables to perform scope of work as per the specifications.
- Machinery include Grass Cutters, Lawn Mowers, Hedger trimmer, 02 Nos of Four-Wheel Tractor with Grass Cutting Attachment and Tailor, Dragging grass cutters, Sand Removing machinery, chain saws, submersible sludge pump etc. Tools include High Pressure Washers, Blower Machine, Brooms, Ekel Brooms, Rakes, Wipers, Brushes, Mops, pruning tools, garden Shears, Shovels, Gardening Knives, axes, ropes, cables, etc. Consumables include Fuel & Lube oil for machineries and tools, Fertilizers, Hormones etc.
 - Sufficient amounts shall be supplied to perform scope of work without any lapse.
 - Quality, Functionality and safety of equipment, tools and consumables shall be suitable for intended purpose and acceptable to the Engineer.

6.2.3 For Janitorial Services;

6.2.3.1 Total minimum janitors shall be as follows.

#	Work Place	Type of Worker	Minimum Requirement
1	Kolonnawa	Male Janitors	26
2		Female Janitors	37
3		Supervisors	03
4	Oil Facilities Office	Male Janitors	02

6.2.3.2 Supply service of specified male and female number of janitors for each as above. Total minimum numbers of Janitors shall be 65.

6.2.3.3 Supply service of three (03) Supervisors with minimum 2 years' experience shall be assigned to supervise the service at premises in full time basis.

6.2.3.4 Pay EPF and ETF contribution for his employees in respective amounts as per the prevailing government circulars based on the monthly salary base.

6.2.3.5 Maintain staff and workers according to the labour regulations in Sri Lanka.

6.2.3.6 Maintain sufficient numbers of janitors to perform the work up to satisfactorily level as specified in the schedule of price.

6.2.3.7 Provide the service of the Janitors during total working time (08 hours per day) and shall providing other related services requested by CPSTL on completion of assigned janitorial work.

6.2.3.8 Supply all the machinery, equipment such as Leaf vacuums/hooovers, Leaf blowers, High pressure washing, vacuuming, tools and accessories required for the successful completion of services.

6.2.3.9 Provide sufficient amount of good quality tools complying with accepted quality standards and suitable for intended purpose.

6.2.3.10 Adequate supply and stocks of all equipment's and consumables (Harpic or Bio Clean, Britol, Lysol) for attending janitorial service.

6.2.3.11 Supply of tractor and trailer (with fuel and driver) in daily basis for internal transport of segregated solid waste.

Tractor should be in good running condition, legally belongs to the contractor and it is less than 10 years from the year of manufacture.

The provided trailer of the tractor should consist of a mesh with frame around the trailer so as not to scatter any debris out of the trailer when loaded. The trailer should have the facility to accommodate segregated waste. (Minimum height of the mesh should be 2 feet)

6.3 Contractor's Scope of Work

6.3.1 General Scope

- a. Use of herbicides is not allowed within CPSTL premises unless otherwise requested by CPSTL
- b. It is Contractor's responsibility to maintain his staff according to labour regulations in Sri Lanka
- c. It is contractor responsibility to maintain sufficient numbers of workers to perform the work up to satisfactorily level.
- d. 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.
- e. Contractor shall provide sufficient amount of good quality tools complying with accepted quality standards and suitable for the intended purpose.
- f. 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
- g. Daily attendance of worker shall be maintained and certified by a CPSTL representative.
- h. 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.
- i. All the works shall be performed according to the given schedule of services, drawings, specification and as per the direction of CPSTL representative.
- j. 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 	<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		

Item	Description	Working Days	Working Hours
	foot path along boundary wall	from provisional sum as per rates given in BOQ	
4	Maintenance work of Pipeline Corridor from Kolonnawa Oil Installation to the Tunnel Gate at Colombo Harbor		
5	Cutting, trimming, pruning & removing trees/ branches etc.		
6	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.
7	Garden Maintenance Services		
8	Washing & Cleaning Gantry Floors (Overhead Platforms, Staircases, Cubicles, Piping, Floor etc.) with Drains and Interceptors		
9	Janitorial Services	<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.
		<ul style="list-style-type: none"> • Normal Working days from Monday to Saturday except Mercantile Holidays 	<ul style="list-style-type: none"> • Monday to Saturday within 7.00a.m. to 4.00p.m • Mandatory Requirement; 05 Janitors should work from 6.00a.m to 3.00p.m on Monday to Saturday

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).

6.3.2.1 General

- i. Cut the grass two rounds per month and maintain throughout the month. The required number of grass cutting rounds may fluctuate based on seasonal variations, particularly during off-rain seasons. Payments will be made on actual number of rounds completed per 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. Trimming of tank farm embankment using slide grass cutter when needed.
- v. A frame with a mesh should use to cover pipelines and equipment when cutting grass using machines.
- vi. 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.
- vii. Providing Chemicals, Tools, equipment and Fuel for Tools and Equipment.
- viii. Cleaning Open ditches, building drains and building access path, paved area and building pavement.
- ix. Clearing trees, Shrubs, creepers etc. growing on and leaning to periphery fence adjacent to respective areas.
- x. 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.
- 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. Contractor shall sweep the paved area, 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.

6.3.2.2 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).

6.3.3.1 General

- i. Cut the grass one round per month and maintain throughout the month. The required number of grass cutting rounds may fluctuate based on seasonal variations, particularly during off-rain seasons. Payments will be made on actual number of rounds completed per 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).

6.3.4.1 General

- i. Cut the grass one round per month and maintain throughout the month. The required number of grass cutting rounds may fluctuate based on seasonal variations, particularly during off-rain seasons. Payments will be made on actual number of rounds completed per 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).

6.3.5.1 General

- i. Cut the grass one round per month and maintain throughout the month. The required number of grass cutting rounds may fluctuate based on seasonal variations, particularly during off-rain seasons. Payments will be made on actual number of rounds completed per 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.
- vi. Contractor should be cut down and removed the uprooted trees in an emergency within one working day of notification.

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 done 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. 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.

6.3.8.1 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

6.3.8.2 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.

6.3.8.3 Weekly Basis

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

6.3.8.4 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

6.3.8.5 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

6.3.9.1 Cleaning of Gantry Floors

- i. Washing and cleaning gantry floor, rail tracks, platforms, pipes, pipe racks, platforms, hand rails, staircases shall be washed and cleaned with detergents once 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)

6.3.9.2 Cleaning of Interceptors, Connecting Drain Lines, Manholes, Pits

Interceptor cleaning should be done in once a month. The sludge accumulated at the surface of the interceptor to be transported to a nearby location within CPSTL oil installation, Kolonnawa. The contractor may require a mean of transport and storage tanks or gully bowser for the purpose.

- i. The transported sludge to be pumped to the temporary sludge storage tank
- ii. The compartment of interceptor to be de-watered prior to the commencement of the cleaning process using the contractor's own resources
- iii. The mud and debris to be cleaned with suitable detergents and chemicals so as not to remain any trace of oil after cleaning.
- iv. The oil pit adjacent to the interceptor to be de-watered and clean all surfaces
- v. The drain lines to be cleaned with suitable chemicals and tools
- vi. The residue oil on walls of the interceptor to be removed
- vii. The down-flow manholes and lines to be clean so as not to mix the contaminated washed water to the down flow
- viii. After the cleaning the interceptor should be cleaned without any trace of oil on all surfaces
- ix. The cleaning process should be completed so as **NOT TO REMAIN any oil traces on the clean surfaces.**

6.3.9.3 Transport and disposal of sludge and other materials generated from cleaning

- i. Collect and Transport of sludge generated from above mentioned cleaning to a location inside CPSTL as per instruction of engineer
- ii. Collect and Transport of other materials* generated from the cleaning from CPSTL premises to an appropriate location and safe disposal as per instruction of engineer
- iii. Contractor should use drums or any other appropriate means to collect sludge and other materials generated from cleaning
- iv. Contractor should adhere to all CPSTL safety & security regulations & conditions.

*the word “materials” denotes the entire solid and semi solid matter resulting from the cleaning, such as oil contaminated mud, cotton waste and debris. The contractor cannot refuse to collect and transport whatever such material other than “sludge” on the surface of the interceptor (which should be collected and transported to an inside location at CPSTL oil installation, Kolonnawa)

6.3.10 Janitorial Services

6.3.10.1 General

i. Total minimum Janitors shall be as follows for Janitorial Services

#	Work Place	Type of Worker	Minimum Requirement
1	Kolonnawa	Male Janitors	26
2		Female Janitors	37
3		Supervisors	03
4	Oil Facilities Office	Male Janitors	02

- ii. Contractor shall submit a comprehensive work proposal along with the bid to cater the requirements mentioned in scope of work, schedule of prices and standards. The scope of work and standards listed are the minimum requirements expected. Contractor shall include in his work proposal, the equipment, instruments and methodologies which he deems that shall be incorporated to improve the quality and effectiveness of janitorial services provided.
- iii. Contractor shall specify the reference standards which are intended to be followed and shall submit methodologies adopted in executing janitorial services.
- iv. All general office areas shall be cleaned before 8.00 A.M once a day. Office cubicles and other locked areas shall be cleaned as appropriate once a day.
- 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. Contractor shall quantify and provide required quantity of chemicals as per the actual requirement. At least sufficient quantity shall be served to entitle 100% of the relevant monthly payment.
- viii. Monthly supplied quantity of tools and chemicals to CPSTL Kolonnawa premises shall be verified by the assigned CPSTL supervisor/foreman and produced to prepare monthly payment.

6.3.10.2 Toilets / Washrooms Cleaning:

- i. All toilets to be cleaned at least twice a day to ensure proper cleanliness and hygienic conditions.

Time limits of cleaning toilets shall be as follows.

1st cleaning of the day – complete before 7:30 am

2nd cleaning of the day – After 01.00 pm and before 2:30 pm

- ii. Contractor shall attend to cleaning of toilets / wash rooms, mopping and drying all tiled floor areas, mopping and drying all cement/hard floor areas as per the given schedule of services.
- iii. Commodes, Squatting Pans and Urinals. WCs, Bowl interiors shall be cleaned with a brush and CPSTL approved toilet cleaner.
- iv. 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.
- v. Wash Basins, Showers, Soap dishes, Tapes, etc. shall be washed using CPSTL approved detergent solution and wiped dry.
- vi. Mirrors shall be cleaned and polished to leave a bright sparkling finish.
- vii. All tiled /cement floor areas in toilets shall be cleaned and mopped using CPSTL approved detergents / disinfectant solutions and drying and keeping floors dry and slip free.
- viii. Toilet walls shall be cleaned thoroughly using CPSTL approved detergent / antibacterial agent.
- ix. 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.
- x. All walls (above 6ft) and ceilings to be cleaned weekly
- xi. Air freshener cubes shall be placed in the toilets to avoid odour.

6.3.10.3 Office Cleaning:

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

6.3.10.4 General Cleaning:

- i. Any untidy condition shall be attended immediately
- ii. Contractor shall sweep the Main roads, gardens and yards as specified in schedule of prices.
- iii. Contractor should remove dead leaves along two main inner roads using Leaf Vacuum/Hoover machines daily by 8 a.m.
- iv. Contractor shall remove accumulated sand in roads once a week and maintain to prevent blowing dust with wind.
- v. Contractor shall clean drains around the buildings daily/ weekly where applicable.
- vi. Contractor shall attend to clear drain pipes in buildings when those are clogged.
- vii. Contractor shall attend to clean open ditches, building access path, paved area and building pavement.

- viii. Contractor shall clean all gullies and blockages in the waste water pipelines.
- ix. Contractor shall attend to clean the gutters in single storey and two storey buildings in monthly.
- x. Contractor shall clean the curtain wall in new administration building once in two months.
- xi. Contractor shall clean the windows of two storey buildings (Chairman's office building, old administration building, etc.) once in two months.
- xii. Contractor shall deploy and provide the service of the employees for related other cleaning/ clearing work in addition to the assigned work as and when the need arises. However, such assignments will be done without affecting to the routine janitorial work assigned.
- xiii. Contractor shall attend to all services as per the schedule of janitor deployment irrespective of the number of janitors attended as offices shall function without hindrance due to lack of janitorial services.
- xiv. Supervisors shall inspect overall Janitorial services including office and washroom cleaning daily and shall maintain cleaning chart of each and every office.
- xv. Contractor shall segregate and remove solid waste from offices and only segregated solid waste to be dumped to the separately allocated outside dustbins.
- xvi. Contractor shall collect and handed over the reusable polythene and cardboard to CPSTL.
- xvii. Contractor shall transport segregated solid waste disposed from offices of the entire Kolonnawa premises up to the dumping location daily using the supplied tractor utilizing the employees deployed for the service.
- xviii. Contractor shall clear the sewerage blockages and should emptied the pits when need arises.

6.3.10.5 Schedule of Janitors' Deployment

<u>01. FIRST BARRIER</u>		
(a) Tiled Floor Area	2166	Sq.ft
(b) No. of Toilets	3	Nos.
Toilet Cleaning		
Mopping of Cement Floor Areas		
General Sweeping / Cleaning of Whole Premises of building		
Female - 01 No.		

<u>02. BUDDHIST SOCIETY / REST ROOM</u>		
(a) Cement Floor Area	2400	Sq.ft
(b) No. of Toilets	toilets	3 Nos.
Toilet Cleaning		
Mopping of Cement Floor Areas		
Cleaning of Tile Floor Area		
General Sweeping / Cleaning the drains and Whole Premises of building		
Male - 01		

<u>03. NEW ADMINISTRATION BUILDING AND GARDEN</u>		
(a) Ceramic Tiled Floor Area	2232	Sq.ft
(b) Terazzo Floor Area	31896	Sq.ft
(c) Laminated Floor Area	1132	Sq.ft
(d) Carpet Area	1504	Sq.ft
(e) No. of Toilets	24	Nos.
(f) Garden Area	5000	Sq.ft
Toilet Cleaning		
Mopping & Drying All Terazzo Tile & Laminated Floor Areas		
Cleaning of Carpet Area		
General Sweeping / Cleaning the drains and whole premises of building		
Sweeping & cleaning of front and side garden up to the entry gates of quarters		
Female - 09 Nos. Male - 01Nos		

<u>04. SITE OFFICE (P & ES), CIVIL, MECHANICAL, ELECTRICAL, A/C WORKERS REST ROOMS & WORK SHOP</u>		
(a) No. of Toilets	9	Nos.
Toilet Cleaning		
General Sweeping / cleaning of Whole of the Premises of the building		
Male - 01 No.		

05. SECURITY REST ROOM - LOCK GATE

(a) Cement Floor Area (G/Floor)	1600	Sq.ft
(b) Ceramic tiled Floor Area (1st Floor)	1600	Sq.ft.
(c) No. of Toilets (G/Floor)	toilets (G/Floor)	7 Nos.
(d) No. of toilets (2nd Floor)		6 Nos.

Toilet Cleaning

Mopping of Cement Floor Areas

Cleaning of Tile Floor Area

General Sweeping / Cleaning the drains and Whole Premises of building

Male - 01 No.**06. MAIN LABORATORY**

(a) Cement Floor Area	3640	sq.ft
(b) Carpet Area	330	sq.ft
(c) No. of Toilets	2	Nos.

Toilet Cleaning

Mopping of Cement Floor Areas

General Sweeping / Cleaning of whole premises of building

Female - 01 No.**07. INVOICE OFFICE BUILDING**

(a) Tiled Floor Area	2000	Sq.ft
(b) No. of Toilets	3	Nos.

Toilet Cleaning

Mopping and drying all tile Areas

General Sweeping / Cleaning of whole premises of building

Female - 01 No.**08. GARAGE OFFICE BUILDING AND REST ROOMS**

(a) Cement Floor Area	34200	Sq.ft
(b) No. of Toilets	toilets	Office 5 Nos.
		Rest room 12 Nos.
		Hanger and services 10 Nos.
(c) Paved Yard	4200	Sq.ft.

Toilet Cleaning

Mopping of Cement Floor Areas

General Sweeping / Cleaning the drains and Whole Premises of building

General Sweeping / Cleaning of paved yard

Female - 02 No. Male - 02 Nos.

<u>09. PUMP HOUSE</u>			
(a) Cement Floor Area		1060	Sq.ft
(b) Tile Floor Area		1170	Sq.ft
(c) No. of Toilets	toilets	4	Nos.
Toilet Cleaning			
Mopping of Cement Floor Areas			
Cleaning of Tile Floor Area			
General Sweeping / Cleaning the drains and Whole Premises of building			
Female - 01 No.		Male – 01 No.	

<u>10. ZONE 06, ZONE 07 EMPLOYEES OFFICE & FOREMAN TOILETS</u>			
(a) Cement Floor Area		800	Sq.ft
(b) No. of Toilets	toilets	12	Nos.
Toilet Cleaning			
Mopping of Cement Floor Areas			
Cleaning of Tile Floor Area			
General Sweeping / Cleaning of Whole Premises of building			
Male - 01 No.			

<u>11. ZONE 7 GANTRY YARD AND WASH ROOMS & TOILETS IN ZONE - 08</u>			
(a) Yard Area (part)		3800	Sq.ft
(b) No. of Toilets	toilets	8	Nos.
General Sweeping / Cleaning of Whole yard including front of Foreman rest rooms			
Male - 01 No.			

<u>12. HSE UNIT</u>			
(a) Ceramic Tiled floor area		2200	Sq.ft
(b) No of Toilets		2	Nos
Cleaning of Tile floor area			
General Sweeping / cleaning the drains and Whole Premises of building			
General Sweeping / Cleaning of paved yard around the building			
Female - 01 No.			

<u>13. PROJECT OFFICE AND GYMNASIUM</u>			
(a) Tiled floor Area (Project Office)		1800	Sq.ft.
(b) Tiled Floor Area (Gymnaseum)		2300	Sq.ft.
(b) Carpet Area (Gymnaseum)		3000	Sq.ft.
(c) No. of Toilets	(Project Office)	4	Nos.
	(Gymnasium)	6	
(d) yard		2500	Sq.ft.
Cleaning of Tile floor area / Cleaning of Carpet Area			
Toilet Cleaning			
General Sweeping / Cleaning the drains and Whole Premises buildings			
General Sweeping / Cleaning of paved yard in front of Gymnasium building			
Cleaning around the Project office area (paved yard)			
Female - 01 No.			

14. PREMISES & ENGINEERING SERVICES OFFICE BUILDING AND YARD

(a) Tiled Floor Area	1000	Sq.ft
(b) No. of Toilets	6	Nos.
(c) Carpet Area	2500	Sq.ft

Toilet Cleaning

Mopping and drying all tile Areas

General Sweeping / Cleaning of Whole Premises of building

Female - 01 Nos.**15. MANAGER QUARTERS - 02 NOS.**

(a) Garden Area	5200	sqft. Each
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Cleaning & Sweeping Garden Area

Cleaning & sweeping of drains around buildings

Female - 01 Nos.**16. GAJABAPURA TRANSPORT REST ROOM, SECURITY OFFICE, REST ROOM TOILETS AND AUCTION YARD WARE HOUSE OFFICE**

(a) Cement Floor Area	2500	Sq.ft.
(b) No. of Toilets	toilets	9 Nos.

Toilet Cleaning

Mopping of Cement Floor Areas

General Sweeping / Cleaning of Whole Premises of building

Sweeping & cleaning the Drains around the building

Male - 01 Nos.**17. MAIN ROADS FROM MAIN ENTRANCE TO BACK GATE VIA NEW BUILDING, INVOICE OFFICE**

Main Road to Back Gate Via New Building, Invoice Office & Laboratory

Sweeping & removing dust, sand

All balance works including gully cleaning

Male - 02 Nos.**18. TRANSPORT OF SEGREGATED WASTE UP TO THE DUMPING LOCATION IN AREAS SPECIFIED IN 1 TO 19**

Collect and load disposed segregated solid waste from offices and other locations

Transport and unload at dumping location within the Oil Installation twice daily.

Male - 04 Nos.

<u>19. SECOND BARRIER AND WHITE HOUSE PREMISES GARDEN</u>		
(a) Cement Floor Area	655	Sq.ft
(b) Garden Area		
Mopping of Cement Floor Areas (Second Barrier)		
General Sweeping / Cleaning of Whole Premises of building		
Cleaning & Sweeping garden Area		
Cleaning & Sweeping of drains around buildings		
Female - 01 No.		

<u>20. CHAIRMAN'S OFFICE AND MEDICAL CENTRE</u>		
(a) Cement Floor Area	2500	Sq.ft
(b) Tile Floor Area	1425	Sq.ft
(c) Timber Floor Area	2250	Sq.ft
(d) Carpet Area	1500	Sq.ft
(e) No. of Toilets	8	Nos.
Toilet Cleaning		
Mopping & Drying all Tile Area		
Damp Mopping and Drying of Timber Floor Area		
Cleaning of Carpet Area		
General Sweeping / Cleaning the drains and Whole Premises of building		
Female - 01 Nos.		

<u>21. OLD ADMINISTRATION BUILDING</u>		
(a) Terrazzo Floor Areas	858	Sq.ft.
(b) Terra Cotta Tiled area	1380	Sq.ft.
(c) Tiled Floor Area	20640	Sq.ft.
(d) Carpet Area	272	Sq.ft.
(e) Carpet Floor Area(Auditorium)	3000	Sq.ft.
(f) No. of Toilets	18	Nos.
(g) yard	2300	Sq.ft.
Toilet Cleaning		
Mopping & Drying Terrazzo, Tera Cotta & Tiled Floor areas / Cleaning of Carpet Area		
General Sweeping / Cleaning the drains and Whole Premises of building		
General Sweeping / Cleaning of paved yard in front of old administration building		
Female - 06 Nos. Male - 01 Nos.		

<u>22. DISTRIBUTION OFFICE BUILDING</u>		
(a) Cement Floor Area	3728	Sq.ft.
(b) Carpeted Area	540	Sq.ft.
(c) No. of Toilets	5	Nos.
Toilet Cleaning		
Mopping of Cement Floor Areas & Cleaning of Carpeted Areas		
General Sweeping / Cleaning of Whole Premises -		
General Sweeping / Cleaning the drains and Whole Premises of building		
Female - 01 No. Male - 01 No.		

23. TRANSPORT OFFICE BUILDING AND REST ROOMS

(a) Tiled Floor Area		3512	Sq.ft
(b) No. of Toilets	Office	4	Nos.
	Rest room	12	Nos.

Toilet Cleaning

Mopping of Cement Floor Areas

General Sweeping / Cleaning the drains and Whole Premises of building

Female - 01 No. Male - 01 Nos.**24. ENGINEERING OFFICE BUILDING AND REST ROOM**

(a) Tiled Floor Area		5800	Sq.ft
(b) Carpeted Area		890	Sq.ft
(c) No. of Toilets	Office	5	Nos.
	Rest room	2	Nos.
(d) Paved Yard		2400	Sq.ft

Toilet Cleaning

Cleaning of Carpeted Area

Mopping of Cement Floor Areas & Cleaning of Carpeted Area

General Sweeping / Cleaning the drains and Whole Premises of building

General Sweeping / Cleaning of paved yard in front of office

Female - 02 No. Male - 01 No.**25. FIRE & SAFETY OFFICE BUILDING**

(a) Tiled Floor Area		7920	Sq.ft
(b) No. of Toilets		6	Nos.

Toilet Cleaning

Mopping of Cement Floor Areas

General Sweeping / Cleaning of Whole Premises of building

Female - 01 No. Male - 01 No.**26. SECURITY OFFICE BUILDING**

(a) Tiled Floor Area		2710	Sq.ft
(b) Carpet Area		300	Sq.ft
(c) No. of Toilets		4	Nos.

Toilet Cleaning

Mopping of Cement Floor Areas

Cleaning of Carpet Area

General Sweeping / Cleaning the drains and Whole Premises of building

Female - 01 No.

<u>27. MAIN STORES OFFICE BUILDING & SOTRES (RDD,HE,STATIONERY) AND BM & BP REST ROOM</u>			
<u>- ZONE 02</u>			
(a) Cement Floor Area		4000	Sq.ft
<u>STATIONERY & HARDWARE</u>			
(a) Cement Floor Area		4000	Sq.ft
(b) No. of Toilets	toilets	8	Nos.
(c) Yard (part)		3500	Sq.ft
<u>BM & BP REST ROOM</u>			
(a) Tiled Floor Area		2800	Sq.ft
(b) No. of Toilets	toilets	6	
Toilet Cleaning			
Mopping of Cement Floor Areas			
General Sweeping / Cleaning drains and Whole Premises of building			
General Sweeping / Cleaning of yard Near			
Security office and BM & BP rest room			
Female - 02 No. Male - 01 No.			

<u>28. CANTEEN GARDEN AREA AND DRAINS AROUND THE BUILDING</u>			
(a) Tiled Floor Area		22000	Sq.ft
(b) Tile Floor Area		9000	Sq.ft
(c) Cement Floor Area		4500	Sq.ft
(d) Glass Windows & Doors		1200	Sq.ft.
(a) Bathroom		1	No.
(b) No. of Toilets	toilets	4	Nos.
(c) Yard		4300	Sq.ft
Toilet Cleaning			
Mopping of Cement Floor Areas			
Cleaning of Tile Floor Area			
General Sweeping / Cleaning of Whole Premises of building			
Sweeping & cleaning the Drains around the building			
General Sweeping / Cleaning of garden area			
Maintaining the Bio Gas system at the canteen premises			
Male - 01 Nos.			

<u>29. MAIN ROADS FROM MAIN BARRIER TO BACK GATE VIA FIRE & SAFTY BUILDING, CHAIRMAN OFFICE AND CROSS ROAD NEAR WELFARE SHOP</u>	
- Main Roads from first barrier to back gate via fire & safety building, chairman office and cross road near welfare shop	fire &
Sweeping & removing dust, sand	
All balance works including gully cleaning	
Male - 02 Nos	

<u>30. MANAGER QUARTERS - 02 NOS.</u>	
(a) Garden Area 5200	sqft. Each
Cleaning & Sweeping Garden Area	
Cleaning & sweeping of drains and buildings	
Female - 01 Nos.	

<u>31. ZONE 04 CALIBRATION GANTRY AND ZONE 03 AVIATION GANTRY</u>	
(a) Calibration & Security Room	4874 Sqft.
(b) Gantry (Zone 04)	3130 Sqft.
(C) Yard (Zone 04)	728 Sqft.
(d) Gantry Office (Zone 03)	
(e) Gantry (Zone 03)	
(f) Yard (Zone 03)	
(g) Nos. of Toilets	4 Nos.
Toilet Cleaning	
Mopping of Cement Floor Areas	
General Sweeping / Cleaning of paved yard (part)	
General Sweeping / Cleaning of Whole Premises of building	
Clean drains around the buildings daily/weekly where applicable.	
Female - 01 No. Male -01 No.	

<u>32.Oil Facilities Office - Colombo Port</u>
Male - 02 Nos.

Total Number of Janitors to be provided - 65 Nos. (Female - 37 Nos., Male - 28 Nos.)

SECTION - 7

BILL OF QUANTITIES

PREAMBLE TO THE BILL OF QUANTITIES

GENERAL

1. This Bill of Quantities contains pages numbered from 54 to 70. 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. Rate of each BOQ item shall be for the specified number of work rounds prescribed in the particular item. However, the required number of work rounds may fluctuate based on seasonal variations, particularly during off-rain seasons. payments will be made on actual number of rounds completed per month.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. Each item shall be priced by the Bidder in Sri Lanka Rupees.
12. 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.

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

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

BILL OF QUANTITIES

PREMISES MAINTENANCE, CLEANING AND JANITORIAL SERVICES AT KOLONNAWA INSTALLATION AND OIL FACILITIES OFFICE FOR YEAR 2025/2026 - BID NO: KPR/32/2025

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			1,000,000.00
	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		
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		

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
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/ grass 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/grass 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		
B15	Area in Zone 01 - Part 01C as per the Drawing No. CPSTL/20/2024 include approximately 1.14 Acres, through mechanical bush/grass cutting - Twice a month	Months	12		

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
B16	Area in Zone 02 - Part 02A as per the Drawing No. CPSTL/20/2024 include approximately 4.24 Acres, through mechanical bush/grass 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/grass 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/grass 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		
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				

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
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	MAINTENANCE WORK OF PIPELINE CORRIDOR				
E1	Area along Pipeline Corridor from Kolonnawa Oil Installation to the Tunnel Gate at Colombo Harbor (Approximate length 5.5km and width varies from 2m to 5m) - Once a month	Months	12		
	Sub Total Carried to Summary				
F	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. 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. The Contractor should stack all the useable trunks as directed by the Engineer.				

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
	All the cutting should be done by chain saw or appropriate tools or equipment as directed by the Engineer. The Contractor shall use necessary vehicles and equipment (Example: Boom Truck) for the works where necessary.				
F1	Cutting Trees (Girth up to 300mm) with trimming Branches and disposal	nr	5		
F2	Cutting Trees (Girth 300-600mm) with trimming Branches and disposal	nr	5		
F3	Cutting Trees (Girth 600-1000mm) with trimming Branches and disposal	nr	3		
F4	Cutting Trees (Girth 1000-2000mm) with trimming Branches and disposal	nr	2		
F5	Cutting Trees (Girth 2000-3000mm) with trimming Branches and disposal	nr	2		
F6	Cutting Tree branches (Girth upto 300mm) with disposal	nr	20		
F7	Trimming and pruning Trees with disposal	nr	20		
F8	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					
G	CLEANING OF CONCRETE AND ASPHALT CARPETED FLOOR AREAS				
G1	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		
G2	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		

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
G3	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		
G4	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		
G5	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		
G6	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		
G7	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		
G8	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		
G9	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		
G10	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				
H	GARDEN MAINTENANCE SERVICES				
H1	Maintaining green hedges and grass area along main road (both sides) approximate length 850m.	Months	12		
H2	Maintaining gardens of Quarters (05 nr)	Months	12		
	Sub Total Carried to Summary				

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
J	WASHING & CLEANING GANTRY/ PUMP HOUSE FLOORS (OVERHEAD PLATFORMS, STAIRCASES, CUBICLES, PIPING, FLOOR ETC.) WITH DRAINS AND INTERCEPTORS				
J1	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 up to interceptor. (once a month)	Months	12		
J2	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 up to interceptor. (once a month)	Months	12		
J3	Cleaning Interceptor No. 01 (Approximate Capacity 30m ³) near washing bay in Zone 01 (once a month)	Months	12		
J4	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 up to interceptor. (once a month)	Months	12		
J5	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 up to interceptor. (once a month)	Months	12		
J6	Cleaning Interceptor No. 08 (Approximate Capacity 18m ³) near Stores Function Office in Zone 02 (once a month)	Months	12		
J7	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 up to interceptor (once a month)	Months	12		

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
J8	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 a month)	Months	12		
J9	Cleaning Interceptor No. 02 (Approximate Capacity 30m ³) near embankment in Zone 03 (once a month)	Months	12		
J10	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 up to interceptor. (once a month)	Months	12		
J11	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 up to interceptor. (once a month)	Months	12		
J12	Cleaning Interceptor No. 03 (Approximate Capacity 20m ³) near inspection gantry in Zone 04 (once a month)	Months	12		
J13	Cleaning Interceptor No. 04 (Approximate Capacity 32m ³) near Security Office at main gate (once a month)	Months	12		
J14	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 up to interceptor. (once a month)	Months	12		
J15	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 up to interceptor. (once a month)	Months	12		

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
J16	Cleaning Interceptor No. 09 (Approximate Capacity 42m ³) near Security Office at main gate (once a month)	Months	12		
J17	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 up to interceptor (once a month)	Months	12		
J18	Cleaning Interceptor (Approximate Capacity 15m ³) near "D Gantry" (once a month)	Months	12		
J19	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 a month)	Months	12		
J20	Cleaning Interceptor No. 06 (Approximate Capacity 38m ³) in Tank Farm (Tk No. 41) in Zone 09 (once a month)	Months	12		
J21	Cleaning Interceptor No. 07 (Approximate Capacity 110m ³) in Tank Farm (Tk No. 41) in Zone 09 (once a month)	Months	12		
J22	Washing & Cleaning Pump House Floor at Zone 01 (Approximate Floor Area 60m ²). (once a month)	Months	12		
J23	Washing & Cleaning Pump House Floor at Zone 04 (Approximate Floor Area 80m ²). (once a month)	Months	12		
J24	Washing & Cleaning Pump House Floor at Zone 08 (Approximate Floor Area 163m ²). (once a month)	Months	12		
J25	Washing & Cleaning Pump House Floor at Zone 09 (Approximate Floor Area 41m ²). (once a month)	Months	12		
J26	Washing & Cleaning Pump House Floor at D Gantry (Approximate Floor Area 65m ²). (once a month)	Months	12		

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
J27	Washing & Cleaning Pump House Floor at the outside of Main Pump House (Approximate Floor Area 85m ²). (once a month)	Months	12		
J28	Washing & Cleaning floor of Pipe Trench at Zone 06 (Approximate Floor Area 1395m ²). (once a month)	Months	12		
	Sub Total Carried to Summary				
K	JANITORIAL SERVICES Rate shall include for provisions to cover all requirements and obligations mentioned under "Section 6 – Specifications" including but not limited to insurances, Over-time, working on holidays, complying to other legal obligations, supply of PPE, minor tools, utilities, consumable, fuel, operators for machineries etc. <u>Charges for Labour / Supervisors for Kolonnawa Premises (Item No. K1 to K5)</u>				
K1	Labour Charges for 25 days per 1 month period (64 Nos. of Janitors per day) (Labour Rate Rs..... Per day)	Months	12		
K2	Supervisor Charges for 25 days per 1 month period (03 Nos. of Supervisors per day) (Supervisor Rate Rs..... Per day)	Months	12		
	<u>Charges for Chemicals</u>				
K3	Supply of Chemicals per 1 month period (as specified in section 6)	Months	12		
	<u>Charges for Tools and Equipment</u>				
K4	Supply of Tools and Equipment per 1 month period (as specified in section 6)	Months	12		
K5	Supply tractor and trailer with driver daily and transport total solid waste to dumpsite within the premises (Charges for 25 days per 1 month period)	Months	12		

Item	Description	Unit	Qty	Rate Rs. Cts.	Amount Rs. Cts.
	<u>Charges for Labours for Oil Facilities Office (Item No. K6 to K8)</u>				
K6	Labour Charges for 25 days per 1 month period (02 Nos. of Janitors per day) (Labour Rate Rs..... Per day)	Months	12		
	<u>Charges for Chemicals</u>				
K7	Supply of Chemicals per 1 month period	Months	12		
	<u>Charges for Tools and Equipment</u>				
K8	Supply of Tools and Equipment per 1 month 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	MAINTENANCE WORK OF PIPE LINE CORRIDOR	
F	CUTTING, TRIMMING, PRUNING & REMOVING TREES/ BRANCHES ETC.	
G	CLEANING OF CONCRETE AND ASPHALT CARPETED FLOOR AREAS	
H	GARDEN MAINTENANCE SERVICES	
J	WASHING & CLEANING GANTRY/ PUMP HOUSE FLOORS (OVERHEAD PLATFORMS, STAIRCASES, CUBICLES, PIPING, FLOOR ETC.) WITH DRAINS AND INTERCEPTORS	
K	JANITORIAL SERVICES	
	Sub Total I	
	Less Discount% (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		
6	Janitor		
	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, drivers/ 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 AND ATTACHMENTS

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

LIST OF ATTACHMENTS

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

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

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