



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.** 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