



**SRI LANKA INSTITUTE OF ADVANCED
TECHNOLOGICAL EDUCATION**

BIDDING DOCUMENT

PROVIDING JANITORIAL SERVICES FOR

ATI Gampaha/ATI Colombo 15

**SRI LANKA INSTITUTE OF ADVANCED
TECHNOLOGICAL EDUCATION**

**Employer: Director General
Sri Lanka Advanced Institute of Technological Education
320, T.B. Jaya Mawatha, Colombo 10**

Issued to:

Issued by:

Date:

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Bidding Data

Instructions to Bidders Sub-Clause

Item	
Employer's name and address	The Director General Sri Lanka Institute of Advanced Technological Education 320, T.B. Jaya Mawatha, Colombo 10
Scope of Works	Providing better Janitorial Services to ATI Gampaha/ATI Colombo 15
Contract Period	06 Months
Bid price	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 price schedule summary (with the VAT Registration No.).
Currency of bid	The currency of the bid price shall be only in Sri Lankan Rupees.
Bid validity period	The Bid shall be valid until
Amount of Bid security	2 % of the bid price
Beneficiary	Director General, Sri Lanka Institute of Advanced Technological Education
Deadline for submission of Bids	2.00 pm.24/02/2020
Address for submission of Bids	Sri Lanka Institute of Advanced Technological Education 320, T.B. Jaya Mawatha, Colombo 10

Amount of Performance Security	<p>The standard form of performance security acceptable to the Employer shall be a bank guarantee (any Commercial Bank operating in Sri Lanka approved by the Central Bank of Sri Lanka)</p> <p>The amount of Performance Security is 10% of the Initial Contract Price.</p>
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Contract Data

Employer is:	Director General
Address:	Sri Lanka Institute of Advanced Technological Education 320, T.B. Jaya Mawatha, Colombo 10
Supervisor	Registrar of relevant ATI
Performance Security	<p>The Performance Security shall be 10% of the Initial Contract Price. Duration Should be Contract Period +3 Months additional Period The Standard Form of Performance Security acceptable to the Employer shall be a bank guarantee (Registered as a commercial bank under the Central Bank of Sri Lanka).</p>
Start Date:	As Informed by the Director of relevant Institution,

Employer's Requirements

Sri Lanka Institute of Advanced Technological Education

Sri Lanka Institute of Advanced Technological Education(SLIATE) is a Higher Education Institute established under Sri Lanka Institute of Advanced Technological Education, no 29 of 1995. Under the purview of Ministry of Higher Education

SLIATE has strong focus on academic excellence in producing employable Diplomates demanded by both private and government organizations in Sri Lanka and abroad. The SLIATE is greatly contributing to the peace and harmony of the country. Presently, SLIATE has nineteen ATIs, over 30000 students, and staff of all categories.

Any further details could be obtained from the Director/Registrar of relevant ATI or procurement division of SLIATE.

- (a) The present scope of work will cover in and around area of operation of ATI Gamapaha and ATI Colombo 15. Scope and detail of the works are given below:

Maintenance of floors:

Description	Frequency
Cleaning of floors <ul style="list-style-type: none"> Dust mopping/ sweeping to remove dust, soil, dirt and grime in all buildings (Lecture hall, office, Library). Sweeping and cleaning of all courtyards and surrounding premises Collection/separation of garbage to dust bins, and washing Dust bins 	Daily
Washing <ul style="list-style-type: none"> Washing and cleaning floors, carpets, doormats, floor mats, coir mats 	Once in three months
Polishing and waxing <ul style="list-style-type: none"> Machinery polishing and waxing with standard floor polish and wax 	Once in three months
vacuum cleaning <ul style="list-style-type: none"> Cleaning of Computer labs, library , workshops other areas as necessary Dusting and cleaning carpets, doormats, floor mats, coir mats High pressure washing and vacuum cleaning according to the requirement 	Once in three months

Cleaning of Toilets and Bathrooms:

Description	Frequency
<ul style="list-style-type: none"> Cleaning, washing and disinfection of walls, floors, bowls, washbasins, squatting pans, washings commodes using standard cleansers & disinfectants. Wiping and cleaning of all toilet fittings such as taps soap holders mirrors, sink etc. Cleaning of all toilets, urinals & bathroom gullies. Toilets should be kept dry at all times and should have a pleasant fragrance (By air freshening, Naphthalene balls, etc) 	All toilets twice a day

Miscellaneous-Indoor

Description	Frequency
<p>Cleaning of Walls, Ceiling, Electrical fixtures, Partition Glasses, Doors, Curtains, Furniture, and the Drainage system</p> <ul style="list-style-type: none"> • Cleaning & removal of dust, cobweb, etc, of ceiling and corners (manual/ vacuum) • Dust mopping to remove dust, dirt and grime on walls • Remove marks and stains on walls and name boards • Cleaning of electrical fixtures and fittings (switches), Dust mopping of fans, and Disinfection of telephones • Washing and cleaning of exterior/ interior glass/ Aluminum partition using glass cleaner • Cleaning of wood and hand rails • Dusting and cleaning of furniture in the office, Wiping & cleaning of aluminum/ timber windows & doorframes and windows & doors. • Cleaning the drainage system of the building (inside and in front of the building) 	weekly
<ul style="list-style-type: none"> • Air freshening office area and should have a pleasant fragrance . 	Daily

Miscellaneous-Outdoor

Description	Frequency
<ul style="list-style-type: none"> • Sweeping and cleaning of all courtyards and surrounding premises 	Daily
<ul style="list-style-type: none"> • Trimming Tress and cutting grass 	Once in three months

Note: Work schedule, Polishing cycle, Equipment etc should be arranged as per requirement of Registrar of relevant ATI .

ATI	Floor area to be cleaned	Garden Area to be cleaned	No. of Toilets and bathrooms	No. of Sinks
Gampaha	62856 sqftr	13 acres	110 toilets 60 bath rooms	85
Colombo 15	100,000sqft	2.5 acres	129 toilets 86 bath rooms	158

(b) The contractor should supply its services every day except Public Holidays to ensure overall sanitary condition of the buildings and garden area as specified in the contract agreement.

(c) The working time is 7.00 am – 5.00 p.m.

- (d) The contractor shall provide all necessary machinery, tools and materials for the proper execution of the work. Such machinery and materials shall be of high standard and suitable for use in the building.
- (e) The contractor should use **standard branded cleaners and disinfectant**, fragrance, polish and wax and should submit quality report when requested by the SLIATE.
- (f) The contractor should inform the relevant officer regarding any defect (leaking of water, operational conditions) found in toilet fittings, water taps, sinks etc. in the premises.

General Conditions:

1. The bidder should be a registered experienced company which provides JANITORIAL SERVICES or similar category that is accepted by the procurement Committee. The bidder should have at least three years experience at government / Semi – Government organization.
2. The contractor should possess a sound financial stability to pay the salaries to its employees at least for three months without awaiting the relevant payments for the services.
3. The contractor should possess all the resources, such as supervisors, materials, machineries etc necessary for execution of the contract. The SLIATE/ATI will not supply any of these resources to the contractor.
4. All tenderers should visit and inspect the premises by prior appointment with the Director and Registrar of the relevant ATI and fully acquaint themselves with the details, nature and requirement of the services and quote rates all inclusive.
5. No alteration should be made in the tender or in other documents annexed thereto. All alterations and erasures of particulars filled in by the contractors in the tender should be initialed by him/her. n.b.Do not use correction fluids.
6. If the bidder fails to do the allocated work or part of work on time, the SLIATE reserves the right to terminate the services and will claim the bond by the SLIATE.
7. In case the contractor is unable to provide services as per the requirement of relevant ATI, the ATI will fine the full amount or percentage of BOQ, on the recommendation of the Director of relevant ATI .
8. If the bidder fails to submit documentary evidence which required to the above with bid, the procurement committee reserve right to reject the bid.
9. The SLIATE reserves the right to reject any bid without giving any reason.
10. The tenderer whose tender is accepted will be responsible for insuring at his/her own cost, all workmen engaged on this work against all risks of accident and injury.
11. The successful tenderer should obtain security clearance from the local police station for all the personnel to be deployed at sites.
12. The appropriate payment of wages and other benefits (EPF and ETF) to the employees of the contractor shall be the Exclusive Responsibility Of The contractor and persons so employed by the contractor shall have No Claim whatsoever on the SLIATE/ATI.
13. The list of employees who will be employed by the contractor shall be submitted to the Registrar of relevant ATI at the beginning on the contractual period. The attendance of employees will be monitored by ATI.

14. The contractor should issue identity cards to their employees, which they should always carry with them and make available for inspection by the SLIATE/ATI officials at any time.
15. The Contractor will have to follow the norms, rules and regulations, guidelines, standing order of the SLIATE/ATI and instructions given by the Administration from time to time.
16. Either party can terminate the contract by giving three months prior notice. If not SLIATE reserves the right to claim the performance bond.
17. The bidder should handover the stock of consumables (E.g. Floor polish, wax, disinfection, fragrance, etc.) sufficient for a period of one month, to the store keeper of ATI and obtain the GRN. The chemicals must be in unsealed original packing. The charges for chemicals should not exceed the amount of the value items handed over to store.
18. Monthly bill should be submitted along with a copy of the bill of quantities, which indicates the actual work done within the particular month.
19. The SLIATE will not undertake to reimburse any increases in wages or taxes happened to be paid by the contractor, after the contract is signed.
20. **The bidder should pay the salaries and wages, budgetary relief allowance to Labourers as per guidance of the salaries and wages board's ordinances and labor department.** SLIATE reserves the right to check about the salary payment of laborers by the contractor.
21. The bidder shall be exclusively responsible for the payment of remuneration and all legal benefits to its staff/ employees including compensation for any death or injury while working.
22. The workers employed by the contractor should be 18- 60 years and very efficient (with working ability and well experience)and healthy.
23. The bidder should be personally liable for any loss or damage to the SLIATE property as a result of any direct or indirect negligence of the contractor or its staff/employees and such amount claimed by the SLIATE will be deducted from the monthly payment payable by the SLIATE.
24. The contractor should not hand over the contract to a third party.
25. The Contractor shall make regular visits to the premises to ensure better janitorial services by their work force.
26. The Contractor should provide proper uniform to their employees. Further, all the facilities relevant to the safety of employees such as gloves, masks, should be provided by the contractor.
27. The SLIATE will not accept any claim in the event of any of the Contractor's employees sustaining any injury, damages or loss of life of the person either inside or outside of the ATI premises.
28. The workers / staff of the Contractor will have nothing to do with SLIATE and shall have no presumptive right of absorption in the services of SLIATE. In order to give effect to this, the Contractor shall incorporate suitable clause in the appointment orders to be issued to its service personnel.

29. In case the workers engaged by the Contractor have any grievances, they will take it up with the contractor without creating any disturbance on SLIATE. Under no circumstances agitation means are to be resorted by workers of the contract in the premises of the SLIATE. On the expiry of the contract the contractor undertakes to leave the premises in peace with all the workers without creating any disturbances.
30. The contractor will be solely responsible if the workers engaged by it misbehave or create problems.
31. The service personnel of the contractor shall be only Sri Lankan nationals and their character and antecedents should be checked by the Contractor without fail before employing for the contract.
32. The service personnel of the Contractor shall not involve themselves in any type of discussions or agitations, arguments, quarrel or fighting with any of the SLIATE staff and shall behave politely and firmly while adhering to their duties. Any matter creating difficulties in their duties shall be brought to the notice of the SLIATE authorities.
33. The Contractor shall change the service personnel on demand by the SLIATE authorities within 24 hrs, if he /she commits unethical acts such as Sleeping, Intoxicating, Negligence in performing duties, Disobedience, theft, Dishonesty, indulging in illegal activities, which may expose the interests of SLIATE, involved in the work other than the allotted one or any other misconduct, while on duty.
34. The SLIATE has the right to amend or modify any of the terms and conditions during the period of the contract with mutual understanding of both parties.
35. The necessary legal registers, forms, returns etc. required as per the law are to be maintained and complied with by the contractor and should be available for inspection by the SLIATE authorities at any time.

FORM OF BID

NAME OF CONTRACT: Providing Janitorial Services to ATI Gamapaha /.ATI Colombo 15

To: Chairman
Department Procurement Committee
Sri Lanka Institute of Advanced Technological
Education 320, T.B. Jaya Mawatha,
Colombo

Having examined the bidding documents, we offer to provide the Janitorial Services to ATI
.....in accordance with the Conditions of Contract, Employer's Requirements
and activity schedule accompanying this Bid for the Contract Price(excluding VAT) of Rs.
(LKR).....[amount in numbers],
..... [amount in words] or any other sum derived
in accordance with the said documents. Contract Price
(Including VAT) Rs. (LKR)..... [amount in numbers],
..... [amount
in words] or any other sum derived in accordance with the said

We hereby confirm that this Bid complies with the Bid validity period required by the
bidding documents and specified in the Bidding Data.

This Bid and your written acceptance of it shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any Bid you receive

Dated this.....day of.....20.....in the capacity
of.....duly authorized to sign tenders for and on behalf
of.....

(IN BLOCK CAPITALS)

Signature:

Address:.....

Date:.....

BILL OF QUANTITY

The Bidders are requested to fill the column legibly and sign below. The Charges should include all the cost of labourers, materials, and equipment.

Table No	Area	Amount/Month (Rs.)	Amount/Annum (Rs.)
01	Charges for Janitorial services for ATI Gampaha/ATI Colombo 15-(As Table 1)		
02	Charges for Chemicals-(As Table 2)		
03	Charges for Equipment-Indoor(As Table 3)		
04	Gross Amount (Excluding VAT (01+02+03))		

Requirements for ATI Gampaha

Table 1(Monthly Labor Charges for Gampaha)

		No of Persons	Rate	Amount
1	Supervisors(Must be a male)	01		
2	Male Worker	04		
3	Female Worker	05		
	Monthly Labour Fee	10		

Table 2(Monthly Usage for Gampaha)

	Chemical	Unit	Quantity	Amount
1	Sanitizer(Detol, Lysol, Fynol) Detol Fynol	Litre Litre	04 15	
2	All Purpose Cleaner (Teepol) Teepol	Litre	08	
3	Toilet Bowl Cleaner (Harpic) Harpic	Litre	15	
4	Deodorizer (Air freshener, Camphor ball) Air freshener Camphor ball Airfreshner-Solid	Litre Kg No	08 04 30	
5	Soap	No	20	
6	Floor Polish,Wax & Thinner(Once in 3 months)	kg	15	
7	Glass Cleaner	Litre	15	

Please provide monthly charges for using the below items in providing your service.

Table 3(Monthly Usage for Gampaha)

		Amount			Amount
1	Brooms		1	Grass cutter with fuel	
2	Ekle Brooms		2	Mammoty	
3	Hand Brush		3	crowbar	
4	Commode Brush		4	Knifes	
5	Hard brush		5	Axe	
6	Wire Brush		6	Wheelbarrow	
7	Dust pan		7	Polisher	
8	Mop Buckets		8	Vacuum Cleaner	
9	Wiper				
10	Cobweb remover				
	SubTotal 1			SubTotal 2	
	Total(1+2)				

Requirements for ATI Colombo-15

Table 1(Monthly Labor Charges for Colombo-15)

		No of Persons	Rate	Amount
1	Supervisors	01		
2	Male Worker	10		
3	Female Worker	07		
	Monthly Labour Fee			

Table 2(Monthly Usage for Colombo 15)

	Chemical	Unit	Quantity	Rate	Amount
1	Sanitizer(Detol, Lysol, Fynol) Detol Fynol	Litre	08 52		
2	All Purpose Cleaner (Teepol) Teepol	Litre	36		
3	Toilet Bowl Cleaner (Harpic)	kg	20		
4	Deodorizer (Air freshener, Camphor ball) Air Freshner Air Freshner Camphor	Litre pcs kg	24 60 5		
5	Bleaching Powder	kg	15		
6	Abrasives (Vim, Braso)	kg	10		
7	Soap	Pcs	60		
8	Floor Polish, Wax & Thinner-once in 3 months	Kg	10		
9	Insecticides	Litre	10		
10	Glass cleaner	Litre	40		
11	Naphthalene	kg	05		
12	Sponge	pcs	20		
13	Garbage bag		600		

Please provide monthly charges for using the below items in providing your service.

Table 3(Monthly Usage for Colombo 15)

		Amount			Amount
1	Brooms		1	Grass cutter with fuel	
2	Ekle Brooms		2	Mammoty	
3	Hand Brush		3	crowbar	
4	Commode Brush		4	Knifes	
5	Hard brush		5	Axe	
6	Wire Brush		6	Wheelbarrow	
7	Dust pan		7	Polisher	
8	Mop Buckets		8	Vacuum Cleaner	
9	Wiper		10	Other equipment as necessary	
10	Cobweb remover				
	SubTotal 1			SubTotal 2	
	Total(1+2)				

DOCUMENTS NEED TO BE ATTACHED WITH COMPLETED BID

The Bidder has to attach the following documents with the Bid document:

(A) All bids shall be accompanied by a Bid Security amount of 2% of the bid price to be valid for a period of four months from the date of closing of bids. The bid security should be obtained from any Commercial Bank operating in Sri Lanka approved by the Central Bank of Sri Lanka in favor of .

(B) A list of the establishments whether public sector or any other reputed firms (with their addresses, name of the contact person and telephone numbers) where the contractor is presently rendering services / has rendered services along with the performance certificate issued by such establishments must be enclosed with the quotation.

(C) Business Registration certificates

(D) VAT Registration number should be clearly indicated by the firms which are registered for VAT, (The documentary evidences shall be provided with the bids). The successful bidder must be able to submit the VAT clearance report before submitting bills.

(E) The firm and should produce the evidence for payments of ETF and EPF contribution to its presently working cleaning service employees for the past one year.

(F) Bidder should **submit the justification of rates in details** including daily wage to be given for the employee, and other expenditures.

(G) The list of detergents and other chemicals that may be used in cleaning the areas of needs (Please specify the brands, and the company of make)

(H) The list of tools that may be used in cleaning the areas of needs (Please specify the brands, and the company of make)

(I) Audited Financial Statements of the company for the last 3 years.