



BIDDING DOCUMENT

**GARDEN MAINTENANCE SERVICES
COLOMBO LOTUS TOWER MANAGEMENT COMPANY (PVT) LTD**

CLT/S/SER/RFB/25/42

THE EMPLOYER

**CHAIRMAN,
PROCUREMENT COMMITTEE,
COLOMBO LOTUS TOWER MANAGEMENT COMPANY (PVT) LTD
NO 320, D R WIJEWARDANE MAWATHA
COLOMBO 10**

Issued Date –-.....-2025

Issued To -

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BIDDING DOCUMENT

GARDEN MAINTENANCE SERVICES

CLT/S/SER/RFB/25/42

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INVITATION FOR BIDS (IFB)

GARDEN MAINTENANCE SERVICES (CLT/S/SER/RFB/25/04)

The Chairman - Procurement Committee, on behalf of the **Colombo Lotus Tower Management Company (Pvt.) Ltd** now invites sealed bids from eligible and qualified bidders for the **Garden Maintenance. (CLT/S/SER/RFB/25/42)**

1. The Contract Period is **6 Months**.
2. Bidding will be conducted through **National Competitive Bidding**.
3. To be eligible for contract award, the successful bidder shall not have been blacklisted and shall meet the following requirements listed in the bidding document.
4. Qualification requirements to qualify for contract award are in the bidding document
5. Interested bidders may obtain **further information** from the **Procurement Division, Colombo Lotus Tower Management Company (Pvt.) Ltd, 320, D.R. Wijewardena Mawatha, Colombo 10. (Tel: 074 201 2366 / 0743 905 563 / E-mail – tender@colombolotustower.lk** and inspect the bidding documents **at the address given below from 9.00 a.m. to 3.00 p.m. during weekdays**.
6. Evaluation Criteria are provided in the Bidding Documents.
7. A complete set of **Bidding Documents** in the English language **may be purchased** by interested bidders on the submission of a written application to the **Procurement Manager's Office, Colombo Lotus Tower Management Company (Pvt.) Ltd, from 17th September 2025 to 02nd October 2025 from 9.00 a.m. to 3.00 p.m.** upon payment of a **non-refundable fee of Rs. 1,000.00** to the Finance Department, Colombo Lotus Tower Management Company (Pvt.) Ltd.
8. **Bids shall be delivered in duplicate** to the address below at the **Chairman - Procurement Committee, Procurement Division, Colombo Lotus Tower Management Company (Pvt.) Ltd, 320, D.R. Wijewardena Mawatha, Colombo 10 on or before 02.00 p.m. on 03rd October 2025. Late bids will be rejected.** Bids will be opened soon after closing in the presence of the bidders' representatives who choose to attend.
9. **Bids shall be valid up to 21st November 2025.**
10. All bids shall be accompanied by a **"Bid-Security, of Rs 30,000.00** Bid Security shall be **valid up to 19th December 2025** and shall be an unconditional on-demand Bank Guarantee issued by a commercial Bank operating in Sri Lanka, approved by the Central Bank of Sri Lanka.
11. Bidders are expected to attend **the pre-bid meeting**, which will be held on **24th September 2025 at 10.30 a.m.** in the **Procurement Manager's Office. Attendance is highly recommended.**

Signed

**DIRECTOR/CHIEF EXECUTIVE OFFICER
COLOMBO LOTUS TOWER MANAGEMENT CO. (PVT) LTD.**

SECTION I

INSTRUCTIONS TO BIDDERS

1.1 Introduction

The Chairman - Procurement Committee, on behalf of the Colombo Lotus Tower Management Company (Pvt.) Ltd invites Bids for providing services related to Car Park Maintenance and Garbage Management, from eligible Registered firms who qualify under the criteria as stipulated here in this document, for a period of **Six (06) months**, as per terms and conditions and annexed schedules, complete in every respect.

1.2 Documents to Accompany the Bid

The following documents shall accompany the Bid.

- a. Work schedule and Execution plan.
- b. Form of bid, duly completed, signed, dated and sealed.
- c. Qualification information tables shall be duly completed, signed, dated and sealed.
- d. Bid Security as required.
- e. Certified copy of the Incorporation or Business Registration.
- f. The Audited Financial Statements for the last three consecutive years.
- g. The bidder may furnish, as part of this bid, documentary evidence to establish the bidder's eligibility to participate in the bid and technical competency to perform the contract if awarded.
- h. Policy specification should be provided.
- i. Expenses detail sheet of the month.

1.3 Sealing & Marking of the Bid

Bids shall be submitted in duplicates. The original and the duplicate of the bid were placed in separate envelopes marked "ORIGINAL" and "DUPLICATE". Both envelopes should be enclosed in one sealed cover, which should be marked "**Bid for Garden Maintenance.**" on the top left-hand corner and shall be addressed to **Chairman – Procurement Committee, Procurement Division, Colombo Lotus Tower Management Company (Pvt) Ltd Sri Lanka, 320, D R Wijewardena Mawatha, Colombo 10** and delivered by registered post or personally deposited in the Tender Box provided at the above address. If the outer envelope is not sealed and marked as required above, the Employer has no responsibility for the bid being misplaced or premature opening.

1.4 Period of Validity of the Bid

The Bid shall be valid up to **21st November 2025**.

1.5 Format and Signing of the Bid

The bidder shall clearly mark as **original** and **duplicate** as appropriate. In the event of any discrepancy between the original and the duplicate, the original shall govern. The original and the duplicate of the bid shall be typed, or written in indelible ink, and shall be signed by the bidder, or person(s) duly authorized to bind the bidder to the contract. All pages of the bid except for un-amended printed matter shall be initialed by the person(s) signing the bid. Any interlineation, erasures or overwriting shall be valid only if they are initialed by the person(s) signing the bid.

1.6 Clarification of Bidding Document

A pre-bid meeting will be held with the prospective parties or their authorized representative/s to clarify any matters relating to the document at **10.30 am on 24th September 2025** in the **Procurement Manager's Office, Colombo Lotus Tower Management Company (Pvt) Ltd Sri Lanka, 320, D R Wijewardena Mawatha, Colombo 10**. The bidder is requested to submit any other queries/ clarification/ information pertaining to bidding documents in writing delivered by hand or e-mail to **Procurement Manager's Office. (Email: tender@colombolotustower.lk)**

1.7 Deadline for Submission of the Bid

Bids must be delivered to the address, **Chairman – Procurement Committee, Procurement Division, Colombo Lotus Tower Management Company (Pvt) Ltd Sri Lanka, 320, D R Wijewardena Mawatha, Colombo 10** on or before **02.00 pm 03rd October 2025**. Any Bid received after the deadline for submission of Bids will be rejected and returned unopened to the Bidder. Postal or other delays will not be considered as valid reasons for acceptance of a late Bid.

1.8 Opening the Bid

The Bid will be opened immediately after the closing date and time. Bids will be opened in the presence of the representatives of the Bidder, who choose to attend the bid opening.

1.9 Preliminary Examination of the Bid

The Bid Evaluation Committee (BEC) will examine the bids to determine responsiveness, whether any computational errors have been made, whether the documents have been properly signed and whether the bids are generally in order. The Employer at its discretion calls for clarifications from the Bidder in writing.

1.10 Correction of Errors

The Bids determined to be substantially responsive will be checked for any arithmetical error and errors will be corrected in the following manner.

1.10.1 Where the discrepancy is between the amount in figures and the amount in words, the amount in words will prevail.

1.10.2 Where the discrepancy is between the unit rate and the line total, resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern unless there is an obvious gross

misplacement of the decimal point in the rate in which case the line-item total as quoted will govern, and the unit rate will be corrected.

1.10.3 The amount stated in the Form of Bid adjusted in accordance with the above procedure with the concurrence of the Bidder shall be considered binding upon the Bidder. If the Bidder does not accept the correct amount of bid, the bid shall be rejected.

1.11 Evaluation Criteria

The bidder shall meet all mandatory requirements outlined in the bidding documents in order to qualify for the Technical and Financial Evaluation. Bidders that are not substantially responsive to these requirements shall be disqualified and will not proceed further in the evaluation process.

All substantially responsive bids will be evaluated in two stages using a combined scoring method.

Stage 1 – Technical Evaluation (70%)

- The technical proposal will be evaluated based on below pre-defined criteria listed in the bidding documents.
- Each technical proposal will be scored out of 70 marks.
- Only those bidders who score 70% or more in the technical evaluation will qualify for the financial evaluation stage.

Stage 2 – Financial Evaluation

- Financial proposals will be opened only for those bidders who score 70% or above in the technical evaluation.
- Financial proposals will be ranked solely on price.
- The contract will be awarded to the lowest-priced bidder among the technically qualified bidders.
- No scoring weight is applied to financial proposals; only ranking by lowest total evaluated cost is considered

Technical Evaluation Criteria

| No | Description of Criteria | Weighting Scores | Max Score |
|-----------------------------|--|--|-----------|
| Financial Capability | | | |
| 01 | Minimum average annual turnover of LKR 1 million calculated as total certified payments received for contracts in progress or completed, within the last three (3) year. | Attach supporting documents such as Service orders / contracts -3 Marks for each year | 9 |
| 02 | Submit Audited statements for the last 3 years with an average turnover above 1 million. | Each Year for 3 Marks | 9 |

| Commercial, Experience | | | |
|--|---|---|------------|
| 03 | Experience of the firm providing services for 4 contracts which relate to Garbage Management or Car Park / Open area Maintenance. in the past 3 years (either to public/private sector) | 4 similar contracts – 5 Marks each | 20 |
| Understanding of Work & Methodology | | | |
| 04 | Executive summary providing the methodology to achieve the end goal, procedures and processes to provide the scope of services | Briefly describe the firm's procedures and processes for. a) Cleaning of areas b) System for tracking complaints from clients and poor performing areas c) The products (chemicals etc.) need to be used. d) Equipment to be used. e) Managing quality of services offered f) Work plans to be performed weekly, monthly and annually - | 30 |
| Client References | | | |
| 05 | At least four (4) reference or recommendation letters from reputable clients on Client's letterheads (This should be different from award letters, engagement letters or contracts) | Attach reference letters – 4 Marks each | 16 |
| Employee Remuneration Compliance | | | |
| 06 | Evidence that all employees' remuneration is not below the minimum wage | Certified Pay slips of at least 3 employees (certified by the Company accountant) – 2 Mark each | 6 |
| Technical Capability | | | |
| 07 | Equipment: State Five (5) equipment/tools to be used in this line of work (proof or evidence of ownership- log book or leasing agreement) | Attach proof or evidence of ownership- log book or leasing agreement. - 2 per equipment List of equipment /tools - 1 | 10 |
| TOTALS SCORE | | | 100 |

NOTE: Only bidders who score 70% and above will be subjected to Financial Evaluation. Those who score below 70% will be eliminated at this stage from the entire evaluation process and will not be considered further for Financial Evaluation.

1.12 Bid Security

Each bid must be accompanied by a **Bid Security** for a sum of **Rs. 30,000.00 (Rupees Thirty Thousand only)** form of bank guarantee from a Commercial Bank operating in Sri Lanka, valid **19th December 2025** from the date of opening of the Bid.

1.13 Acceptance of the Bid

On a Bid being accepted, the Company will notify such acceptance to the bidder in the form of a letter of award to the address given whose bid or part thereof has been accepted.

Upon such notification, the successful bidder shall be deemed to have entered into a contract with the Company in the performance of the services for which the bid was accepted, on the basis of the bid and shall thereupon be deemed to be the contractor for the performance of the services.

If the successful contractor fails to enter into a formal contract with Colombo Lotus Tower Management Company (Pvt) Ltd the Bid Security shall be forfeited.

1.14 Performance Security

The Performance Security acceptable to the Employer shall be an unconditional form of guarantee to an amount equal to **5%** of the Contract Price. The performance security shall be submitted within 14 days from the Letter of acceptance.

SECTION II
FORMS OF BID AND QUALIFICATION INFORMATION

Form of Bid

To: **Chief Executive Officer**

**Colombo Lotus Tower Management Company (Pvt) Ltd.,
No. 320, D.R. Wijewardena Mawatha,
Colombo 10.**

1. Having examined the Bidding Document and addenda for the execution of the **Garden Maintenance Services (CLT/S/SER/RFB/25/42)**, we/I the undersigned, offer to execute and complete such Works in conformity with the aforesaid Conditions of the Contract, Employer's Requirements, and activity schedule 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 Conditions of Contract, Employer's Requirements, and Activity Schedule form part of our Bid.
3. We/I undertake, if our Bid is accepted, to commence the works as stipulated in the bid document, and to complete the whole of the Works comprised in the Contract within the time stated in the bid document.
4. We/I agree to abide by this bid for the period stated in the 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/me.
6. 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 tenders for and
on behalf of

(IN BLOCK CAPITALS)

Signature:

Name:

Designation:

Address:

Qualification Information

COMPANY PROFILE

1. Name of Bidder

2. Address

3. Telephone No(s)

4. Details of Registration of the Company:

(The Bidder should be a firm registered with the Provincial Council / Divisional Secretariat/

Registrar of the Companies.)

5. Year of Commencement of Business:

6. Business Registration Number:

7. Details of Similar services Carried out in Sri Lanka within the last five years.

(The Bidder should have satisfactorily carried out similar services during the past five years in Sri Lanka and should still be engaged in similar services. Documentary proof should be provided to confirm such services.)

CUSTOMER NAME CONTRACT DESCRIPTION

| CUSTOMER NAME | DESCRIPTION | CONTACT DETAILS OF CLIENT |
|----------------------|--------------------|----------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

8. Name Designation and qualifications of Qualified Person:

i)

ii).....

iii).....

iv).....

v).....

8. Financial Status of the Company **PERIOD**

| PERIOD | TURNOVER | PROFIT AFTERTAX |
|---------------|-----------------|------------------------|
| 2021/2022 | | |
| 2022/2023 | | |
| 2023/2024 | | |

(Audited Statement of Accounts Attached)

9. VAT Registration No:

10. Brief description of main business activities:

11. Brief Note on the Technical Competency of the Bidder to provide the services requested:

Authorized Signature: Date:

Name.....

Company Seal.....

SECTION III
CONDITIONS OF CONTRACT

1.1 Condition

1.1.1 There are no known or reported losses or incidents likely to result in a claim except what has been already informed to the user.

1.1.2 Deductible – As specified.

1.1.3 CLTMC reserves the right to terminate the cover with one calendar month notice. The Service Provider shall not be entitled to any compensation, damage or loss incurred upon such termination or loss of profit. The proportional premium should be refundable.

1.2 General

1.2.1 Bidders must acquaint themselves fully with the conditions of the Bid. No plea for lack of information or insufficient information will be entertained at any time.

1.2.2 The Bids and any contract resulting there- from shall be governed by and construed according to the laws of Sri Lanka.

1.2.3 No Bid shall be considered unless all the conditions laid down in the document have been strictly fulfilled.

1.2.4 No interest shall be paid on any Bid Security.

1.3 Payment Terms

Applying for this Bid, confirms, that the bidder agreed to provide Garden Maintenance in line with CLTMC requirements. Payment terms are to be negotiated with the successful bidder.

1.4 Non-transferable Bid

This Bidding document is not transferable. Only the bidder who has purchased this document is entitled to bid.

1.5 Performance Security

1.5.1 The successful bidder shall furnish performance security, in the form of a bank guarantee, within fourteen (14) days from the acceptance, which is issued by, a reputed commercial bank operating in Sri Lanka with the authority of a License issued by the Monetary Board (Central Bank) of Sri Lanka and payable to CLTMC on demand, in a sum equivalent to 5% of the total contract value of the accepted bid valid for a period of six (6) months and 28 days from date of the letter of acceptance.

1.5.2 If the successful bidder fails to furnish the performance security as aforesaid the bid security, shall be forfeited.

1.6 Site visits and Pre-bid meeting.

1.6.1 Site Visits

The Bidder is advised to visit and examine the site and its surroundings and obtain for himself on his own responsibility all information that may be necessary for preparing the bid and entering into the Contract. The cost of visiting the site shall be at Bidder's own expense. Claims and objections due to ignorance of existing conditions will not be considered after submission of the bid and during implementation.

1.7 Disputes

Any dispute of whatever nature arising from, out of or in connection with this agreement, on the interpretation thereof, or the rights, duties, obligations or liabilities of any party, or the operation, breach, termination, abandonment, foreclosure or invalidity thereof, shall be settled in accordance with the provisions of law governing like disputes and triable by court of law of The Democratic Socialist Republic of Sri Lanka

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SECTION IV

EMPLOYER'S REQUIREMENTS

Employer Name: Colombo Lotus Tower Management Company (Pvt) Ltd.

Address: 320, D. R. Wijewardena Mawatha, Colombo 10.

Business: Operations of Colombo Lotus Tower

Period of the Service (Garden Maintenance): Six (06) Months.

Extensions:

STATEMENT OF WORK.

1. The Bidder shall provide, or cause to be provided, **Garden Maintenance** of the Colombo Lotus Tower, located at D.R. Wijewardena Mawatha, Colombo 10.
2. The Bidder shall furnish all supervision, labor, materials and equipment necessary to evaluate, monitor and complete the **Garden Maintenance** services, which include maintenance of the Car Park area & management of garbage in the above areas.
3. The Bidder shall complete a property-wide inspection and assessment using visual inspections and, as needed, inspection monitoring devices.
4. The Bidder should be a firm registered with the Provincial Council / Divisional Secretariat/ Registrar of the Companies.
5. The Bidder should have satisfactorily carried out similar services during the past five years in Sri Lanka and should still be engaged in similar services. Documentary proof should be provided to confirm such services.
6. The Bidder should be able to provide services as mentioned in Annex 'A' and corresponding Pricing Schedules Annex 'B'. All financial and stamp fees for the preparation of the contract shall be borne by the successful bidder as applicable.

1.2. CONTRACT ADMINISTRATOR.

The Manager/Assistant Manager - Admin of CLTMC will coordinate the deployment of above Services. The contractor understands and agrees that work, installation or any other service performed without the prior written direction of the Contract Administrator is work outside the scope of this Contract and shall be performed exclusively at Contractor's risk and own expense. The contractor agrees to employ competent personnel meeting the requirements outlined in the terms and conditions of this Contract, who shall be satisfactory to CLTMC. Personnel assigned to perform services under this Contract may not be reassigned without prior written notification to, and approval from, the Contract Administrator.

1.3. SCHEDULES.

1.3.1. The service shall be 12 hours and except as otherwise agreed upon by the Contract Administrator, all work at the facilities' **day shift** shall be performed between **7.00 a.m. and 7.00 p.m.** every day, and shall not interfere with daily operations.

1.3.2. The Plan shall be submitted along with the bid documents.

1.3.3. Initial inspection of the Facilities shall be completed within thirty (30) days of the award date. The schedule for the inspection of the Facilities shall be approved by the Contract Administrator.

1.3.4. Any needed changes to the Plan due to the completed inspection shall be submitted within one (1) week of the initial inspection.

1.4. ATTENDANCE LOGBOOK.

1.4.1. Daily attendance figures for both the day shift and night shift will be registered to Fingerprint system and Any new personnel deployment requests must be informed at least two (2) working days in advance. And only new deployments during working days (Monday to Friday) will be permitted. All requests for attendance reports must be made only once per month via email and a summary of the attendance report will be provided within two (2) working days via a return email.

1.5. CONTRACTOR ACCESS.

1.5.1. Access routes, entrance gates or doors, parking and storage areas, and other necessary Contractor access, along with any imposed time limitations shall be designated by the Contract Administrator. The contractor shall conduct operations in strict observation of the access routes and other areas established. Under no circumstances shall any of the Contractor's personnel, vehicles, or equipment enter or move upon any area not authorized by the Contract Administrator for access by the Contractor.

1.6. EXISTING UTILITIES AND STRUCTURES.

1.6.1. The contractor shall adequately protect the work, CLTMC's property, adjacent property and the public. In the event of damage to facilities as a result of the Contractor's operations, the Contractor shall take immediate steps to notify the Contract Administrator and subsequently repair or restore all services to the satisfactory approval of the Contract Administrator. Further, the Contractor shall engage any additional outside services which may be necessary to facilitate repairs until services are restored. All costs involved in making repairs and restoring disrupted services shall be at the expense of the Contractor, and the Contractor shall be fully responsible for any and all claims resulting from the damage. The Contract Administrator may elect to perform such repairs and deduct the cost of such repairs, replacements, and outside services from amounts due to the Contractor. Upon the approval of the Contract Administrator, the Contractor shall have the right to utilize air, water, gas, steam, electricity, and similar items of expense from existing outlets on CLTMC's property.

1.7. WASTE REMOVAL.

1.7.1. The contractor shall keep the premises clean on a continual basis, and no trash or debris will be permitted to accumulate in work areas. The contractor shall be responsible for the removal and disposal of all debris and waste materials associated with this Contract. The contractor shall Sort the garbage collected from the relevant area and shall hand over the garbage disposal building of CLTMC.

1.8. SECURITY AND IDENTIFICATION.

1.8.1. The contractor shall abide by all procedures and rules as conveyed by the Contract Administrator regarding security requirements of the property where work is to be performed. All Contractors, any subcontractors, supervisors and janitorial staff must wear company-identifying uniforms and proper clothing in order to cover the entire body. The uniform should be approved by the Chief Executive Officer of CLTMC and those should be supplied by the successful bidder. Shorts and/or muscle shirts shall not be worn at any time. In addition, appropriate personal injury protective devices shall be worn when operating any powered equipment.

1.8.2. The successful bidder has to provide authorized identification cards to the cleaning staff and they must be wearing them throughout their working time in the tower premises. The profession and name of the staff member, along with a newly taken photograph must be clearly shown on the ID card.

1.8.3. The successful bidder shall submit separate files containing copies of the personal details of all employees and supervisors to the CLTMC - Administrative Division Office within one week from the date of receipt of the award letter. The files should contain copies of the bio-data sheet, national identity card, Grama niladari certificate, police report and medical report. Also, when employees are newly admitted, their files should be provided promptly.

1.9. DISPOSAL OF SALVAGEABLE ITEMS.

1.9.1. The Contract Administrator shall mark and/or otherwise inform the Contractor of any material that will be salvaged by CLTMC. Disposal may include depositing in a central location for salvage by CLTMC or such other location as determined by the Contract Administrator.

1.10. SMOKING.

1.10.1. All CLTMC facilities where work is to be performed are nonsmoking buildings. The contractor's employees are prohibited from smoking in all areas except in areas designated for smoking.

1.11. EXAMINATION OF PREMISES.

1.11.1. The contractor shall be held to have examined all properties at which the work will take place and to be familiar with the conditions under which the work will be accomplished. The contractor shall inspect existing conditions prior to commencing work, including elements subject to damage or movement during any project.

1.12. CONTAINERS.

1.12.1. No fuels, chemicals or other types of hazardous material shall be stored on any CLTMC property. All fuels and other chemicals shall be stored in an Occupational Safety and Health Administration (OSHA) approved container.

2. Other Requirements of the Employer

2.1. The Manager/Assistant Manager - Admin of CLTMC will coordinate the deployment of Cleaning Services.

2.2. The Chief Executive Officer of CLTMC or any other officer authorized by him may object in writing to the employment of any person or persons in the service for reasons deemed sufficient by them. In such event, the bidder shall not employ any person or persons specified in such notice for the services under this contract.

2.3 The firm undertaking the contract should provide All chemicals, tools, equipment, machinery and any other items according to annex 'C' All chemicals which are used for cleaning purposes must be approved by the Ministry of Health and must be recognized brands of the Sri Lankan market or should be approved by the BEC of the CLTMC. All the monthly required Material items should needs provide before 5th of Calander Month. If any delay or failure results 5% of the bill value for the relevant month will be deducted as a penalty. All Related documents and all the chemicals must be produced to the Manager/Assistant Manager - Admin of CLTMC and must get approval before use.

2.4 All tools, power tools and other equipment shall always be in a usable condition, and all the tools, equipment, and machinery should be kept at the given place in the Lotus Tower premises.

2.5 Tools, power tools, and other equipment with the working condition mentioned in annex 'C' will periodically be checked by the authorized persons and 5% of the total bill value for the relevant month will be deducted as a penalty in case of failure to maintain the availability of the tools, power tools and other equipment.

2.6 In case of a sudden breakdown of a tool, power tool, or other equipment should be informed the Manager/Assistant Manager - Admin of CLTMC. You should replace the alternative item within 36 hrs. and if the contractor fails to replace it within the given time 5% of the bill value for the relevant month will be deducted as a penalty.

2.7 A permanent staff (Both workers and Supervisors) as per the given requirement in annex 'D' should be deployed by the successful Bidder and must not change. (Without the approval of the Manager/Assistant Manager - Admin Details of the workers and the supervisors should be submitted and approved by the Manager/Assistant Manager - Admin and only the approved staff will be permitted to enter the premises. A worker or a supervisor must work for at least a period of one month to change by another person. If the bidder needs to change or completely remove a worker or a supervisor must inform to Manager/Assistant Manager - Admin of CLTMC and obtain approval. CLTMC reserves the right to increase or decrease the total workforce requirement by up to 25% with a minimum of two weeks prior notice. If the requirement increases this 25% threshold, additional worker charges will apply.

2.8 Bidders are strongly advised to maintain the requested number of staff as per annex 'D' and failure to maintain that amount will result in a penalty of 50% of the same based on each rate given in the pricing schedule for that month. Bidders are strongly advised to maintain perform work according to the plan and the work schedule. The work will be periodically inspected by the Inspectors and will be reported to the admin division. If Failure of the Scope of work or maintain the standard of work will

be included on the Report and the inspector's report on unsatisfactory performance will result in a penalty of 10% of the total billing amount for that month.

2.9 All staff deployed for cleaning services should be within the age limit of 22-60 years. They should possess at least 01 years of experience in similar services in a recognized institution. They should be pleasant and clean persons and they should not be suffering from transmitted diseases and be in a health condition suitable to perform the duties. Bidders should provide documentary evidence (A medical report) to prove the competency of the personnel to be deployed as cleaning staff. (Both workers and Working Supervisors)

2.10 The Chief Executive Officer or his authorized officer will have the authority to request the discontinuation of any worker or Working supervisor for misbehavior and bad conduct whilst on duty. Such a worker or a working supervisor must be removed forthwith by the Bidder and a satisfactory replacement shall be made within 24 hrs.

2.11 Monthly bills should be submitted to the Chief Executive Officer (CLTMC) for payment before the fifth day of the following month and the Chief Executive Officer shall affect the payment within ten working days. Payments are to be made for the work done duly by the Manager/Assistant Manager - Admin, the Chief Executive Officer's representative. Rates shall be excluding taxes.

2.12 At least one calendar months' notice shall be given by either party for the termination or for the renewal of the contract.

2.13 CLTMC will not undertake any responsibility/ Insurance cover of employees of the successful bidder. Successful bidders should take necessary actions on the above matter.

SCOPE OF WORKS – GARDEN MAINTENANCE

| TO BE ATTENDED ONCE IN A MONTH | TO BE ATTENDED ONCE A WEEK | TO BE ATTENDED DAILY |
|--|--|--|
| <p>Maintaining and fertilizing the plants and other Fauna and flora in relevant areas.</p> <p>Removing unnecessary plants, cutting and removing tree branches, if necessary.</p> <p>Cutting, sweeping and removing grass and weeds.</p> <p>Using weedicides if necessary.</p> <p>Cleaning the Large Pond in front entrance</p> | <p>Weeding using pesticides, if necessary.</p> <p>Deep Cleaning and maintaining the Main entrance and Exit Gate A & B, 15m Level, Aqua bay Area</p> <p>Cleaning and maintaining the main entrance, Pond.</p> | <p>Maintaining the Main Entrance, Main Entrance, 15M Level, Aqua Bay Area and surrounding area by watering the plants.</p> <p>Maintaining the plants and surrounding area of the Main Entrance, 15M Level, Aqua bay Area by watering the plants and other fauna and flora in relevant areas, removing unnecessary plants, cutting and removing tree branches, if necessary. Sweep the surrounding area if necessary.</p> <p>Cleaning, sweeping, collecting and removing trash, debris and garbage from all the roads. (Garbage collecting bags should be provided by the bidder).</p> <p>Collecting and removing all the rubbish</p> <p>Cleaning and maintenance of all seating arrangements within the related areas. Washing the garbage bins and making them ready to use.</p> <p>Washing the roads and other areas when requested by the CLTMC.</p> <p>Removal of trash, debris and other garbage from CLTMC premises upon request.</p> <p>Sorting of garbage collecting from the relevant area and handing over the garbage disposal building of CLTMC</p> <p>Expulsion of nuisance animals like dogs, crows from the company premises.</p> |

PRICE SCHEDULEPurpose **Garden Maintenance**Period: **Six 06 Months**Coverage: **Garden Maintenance.**

**Bidder shall attach a Methodology statement, Program, and worksheet to show the work to be carried out and the material, equipment, and tools used to substantiate the price they will coat in this pricing schedule.

BILL OF QUANTITIES – GARDEN MAINTENANCE

| ITEM NO | DESCRIPTION | UNIT | QTY | RATE (EXCLUDING TAXES) | AMOUNT (EXCLUDING TAXES) |
|-------------|---|---------|------|------------------------|--------------------------|
| 1. | Providing services as described in Annex-A Per Month including Labour, Material and other charges | Month | 06 | | |
| 2. | Supply of Additional Cleaning Service personnel (Male) on request | Persons | 250 | | |
| 3. | Supply of Additional Cleaning Service personnel (Female) on request | Persons | 250 | | |
| 4. | Charges for Over Time | Hour | 3000 | | |
| TOTAL Rs. = | | | | | |

TOTAL IN WORDS: -

.....

.....

Additional details required for evaluation purposes.

| ITEM NO | DESCRIPTION | UNIT | QTY | RATE (EXCLUDING TAXES) |
|----------------|---|---------------|------------|-----------------------------------|
| 1. | Supply of Cleaning Service Personal (Male) | 12 hrs. Shift | 1 | |
| 2. | Supply of Cleaning Service Personal (Female) | 12 hrs. Shift | 1 | |
| 3. | Supply of Cleaning Service Working Supervisor | 12 hrs. Shift | 1 | |
| 4. | Materials cost per month | Month | 1 | |

.....
Authorized Signature of the Bidder

.....
Date

Company Name :

Chemical, Tools and Machinery requirements**Garden Maintenance****Chemicals and other items (Monthly Requirement)**

| S/N | ITEM | UNIT | QTY | REMARKS |
|-----|---|--------|------|---------|
| 1 | Chlorine | Kgs | 05 | |
| 2 | Bleaching Powder (SLS and Health Ministry Certified) | Kgs | 5 | |
| 3 | Detergent Cleaner (SLS and Health Ministry Certified) | Liters | 1 | |
| 4 | All-purpose Cleaning liquid (SLS and Health Ministry Certified) | Liters | 4 | |
| 5 | Stainless Steel Cleaner (SLS and Health Ministry Certified) | Liters | 2 | |
| 6 | Fertilizer (Yaramila) 1kg packs (SLS Certified) | KG | 02 | |
| 7 | Compost (20 kg bags) (SLS Certified) | Bags | 02 | |
| 8 | Garbage Bags (Jambo Size) Black | Nos | 1000 | |
| 9 | Fire Crackers (100 Nos Packets) | Nos | 5 | |

The cleaning service provider must submit a list of materials for approval before the contract begins. Any modifications or changes made later must be reported to the Admin Department.

Tools (Below mentioned amounts should be continuously maintained for Monthly & Annually)

| S/NO | ITEM | UNIT | QTY | REMARKS |
|------|---------------------------------------|------|-----|----------------------|
| 1 | Rubber Glouse (Pair) | Nos | 06 | Monthly requirements |
| 2 | Ekel Broom | Nos | 06 | Monthly requirements |
| 3 | Broomstick | Nos | 06 | Monthly requirements |
| 4 | Garden Broom | Nos | 04 | Monthly requirements |
| 5 | Wet Mop with Bucket | Nos | 1 | Monthly requirements |
| 6 | Micro Fabric | Nos | 06 | Monthly requirements |
| 7 | Normal Fabric | Nos | 06 | Monthly requirements |
| 8 | Dust pans outdoors with a long handle | Nos | 06 | Monthly requirements |
| 9 | Scrubbing Brush | Nos | 2 | Monthly requirements |
| 10 | Floor Squeegee | Nos | 2 | Monthly requirements |
| 11 | Bass Broom | Nos | 2 | Monthly requirements |
| 12 | Cobweb Brush | Nos | 1 | Monthly requirements |
| 13 | Glass Cleaning Kit | Nos | 1 | Monthly requirements |
| 14 | Extension Pole 3m | Nos | 1 | Monthly requirements |
| 15 | Gum Boots (Pair) | Nos | 08 | Annually |
| 16 | Garbage collecting Trolly | Nos | 2 | Annually |
| 17 | Wheel Barrow | Nos | 1 | Annually |
| 18 | Garden Rake with handle | Nos | 2 | Annually |
| 19 | Mamoty (8-10 inch) | Nos | 2 | Annually |
| 20 | Garden Hose (100 M) | Nos | 4 | Annually |
| 21 | Water Sprinkles | Nos | 6 | Annually |
| 22 | Crow Bar (5 ft) (Flat end) | Nos | 2 | Annually |

| S/NO | ITEM | UNIT | QTY | REMARKS |
|------|--|------|-----|----------|
| 23 | Eye protectors | Nos | 4 | Annually |
| 24 | Ear protectors | Nos | 4 | Annually |
| 25 | Safety helmet | Nos | 4 | Annually |
| 26 | Watering Bucket | Nos | 1 | Annually |
| 27 | Machete Knife | Nos | 1 | Annually |
| 28 | Shovel (D- Handle, Digging) | Nos | 2 | Annually |
| 29 | Shovel (D- Handle, Flat end) | Nos | 1 | Annually |
| 32 | Gardening Trimming Scissor (Size -15") | Nos | 1 | Annually |
| 33 | Gardening Scissor (Size -8") | Nos | 1 | Annually |
| 34 | Pruning Saw (1' with Curve Plastic Handle) | Nos | 1 | Annually |
| 35 | Hand axe (600g, Wooden Handle) | Nos | 1 | Annually |
| 36 | Adjustable Lopper (27-41" Telescopic) | Nos | 1 | Annually |
| 37 | Step Ladder 10 Feet (Steel/Aluminum) | Nos | 1 | Annually |

Machinery (Below mentioned machinery should be maintained continuously for Annual)

| S/NO | ITEM | | QTY | REMARKS |
|------|--|-----|-----|---------|
| 1 | Grass Cutter / Bush Cutter | Nos | 2 | |
| 2 | High-Pressure Washer | Nos | 1 | |
| 3 | Extension Power Coad (100 M) 1inch, | Nos | 1 | |
| 4 | 1inch, 2 HP water pump with Hose (Diesel or Petrol) (Length of the hose - 100 M) | Nos | 1 | |

Requirement of the shifts for Garden Maintenance

Requirement of the Workers

Day Shift

Weekdays - From 7 Am to 7 Pm - workers - 05

Weekends - From 7 Am to 7 Pm - workers - 05

Requirement of the Team Leader / Working Supervisor

Day Shift

Weekdays & Weekends - From 7 Am to 7 Pm – Team Leader / Working Supervisor – 1

DETAILS OF PREVIOUS EXPERIENCE

(Please attach certificates issued by the client organizations)

(Documents submitted without the client’s recommendation will be neglected)

ORGANIZATION

PERIOD

CONTACT PERSON

DO NOT COPY

SECTION V
STANDARD FORMS

Annex A

Form: Contract Agreement

This CONTRACT (hereinafter called the “Contract”) is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, **Colombo Lotus Tower Management Company (Pvt) Ltd., 320, D R Wijewardena Mawatha, Colombo 10.** (hereinafter called the “Employer”) and, on the other hand, *[name of Service Provider]* (hereinafter called the “Service Provider”).

WHEREAS

(a) the Employer has requested the Service Provider to provide certain Services as defined in the Conditions of Contract and Contract Data attached to this Contract (hereinafter called the “Services”);

(b) the Service Provider, having represented to the Employer that they have the required skills, personnel and resources, has agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of ;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- (a) The Conditions of Contract;
- (b) The Contract Data;
- (c) The Form of Bid and Qualification Information
- (d) The Employer’s Requirements

2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:

- (a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
- (b) The employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of **Colombo Lotus Tower Management Company (Pvt) Ltd., 320, D R Wijewardena Mawatha, Colombo 10.**

[Authorized Representative]

For and on behalf of *[name of Service Provider]*

[Authorized Representative]

Form: Letter of Acceptance

Date : [Date/Month/Year]

To: [name and address of the Service provider]

**Garden Maintenance Services for Colombo Lotus Tower Management Company(Pvt) Ltd
Procurement Number - CLT/S/SER/RFB/25/42**

We refer to your Bid dated [date] on the above. We are pleased to inform you that the Chairman - Procurement Committee, Colombo Lotus Tower Management Company(Pvt.) Ltd has decided to award the same contract to your company. **However, the contract will be subject to an observation/probation period of One months commencing from [date] to [date]. The contract will be extended to 5 months based on the satisfactory performance during the said observation / probation period.** Monthly contract (for 30 days) sum is [amount in numbers and word]. **01 Months Contract Sum is [amount in numbers].**

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

Other Conditions of this service are as follows:

1. The Contract period [date] to [date].
2. The amount of Performance Security is [amount in numbers]. The Performance Security shall be submitted on or before [date] in the form of Bank Guarantee attached here with issued by a commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka in favor of **Chief Executive Officer** - Colombo Lotus Tower Management Company (Pvt.) Ltd, No. 320, D.R. Wijewardana Mawatha, Colombo 10 and shall be valid up to [date].
3. Monthly payments for routine services
 - Supply of additional janitorial service personnel (Male) on request - [amount in numbers]/per day
 - Supply of additional janitorial service personnel (Female) on request – [amount in numbers]/per day
 - Charges for Over Time – [amount in numbers] per Hour
4. Furthermore, you are requested to sign the Contract agreement for the above **Garden Maintenance Services for Colombo Lotus Tower Management Company (Pvt) Ltd.,** No. 320, D.R. Wijewardana Mawatha, Colombo 10 on or before [date].

Authorized Signature:

Name and Title of Signatory:.....

Name of Agency:.....

Form: Bid Security (Bank Guarantee)

Whereas *[name of Bidder]* (hereinafter called “the Bidder”) has submitted his Bid dated *[date]* for providing Services of **Garden Maintenance Services for Colombo Lotus Tower Management Company(Pvt) Ltd. (CLT/S/SER/RFB/25/42)** (hereinafter called “the Bid”).

Know all people by these presents that We *[name of Agency]* having our registered office at *[address]* (hereinafter called “the Bank”) are bound into **Colombo Lotus Tower Management Company (Pvt.) Ltd, 320, D.R. Wijewardana Mawatha, Colombo 10.** (Hereinafter called “the Employer”) in the sum of *[The Bidder should insert the amount of the Guarantee in words and figures]* for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this *[day]* day of *[month]*, *[year]*.

The conditions of this obligation are:

- (1) If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid; or
- (2) If the Bidder has been notified of the acceptance of his Bid by the Employer during the period of Bid validity:
 - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
 - (c) does not accept the correction of the Bid Price pursuant to Clause 22,

we undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer’s having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date *[Usually 28 days after the end of the validity period of the Bid.]* days after the deadline for submission of bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

Date..... Signature of the
Bank.....

Witness.....
Seal.....

Form: Performance Bank Guarantee (Unconditional)

To: Chief Executive Officer, Colombo Lotus Tower Management Company (Pvt.) Ltd, 320, D.R. Wijewardana Mawatha, Colombo 10.

Whereas *[name and address of Service Provider]* (hereinafter called “the Service Provider”) has undertaken, in pursuance of Contract No. **CLT/S/SER/RFB/25/42** dated *[date]* to **Garden Maintenance Services for Colombo Lotus Tower Management Company(Pvt) Ltd.** (Hereinafter called “the Contract”);

And whereas it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

And whereas we have agreed to give the Service Provider such a Bank Guarantee;

Now, therefore, we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Service Provider, up to a total of *[amount of Guarantee]* *[amount in words]*, such sum being payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of Guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Services to be performed there under or of any of the Contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until a date 28 days from the date of issue of the Certificate of Completion.

Signature and seal of the Guarantor.....

Name of Bank.....

Address.....

Date.....

Value Added Tax (VAT):

Service: Garden Maintenance.

Note: The bidder is required to show the total amount of V.A.T. for the bid, separately in the place shown below.

The bidder is strictly **instructed not to include V.A.T. in his bid value.**

VAT Registration Number

| | |
|--------------------------------|-------|
| | |
| VAT Component of the Bid Price | |
| | |

Signature of the Bidder.....

Company seal

Date:.....