



## **BIDDING DOCUMENT**

**CLEANING & MAINTENANCE OF THE WASHROOMS  
AT  
COLOMBO LOTUS TOWER**

**CLT/S/SER/RFB/26/04**

**THE EMPLOYER**

**CHIEF EXECUTIVE OFFICER**

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

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# **BIDDING DOCUMENT**

## **CLEANING & MAINTENANCE OF THE WASHROOMS**

**AT**

## **COLOMBO LOTUS TOWER**

**CLT/S/SER/RFB/26/04**

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## **INVITATION FOR BIDS (IFB)**

### **CLEANING & MAINTENANCE OF THE WASHROOMS AT COLOMBO LOTUS TOWER (CLT/S/SER/RFB/26/04)**

**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 **Cleaning and Maintenance of the Washrooms at Colombo Lotus Tower. (CLT/S/SER/RFB/26/04)**

1. 1. The Contract Period is 12 Months (**from 01<sup>st</sup> May 2026 to 30<sup>th</sup> April 2027**)
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 905 564 / E-mail – [tender@colombolotustower.lk](mailto: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 02<sup>nd</sup> February 2026 until 23<sup>rd</sup> February 2026 from 9.00 a.m. to 3.00 p.m.** upon payment of a **non-refundable fee of R s. 3,500.00** 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 24<sup>th</sup> February 2026. 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 12<sup>th</sup> May 2026.**
10. All bids shall be accompanied by a **"Bid-Security, of Rs. 170,000.00** Bid Security shall be **valid up to 09<sup>th</sup> June 2026** 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 **09<sup>th</sup> March 2026 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 Cleaning and Maintenance of the Washrooms, from eligible Registered firms who qualify under the criteria as stipulated here in this document, for a period of Twelve (12) months commencing from 01<sup>st</sup> May 2026 to 30<sup>th</sup> April 2027, 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 Cleaning and Maintenance of the Washrooms at Colombo Lotus Tower.**" 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 **12<sup>th</sup> May 2026**.

## **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 09<sup>th</sup> February 2026** 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 24<sup>th</sup> February 2026**. 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

1.11.1. The bidder shall meet all mandatory requirements outlined in the bidding documents to qualify for the Technical and Financial Evaluation. Only bidders who achieve 70% or more in the Technical Evaluation will qualify to proceed to the Financial Evaluation stage. Bidders scoring below 70% will be disqualified from further evaluation.

1.11.2. This evaluation approach ensures that only technically competent bidders are considered, while the final award is determined based on the most economical price.

### Technical Evaluation Criteria

No	Description of Criteria	Weighting Scores	Max Score
<b>Financial Capability</b>			
01	Minimum average annual turnover of LKR 5 million calculated as total certified payments received for contracts in progress or completed, within the last three (4) years.	Attach supporting documents such as Service orders / contracts -5 Marks for each year	20
02	Submit Audited statements for the last 3 years with an average turnover above 1 million.	Each Year for 4 Marks	12
<b>Commercial, Experience</b>			
03	Experience of the firm providing services for 3 contracts which relate to Washroom Maintenance. in the past 3 years (either to public/private sector)	3 similar contracts - 5 Marks each	15
<b>Understanding of Work &amp; Methodology</b>			
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 following key elements. The Marking system is as below <ul style="list-style-type: none"> <li>a) Cleaning of areas – 03 Marks</li> <li>b) System for tracking complaints from clients and poor performance areas – 03 Marks</li> <li>c) The products (chemicals etc.) need to be used. – 03 Marks</li> <li>d) Equipment to be used. – 03 Marks</li> <li>e) Managing quality of services offered – 02 Marks</li> <li>f) Work plans to be performed weekly, monthly and annually – 02 Marks</li> </ul>	16

<b>Client References</b>			
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
<b>Employee Remuneration Compliance</b>			
06	Evidence that all employees' remuneration is not below the minimum wage	Certified Pay slips of at least 3 employees (Janitors ) (certified by the Company accountant) with C Return Form – 2 Mark each	6
<b>Technical Capability</b>			
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, Import of Chemical Only for using on site or leasing agreement. - 2 ( 10 Mark ) per equipment List of equipment /tools - 1 (05 Mark )	15
<b>TOTALS SCORE</b>			<b>100</b>

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. 170,000.00 (Rupees One Hundred and Seventy Thousand Only)** form of bank guarantee from a Commercial Bank operating in Sri Lanka, valid **09<sup>th</sup> June 2026** 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 **Cleaning and Maintenance of the Washrooms at Colombo Lotus Tower. (CLT/S/SER/RFB/26/04)**, 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

<b>CUSTOMER NAME</b>	<b>DESCRIPTION</b>	<b>CONTACT DETAILS OF CLIENT</b>

8. Name Designation and qualifications of Qualified Person:

i) .....

ii).....

iii).....

iv).....

v).....

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

<b>PERIOD</b>	<b>TURNOVER</b>	<b>PROFIT AFTERTAX</b>
2022-2023		
2023-2024		
2024-2025		

(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.....

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**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 **Cleaning and Maintenance of the Washrooms** 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 Twelve (12) months plus twenty-eight (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 (Cleaning and Maintenance of the Washrooms at Colombo Lotus Tower):  
01<sup>st</sup> May 2026 to 30<sup>th</sup> April 2027**

**Extensions:**

#### **STATEMENT OF WORK.**

1. The Bidder shall provide, or cause to be provided, **Cleaning and Maintenance Service for the Washrooms** 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 **Cleaning and Maintenance** services.
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 services shall be provided for sixteen (16) hours per day in two shifts, unless otherwise agreed by the Contract Administrator. The Day (General) Shift shall be from 7:00 a.m. to 4:00 p.m., including a one (1) hour break period. The Second Shift shall be from 4:00 p.m. to 1:00 a.m. on the following day, including a one (1) hour break period, as per the shift schedule set out in Annex D. Any additional hours

of service required beyond the scheduled shift hours shall be treated as overtime and shall be charged at the agreed overtime rate, subject to prior approval of the Manager/Assistant Manager – Admin.

1.3.2. The Work Plan, including the detailed Understanding of Work and Methodology submitted under Section 04 during the technical evaluation stage, shall form an integral part of the Contract and shall be strictly adhered to throughout the Contract Period. Failure to implement and maintain the approved Work & Methodology during the Contract Period shall result in a penalty of 10% deduction from the respective month's invoice. In the event of repeated non-compliance, the Employer reserves the right to issue a formal warning and, if the non-compliance continues, to terminate the Contract in accordance with the termination provisions.

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.

#### 1.4. ATTENDANCE LOGBOOK & RECRUITMENT.

1.4.1. Daily attendance figures for both the General shift and Second duty 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.

1.4.2 All the Recruitment are carried out by the service provider with check on the background and knowledge of work. The deployment should have to send to contract Administrator via email with required details information of new employees.

1.4.3 The recruitment or deployment of former Company employees, or individuals who previously worked for other service providers at the Colombo Lotus Tower premises, is strictly prohibited. Access to the site may be granted only under exceptional circumstances and solely at the discretion of the Contract Administrator, subject to a formal assessment of past employment history and performance.

#### 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 should 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 cleaning 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 will identify and notify the Contractor about any materials that CLTMC intends to keep or reuse (salvage). Once identified, the Contractor must not dispose of these items as waste. Instead, the Contractor must place or deliver the marked materials to a designated location either a central collection point for CLTMC's salvage use or any other location specified by the Contract Administrator

#### 1.10. SMOKING & ALCOHOL AND DRUGS

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.

1.10.2. The possession, use, distribution, or being under the influence of alcohol, illegal drugs, or any intoxicating substances is strictly prohibited within the site premises. If any employee of the Contractor is found to be in possession of, using, or under the influence of alcohol or drugs while on duty or within the site, such individual shall be immediately removed from the site. The Contractor shall be required to

replace the individual without delay and may be subject to further action in accordance with the Contract provisions.

#### 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 5<sup>th</sup> of Calander Month. If any delay or failure results 10% of the monthly bill value before other deduction for the relevant month will be deducted as a penalty. All Related documents and all the chemicals must be produced for the Manager/Assistant Manager - Admin of CLTMC and must get approval before use.

2.4 All tools, power tools and other equipment shall be in a usable condition at all times, 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 monthly bill value before other deductions 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. Should replace the alternative item within 24 hrs. and if the contractor fails to replace it within the given time 5% of the monthly bill value before other deduction value for the relevant month will be deducted as a penalty.

2.7 The successful Bidder shall deploy permanent staff, including both workers and supervisors, in accordance with the requirements specified in Annex “D”. The deployed personnel shall not be changed without prior approval. Details of all workers and supervisors shall be submitted to the Manager/Assistant Manager – Admin for review and approval. Only personnel who have received such approval shall be permitted to enter the premises. Each worker or supervisor shall serve on site for a minimum period of one (01) month before being eligible for replacement. If the Contractor intends to replace or remove any worker or supervisor, prior written notification and approval must be obtained from the Manager/Assistant Manager – Admin of CLTMC. In the event of a change of Supervisor, the outgoing Supervisor shall provide a minimum of three (03) days of on-site training to the incoming Supervisor to ensure a proper handover. During this training period, payment shall be made for only one Supervisor. CLTMC reserves the right to increase or decrease the total workforce requirement by up to twenty-five percent (25%) with a minimum of two (02) weeks’ prior notice. If the workforce requirement exceeds this 25% threshold, additional worker charges shall apply as per the agreed rates.

2.8 The Bidder shall maintain the number of staff strictly in accordance with the requirements specified in Annex “D”. Failure to maintain the required staffing level shall result in a penalty equal to 50% of the applicable rate for the shortfall, calculated based on the rates provided in the Pricing Schedule for the respective month. The Bidder shall also perform the services in accordance with the approved Work Plan and Work Schedule. The work carried out shall be subject to periodic inspections by authorized Inspectors, and the findings shall be reported to the Admin Division. Any failure to comply with the Scope of Work or to maintain the required standard of performance shall be recorded in the inspection report. An Inspector’s report indicating unsatisfactory performance shall result in a 10% deduction from the monthly invoice value, prior to any other applicable deductions for that month. Monthly payments shall be released only upon satisfactory completion of the monthly Scope of Work and acceptance of the services by the Admin Division.

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 people, 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 competence of the personnel to be deployed as cleaning staff. (Both workers and Working Supervisors).

2.10 The Service Provider shall ensure that all cleaning chemicals, disinfectants, and equipment are used strictly in accordance with the manufacturer’s instructions, industry best practices, and applicable health, safety, and environmental standards.

2.11 The Service Provider shall strictly follow and maintain the approved color-coding system for cleaning tools and equipment to prevent cross-contamination. Separate color-coded materials shall be used for washrooms, wash basins, toilet bowls, floors, and other designated areas at all times.

2.12 All washrooms shall be cleaned and disinfected during each scheduled cleaning cycle using approved disinfectants to maintain hygiene, sanitation, and odor control standards.

2.13 The Service Provider shall maintain the required service quality and hygiene standards throughout the contract period and shall rectify any non-compliance identified by the Client without additional cost.

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

2.15 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.

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

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

2.18 At the end of the contract period, the Contractor shall hand over the premises to the Client in the same condition as recorded at the initial handover, subject to fair wear and tear. The Contractor shall ensure that all assigned areas are properly cleaned, cleared, and maintained to a satisfactory standard at the time of handover. If the Contractor fails to hand over the premises in an acceptable and satisfactory condition, the CLTMC reserves the right to undertake the necessary rectification work at the Contractor's cost. Such failure shall constitute a breach of contract, and the CLTMC shall be entitled to forfeit the Performance Bond, either partially or in full, to recover the cost of restoration and any associated damages.

**SCOPE OF WORKS - CLEANING & AND MAINTENANCE OF THE WASHROOMS**

Washrooms at Ticketing counter building and Main Guard Room, Washrooms at Observation Deck (29<sup>th</sup> Floor), Washrooms complex at Lotus One Five (15 M Level), 1<sup>st</sup> Floor, Ground Floor (Only the washrooms complex near exit gate), Basement, Car Park, Lotus by the Lake.

TO BE ATTENDED ONCE A MONTH	TO BE ATTENDED ONCE A WEEK	TO BE ATTENDED DAILY	TO BE ATTENDED TWICE / THREE TIMES A DAY	TO BE ATTENDED EVERY HOUR	TO BE ATTENDED EVERY 30 MINUTES
Changing the Urinal Pads	Removing cobwebs.  Floor Scrubbing.	Removing trash, debris and garbage from the washrooms.  Cater a janitor to be inside each washroom Complex. (A lady janitor for the ladies' washroom Complex and a male janitor for the males)	Disinfecting all related items in the washrooms.	Cleaning the wash basins and other fittings related to the washroom.  Sweeping, wiping and mopping the floor of the washrooms. Adding air fresheners.	Cleaning the urinal commodes and commodes.

Note: The supervisor shall conduct an inspection of the washrooms at least once every hour.

**Price Schedule**Purpose: **Cleaning and Maintenance Service for the Washrooms**Period: **12 Months (from 01<sup>st</sup> May 2026 to 30<sup>th</sup> April 2027)**Coverage: **Cleaning and Maintenance Service for the Washrooms at Colombo Lotus Tower.****BILL OF QUANTITIES – CLEANING & AND MAINTENANCE OF THE WASHROOMS**

<b>ITEM NO</b>	<b>DESCRIPTION</b>	<b>UNIT</b>	<b>QTY</b>	<b>RATE (EXCLUDING TAXES)</b>	<b>AMOUNT (EXCLUDING TAXES)</b>
1.	Providing services as described in Annex-A Per Month including Labour, Material and other charges	Month	12		
2.	Supply of Additional Cleaning Service personnel (Male) on request	Persons	350		
3.	Supply of Additional Cleaning Service personnel (Female) on request	Persons	350		
4.	Charges for Over Time	Per Hour	2000		
<b>Total</b>					
<b>SSCL (If Applicable)</b>					
<b>18% VAT (If Applicable)</b>					
<b>Grand Total</b>					

TOTAL IN WORDS: -

.....  
.....

**Additional details required for evaluation purposes**

ITEM NO	DESCRIPTION	UNIT	QTY	RATE (EXCLUDING TAXES)
1.	Supply of Cleaning Service Personal (Male)	08 hrs. Shift	1	
2.	Supply of Cleaning Service Personal (Female)	08 hrs. Shift	1	
3.	Supply of Cleaning Service Supervisor	08 hrs. Shift	1	
4.	Additional Hours	1 Hours	1	
5.	Materials cost per month	Month	1	

.....  
Authorized Signature of the Bidder

.....  
Date

Company Name : .....

**Chemical, Tools and Machinery requirements - Washrooms****Chemicals (Monthly Requirement)**

S/NO	ITEM	UNIT	QTY	REMARKS
1	Air Freshener (SLS and Health Ministry Certified) 5 L Bottle	Bottle	02	2 Bottle for Monthly and Total 24 Bottle annual
2	Glass Cleaner (SLS and Health Ministry Certified) – 5 L	Bottle	01	1 Bottle for Monthly and Total 12 Bottle annual
3	Tile Cleaner (SLS and Health Ministry Certified) – 5 L	Bottle	03	3 Bottle for Monthly and Total 36 Bottle annual
4	Go Getter ( TBC ) 5 L	Bottle	03	3 Bottle for Monthly and Total 36 Bottle annual
5	Stainless Steel Polish (SLS and Health Ministry Certified)	Bottle	0.5	0.5 Bottle for Monthly and Total 06 Bottle annual
6	Cream Cleaner (SLS and Health Ministry Certified)	Bottle	0.5	0.5 Bottle for Monthly and Total 06 Bottle annual
7	View Quick ( All Purpose ) 5 L	Bottle	02	2 Bottle for Monthly and Total 24 Bottle annual
8	Urinal Pads (Please specify the product features).	Nos	45	Need to provide photo proof and Annually required 540
9	Garbage Bags (S) Black	Nos	250	3000 bags for Annual

The Cleaning Service Provider shall submit a complete list of cleaning materials for approval prior to the commencement of the contract. Any subsequent changes or modifications to the approved materials shall be promptly reported to and approved by the Admin Department.

**Tools (Below mentioned amounts should be continuously maintained)**

S/NO	ITEM	UNIT	QTY	REMARKS
1	Rubber Glouse (Pair)	Nos	15	Annually
2	Plastic Broom	Nos	14	Annually
3	Wet Mop and Bucket	Nos	12	Annually
4	Deck Brush	Nos	18	Annually
5	Toilet Brush	Nos	18	Annually
6	Hand Brush	Nos	18	Annually
7	Cobweb Brush	Nos	2	Annually
9	Floor Squeegee	Nos	18	Annually
10	Micro Fabric (Red)	Nos	18	Annually
11	Micro Fabric (Blue)	Nos	18	Annually
12	Micro Fabric (Yellow)	Nos	18	Annually
12	Spray Bottles	Nos	27	Annually
13	Sponge	Nos	18	Monthly
15	Glass cleaning scraper	Nos	18	Annually
19	Toilet Plunger	Nos	2	Annually

**Machinery (Below mentioned machinery should be maintained continuously)**

S/N	ITEM	UNIT	QTY
1	Heavy Duty Floor Scrubber Polisher	Nos	1
2	High-Pressure Washer	Nos	1
3	Sign Boards	Nos	18
4	Extension Power Coad (50 M)	Nos	1
5	Extension Pole	Nos	1
6	Scrubbing Pads	Nos	12

**Requirement of the shifts for cleaning and maintenance of the washrooms**

**Requirement of the Workers**

<p><b><u>General Shift - 08 Hours</u></b>                  Weekdays &amp; Weekends - From 7 Am to 4 Pm - workers – 11                  Male – 05                  Female - 06</p>
---

<p><b><u>Second Shift – 08 Hours</u></b>                  Weekdays &amp; Weekends – From 4 pm to 1 Am - workers – 8                    Male - 04                  Female - 04</p>
---

**Requirement of the Supervisors**

<p><b><u>General Shift - 08 Hours</u></b>                  Weekdays &amp; Weekends – From 7 Am 4 Pm -                  Supervisor – 1</p>	<p><b><u>Second Shift - 08 Hours</u></b>                  Weekdays &amp; Weekends – From 4 pm to 1 Am -                  Supervisor – 1</p>
---	---

The services shall be carried out in two shifts: a General Shift of eight (8) hours and a Second Shift of eight (8) hours. Each shift shall include a one (1) hour break period.

Any additional hours of service required beyond the scheduled shift hours shall be considered overtime and shall be charged at the agreed overtime rate, subject to prior approval by the Client/Authorized Officer.

Are of Washroom for the required Carder assigned below

- Basement – Male – 01 (General Shift)
- 1<sup>st</sup> Floor – Male – 01 Female – 02 (General Shift & Second Shift)
- Ground Floor - Male 01 and Female 01 (General Shift & Second Shift)
- 29<sup>th</sup> Floor - Female – 01 (General Shift & Second Shift)
- Outside Vibe - Male 01 and Female 01 (General Shift & Second Shift)
- Outside – Car Park Area - Male 01 and Female 01(General Shift & Second Shift)

**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]

**Cleaning and Maintenance Services for the Washrooms at Colombo Lotus Tower**

**Procurement Number - CLT/S/SER/RFB/26/04**

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 three months commencing from [date] to [date]. The contract will be extended up to One year based on the satisfactory performance during the said observation / probation period.** Monthly contract (for 30 days) sum is [amount in numbers and word]. **03 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 cleaning service personnel (Male) on request - [amount in numbers]/per day
  - Supply of additional cleaning 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 **Cleaning and Maintenance Services for the Washrooms at Colombo Lotus Tower.**, 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 **Cleaning and Maintenance Services for the Washrooms at Colombo Lotus Tower. (CLT/S/SER/RFB/26/04)** (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/26/04** dated *[date]* to execute **Cleaning and Maintenance Service for the Washrooms at Colombo Lotus Tower**. (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.....

**Format of Non-collusion Affidavit**

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

- a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
- b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
- c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

.....  
Signature of the Declarant

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me on this .... day of ... at ...  
BEFORE ME,

.....  
JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

**Value Added Tax (VAT):**

**Service: Cleaning and Maintenance Service for the Washrooms at Colombo Lotus Tower.**

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:.....

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