



BIDDING DOCUMENT

**STAFF WELFARE CANTEEN OPERATION
AT
COLOMBO LOTUS TOWER**

CLT/S/SER/RFB/26/02

THE EMPLOYER

CHIEF EXECUTIVE OFFICER

COLOMBO LOTUS TOWER MANAGEMENT COMPANY (PVT) LTD

NO 320, D R WIJewardane Mawatha, COLOMBO 10

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DO NOT COPY

INVITATION FOR BIDS (IFB)

STAFF WELFARE CANTEEN OPERATION AT COLOMBO LOTUS TOWER (CLT/S/SER/RFB/26/02)

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 Staff Welfare Canteen Operation at Colombo Lotus Tower. (CLT/S/SER/RFB/26/02)

1. 1. The Contract Period is 12 Months (**from 01st March 2026 to 30th March 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** 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 02nd February 2026 until 20th February 2026 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 23rd 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 13th April 2026.**
10. Bidders are expected to attend **the pre-bid meeting**, which will be held on **06th February 2026 at 11.00 am** 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 Staff Welfare Canteen Operation, from eligible Registered firms who qualify under the criteria as stipulated here in this document, for a period of Twelve (12) months commencing from 01st March 2026 to 30th March 2027, as per terms and conditions and annexed schedules, complete in every respect.

1.2 Eligibility

Bidders shall be legally registered entities with experience in canteen, catering, or food service operations.

1.3 Documents to Accompany the Bid and Post-Bid Requirements

The following documents shall be submitted together with the bid. Failure to submit any of these documents may result in rejection of the bid

- a) Form of bid, duly completed, signed, dated and sealed.
- b) Qualification information tables shall be duly completed, signed, dated and sealed.
- c) Price Schedule Annex A duly completed, signed, dated and sealed.
- d) Certified copy of the Incorporation or Business Registration / NIC Copy for not business registration.

Documents to be Submitted by the Successful Bidder Prior to Signing the Agreement

Trade License for the Contract year

- e) Valid Trade License for the relevant contract year.
- f) Valid Premises (Canteen) License issued by the relevant local authority.

Failure to submit the above documents within the specified period may result in cancellation of the award and forfeiture of the security deposit / Refundable Deposit.

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 "**Staff Welfare Canteen Operation 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 **13th April 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 **11.00 am on 06th 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 **23rd February 2026 at 02.00 pm**. 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.

1.13 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 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.

1.15. Site Allocation

- Total area allocated for canteen operation: 270 square feet (SQF) strictly for the canteen counter and food display shelves.
- Remaining area shall be used exclusively for dining/seating arrangements.
- Only Pre-Cooked Food server this premises.

1.16. Rent and Utility Charges

- Monthly rent: LKR 10,000.00 payable on or before the 10th day of each month.
- Electricity and water charges shall be billed based on actual consumption and shall be paid by the service provider. The maximum available electrical capacity is 20A/3-phase.

1.17. Furniture and Equipment

- Dining area furniture (tables and chairs) will be provided by CLTMC.
- All other furniture, equipment, utensils, appliances, and materials required for canteen operations shall be provided by the Contractor at their own cost.

1.18. Operating Hours

The Staff Welfare Canteen shall operate:

- From 8:00 a.m. to 9:00 p.m.
- 365 days a year, including weekends and public holidays.
- Any extension of operating hours shall be notified and approved by the Contract Administrator.

1.19. Staff Welfare Meal Arrangements

The Contractor shall provide staff welfare meal and tea services in addition to the regular breakfast, lunch, and dinner services offered as per the Price List annexed A under the Section II to this agreement, strictly in accordance with the requirements and instructions of the CLTMC Administration Division.

The scope of staff welfare arrangements shall include, but not be limited to, the following:

- Provision of daily staff tea services (morning and evening) as requested by the Administration Division.
- Arrangement and supply of night-shift staff dinner meals and/or refreshments in line with operational requirements communicated by the Administration Division.

All staff welfare meal and tea services shall be supplied only upon official request or authorization by the CLTMC Administration Division.

1.20. Payment Terms

Payments for the above-mentioned staff welfare meal and tea arrangements shall be:

- Billed separately from regular canteen sales,
- Supported by monthly invoices submitted by the Contractor, and
- Certified by the CLTMC Administration Division prior to payment.

Settlement of such invoices shall be made at the end of each month, subject to satisfactory service delivery and certification.

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 **Staff Welfare Canteen Operation at Colombo Lotus Tower. (CLT/S/SER/RFB/26/02)**, 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 Service 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.

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 if any:

(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 two 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

9. VAT Registration No:

10. Provide the Details of Food Preparation Location / food supplier:-

11. Brief description of main business activities:

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 Supply palatable food items cooked/prepared at their own kitchen premises, under highly hygienic conditions and serve the food with acceptable standards,

1.2.5 Use their own crockery, cutlery, paper plates, paper serviettes, chaffing dishes and tablecloths etc. for serving.

1.2.6 Meal packets for breakfast, lunch, dinner and refreshments should be provided in a suitable manner whenever it is necessary.

1.2.7 Please note that CLTMC will not provide a water boiling facility or refrigerator facilities. Therefore, the supplier is required to arrange and provide these facilities as part of the service.

1.2.8 Ensure that stewards deployed are attired smartly in clean uniform with shoes, in a manner acceptable to the CEO of CLTMC.

1.2.9 Ensure that Successful Bidder should take measures to remove surplus foods remaining unconsumed and any other wastage after the service.

1.2.10 Please note that the canteen service is provided exclusively for CLTMC staff and Security staff, cleaning service staff.

1.2.11 Abide by the instructions that may be issued by the Director of CLTMC from time to time, according to the prevalent conditions and requirements of the CLTMC.

1.2.12 At the time of bidding, details of the food preparation location and/or the food supplier shall be clearly and transparently disclosed.

1.3 Contract Period

1.3.1 The contract shall be valid for a 12 Month period specified by CLTMC, subject to satisfactory performance.

1.3.2 For the contract period, an agreement shall be executed between the successful bidder and Colombo Lotus Tower Management Company (CLTMC).

1.4. Refundable Deposit

1.4.1 The refundable deposit of LKR 60,000.00 shall be retained by CLTMC as security for performance and compliance with contract conditions.

1.5. Payment Obligations

1.5.1 That the Service Provider will be charged a rent of Rs. 10,000/- per month & will have to be deposited in the Staff welfare Bank Account before 10th of every month.

1.5.2 Utility charges (Water & Electricity) shall be paid as usage; the separate meter will be shows the reding of usage.

1.5.3 The Service Provider shall also provide additional services, including the supply of staff welfare tea and night-duty meals, in accordance with the Price Chart under Section II of Annexure A. These services shall be delivered through the Staff Welfare Canteen Operation in line with CLTMC requirements. Payment terms for these additional services shall be agreed upon with the successful bidder.

1.6. Hygiene and Safety

1.6.1 Bidders should take all necessary measures to adhere to health and safety guidelines imposed by Health Authorities in possible circumstances of public health hazards.

1.6.2 If required, the bidder shall allow authorized representatives to inspect the kitchen premises supplying the food at any time, without objection.

1.7. Termination

1.7.1 CLTMC may terminate the Contract by giving one (01) month's written notice to the Contractor in the event of unsatisfactory performance, misconduct, or any act or omission on the part of the Contractor or the personnel deployed by the Contractor.

1.7.2 Without prejudice to any other rights or remedies, CLTMC reserves the right to terminate the Contract with immediate effect in the event of any of the following:

- I. Non-payment of monthly rent and/or utility charges (electricity and water) within the stipulated time period.
- II. Poor or unsatisfactory service quality, including failure to maintain hygiene, food safety standards, or agreed service levels.
- III. Breach of any terms and conditions of the Contract, instructions issued by CLTMC, or applicable laws and regulations.

1.7.3 Upon termination, the Contractor shall vacate the premises, remove all their property, and hand over the site in good condition to CLTMC without any claim for compensation.

1.8 Non-transferable Bid

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

1.9 Site visits

1.9.1 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 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.

1.10 Disputes

1.10.1 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.

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 (Staff Welfare Canteen Operation at Colombo Lotus Tower): 01st March 2026 to 30th March 2027

Extensions:

STATEMENT OF WORK.

1. The Bidder shall provide, or cause to be provided, Staff Welfare Canteen Operation of the Colombo Lotus Tower, located at D.R. Wijewardena Mawatha, Colombo 10.
2. The Bidder shall provide all necessary supervision, manpower, materials, consumables, tools, and equipment required for the proper functioning of the canteen. The Bidder shall ensure the daily preparation, cooking (Outside), and serving of food and beverages in accordance with approved menus, prices, hygiene standards, and service quality requirements.
3. The Bidder shall complete a property-wide inspection and assessment using visual inspections and, as needed, inspection monitoring devices.
4. The Bidder can be a firm registered with the Provincial Council / Divisional Secretariat/ Registrar of the Companies or individual.
5. The Bidder should have satisfactorily carried out similar services during the past 2 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 Pricing Schedules Annex 'A'. All financial and stamp fees for the preparation of the contract shall be borne by the successful bidder as applicable.
7. The successful bidder shall submit a valid Trade License within one (01) month from the commencement date of the service.

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 13 hours and except as otherwise agreed upon by the Contract Administrator, all work on the Facilities shall be performed between 8.00 a.m. and 9.00 p.m. every day and shall not interfere with daily operations.

1.3.3. The initial inspection of the facilities shall be completed prior to the submission of bids. Following the award of the contract, the schedule for subsequent facility inspections shall be subject to approval by the Contract Administrator.

1.4. CONTRACTOR ACCESS.

1.4.1. Access routes, entrance gates or doors, parking 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 established areas. 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.

1.4.2 Transportation of food items and materials between the Service Entrance and the 1st Floor Cafeteria shall be carried out using appropriate trolleys or carts in a safe and orderly manner, without causing inconvenience or disturbance to customers or visitors.

1.5. EXISTING UTILITIES AND STRUCTURES.

1.5.1. 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.

1.6. WASTE REMOVAL.

1.6.1. 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, Food Serving staff 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.

1.8.2. The successful bidder has to provide authorized identification cards to the staff and they must wear 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.

1.9. 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.

PRICE SCHEDULEPurpose: **Staff Welfare Canteen Operation**Period: **12 Months (from 01st May 2025 to 30th April 2026)**Coverage: **at Colombo Lotus Tower.****BILL OF QUANTITIES –**

The bidder shall quote the unit selling price, inclusive of all applicable taxes, levies, and charges, for each item listed below. Price evaluation for the final contract award shall be based on the two category price charts. Prices quoted under the Staff Welfare category shall be equal to or lower than those quoted under the Canteen Operations category. Under no circumstances shall the Canteen Operations prices exceed the Staff Welfare prices. All quoted prices shall remain fixed for the entire contract period.

i. Canteen Operation Price Evaluation Chart**A. Main Food Items**

No.	Item Description	Unit	Unit Price (Rs.)	Remarks
1	Rice & 4 Curry (Vegetarian) With Papadam	Packets		
2	Rice & 3 Curry + (Fish) - With Papadam	Packets		
3	Rice & Curry (Chicken) With Papadam	Packets		
4	Fried Rice (Chicken)	Packets		
5	Kottu (Vegetarian)	Packets		
6	Kottu (Egg)	Packets		
7	Kottu (Chicken)	Packets		
8	String Hoppers Set (15 Nos) with Curry	Packets		
9	Hoppers with Lunumiris	Per Piece		
10	Short Eats (Roll/Patties/ Veg Rotti)	Per Piece		
Total				

B. Breakfast Items

No.	Item Description	Unit	Unit Price (Rs.)	Remarks
1	Milk Rice	Per Plate		
2	Roti with Curry / Sambol / Lunumiris	Per Plate		
3	Egg Roti	Per Piece		
4	Bread with Curry & Sambol	Per Plate		
	Rice & Curry	Per Plate		
Total				

C. Beverages & Desert

No.	Item Description	Unit	Unit Price (Rs.)	Remarks
1	Plain Tea	Per Cup		
2	Milk Tea	Per Cup		

3	Coffee with Milk	Per Cup		
4	Plain Coffee	Per Cup		
5	Soft Drink	Per Bottle		Need to be forward the Breakdown
6	Yogurt	Per Cup		
7	Ice Cream	Per Cup		
Total				

ii. CLTMC Staff welfare Price Evaluation Chart
D. Staff Welfare Tea

No.	Item Description	Unit	Unit Price (Rs.)	Remarks
1	Plain Tea	Per Cup		
2	Milk Tea	Per Cup		
3	Coffee with Milk	Per Cup		
4	Plain Coffee	Per Cup		
Total				

iii. Staff Welfare Night Shift Duty Staff Meals (Dinner)
E. Staff Welfare Dinner

No.	Item Description	Unit	Unit Price (Rs.)	Remarks
1	Rice & Curry (Chicken) With Papadam	Packets		
2	Fried Rice (Chicken)	Packets		
3	Kottu (Chicken)	Packets		
4	Noodles (Chicken)	Packets		
5	Pittu with Chicken Curry , And Coconut sambal	Packets		
6	String Hoppers Set (15 Nos) with Chicken Curry , And Coconut sambal	Packets		
Total				

Notes for Tender Conditions

- Prices shall be fixed for the contract period unless otherwise approved by CLTMC.
- Quality, portion size, and hygiene standards must be maintained as per tender conditions.
- CLTMC reserves the right to request revision or removal of items based on staff welfare needs.
- Only freshly prepared tea shall be served at the Staff Welfare Canteen.
The use of pre-mix tea, instant tea powders, vending machines, or pre-mixed machine tea is strictly prohibited under this tender.
- All tea must be prepared using standard tea bags, Milk Powder, sugar, and clean potable water, in compliance with accepted food safety and hygiene standards.
- Failure to comply with this requirement shall be treated as a breach of contract and may result in penalties, suspension, or termination of the canteen service agreement.

Declaration by the Bidder

I hereby certify that the above prices are true, correct, and inclusive of all applicable taxes, and we agree to supply the above items at the quoted prices for the duration of the contract.

Authorized Signature of the Bidder

Date

Company Name : _____

DO NOT COPY

STANDARD FORMS

DO NOT COPY

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

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]*

Form: Letter of Acceptance

Date : [Date/Month/Year]

To: [name and address of the Service provider]

Staff Welfare Canteen Operation at CLTMC Procurement Number - CLT/S/SER/RFB/26/02

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]. **3 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 Refundable deposit is [amount in numbers]. The Refundable deposit shall be submitted on or before [date]. Cheque or Cash and shall be valid up to [date].
3. The submission of the Trade license should be provide within the one month of commencing of contract.
4. Monthly payments for services as per the Price schedule under section II for CLTMC Staff welfare price evaluation chart according to the monthly usage.
5. Furthermore, you are requested to sign the Contract agreement for the above **Staff Welfare Canteen Operation**, No. 320, D.R. Wijewardana Mawatha, Colombo 10 on or before [date].

Authorized Signature:

Name and Title of Signatory:.....

Name of Agency:.....