



Bid Document

Supply of Cleaning Services for Bastian Mawatha Inter provincial Bus Terminal, Pettah including NTC Sub Office and a sanitary container.

NTC/F&P/Ja-BMBT/20/101

National Transport Commission
241, Park Road,
Colombo 05.
www.ntc.gov.lk



INVITATION FOR BIDS

NATIONAL TRANSPORT COMMISSION

Supply of Cleaning Services

The Chairman, Department Procurement Committee on behalf of the National Transport Commission now invites sealed Bids from eligible and qualified bidders for Supply Cleaning Services for Bastian Mawatha Interprovincial Bus Terminal, Pettah including NTC Sub Office and a sanitary container.

All bidders shall be registered with the Registrar of Companies, under the specialty having the experience given below.

i. Business Registration Required:

Specialty: Supply of Janitorial Services

ii. Experience Required: Last 05 years experience in supply of Janitorial service at least 03 reputed institutions.

Interested eligible bidders may obtain further information from Assistant Director (Procurement), National Transport Commission 241, Park Road, Colombo 05 and can inspect the Bidding Document at the same place on working days from 10.00 hrs to 14.00hrs.(011 2503969)

A complete set of Bidding Documents can be downloaded from National Transport Commission website. (www.ntc.gov.lk)

Bids shall be valid up to 90 days from the date of opening of the Bid.

Bids must be dropped in the tender box at the Procurement Section, on or before **14.00hrs** on **27-01-2021** Late bids will be rejected. Bids will be opened soon after closing in the presence of the bidders representatives who choose to attend.

Chairman
National Transport Commission
241, Park Road
Colombo 05
www.ntc.gov.lk

CONDITIONS OF BIDS FOR CLEANING SERVICES

Sealed Bids are invited for cleaning services of the premises of the **Bastian Mawatha Interprovincial Bus Terminal, Pettah including NTC Sub Office and for a sanitary container.**

1. Period of Contract

The period of Contract will be **one year** and the successful Cleaning Service Agencies will be required to enter into agreement with the National Transport Commission before engaging in the service.

2. Application

a. Bids must be submitted on forms issued by the National Transport Commission, duly completed and signed.

b. Any bid which is not in conformity with any or all of the conditions laid down here in is liable to be rejected.

c. Bidders must satisfy themselves before submission of bid that the required materials (disinfectant etc.) and equipment (broom stick, mop per & Vacuumed cleaner etc.) are available.

d. No consideration whatsoever will be given to the selected Bidder for failure to carry out the contract for reasons of non – availability of materials and equipment.

e. No alternation should be made in the Bid or in the other documents annexed thereto. All alterations and erasures of particulars filled in by the contractor in the Bid should be initiated by him.

3. Submission of Bids

f. The original and duplicate of Bid with all supporting documents annexed must be enclosed separately and enveloped or packaged and marked respectively on the top left hand corner **“Bid for the Cleaning Service for Bastian Mawatha Bus Terminal”**

g. Both such envelopes and packages should be enclosed in one securely sealed cover marked **“Bid for the Cleaning Service for Bastian Mawatha Bus Terminal”** and addressed to the Chairman, National Transport Commission, No.241, Park Road, Colombo 05.

4. Closing/Opening of bids

a. Bid deposited in the Bid box at the office of the Procurement Section on before **14.00hrs on 27-01-2021** The Bids will be opened at **14.00hrs 27-01-2021**. Bids, received after the closing time will not be opened and will be returned to the bidder. The Bidder or his one authorized representative may be present at the opening of Bids.

5. Documents & details to accompany Bid

All Bids shall contain adequate particulars in respect of the items offered. Failure to furnish the following documents and details indicated below along with the bid shall result in the bid being rejected.

1. Name & the profile of the Bidder.
2. Copy of Business Registration.
3. Bid Security.
4. Documentary proof for recent supply of janitorial service to customers in similar magnitude with contact details.
5. Service certificates of the services provided by the bidder for last five years with contact details of the client companies.
6. Particulars of service presently under taken by the bidder company with period of contract and client company details.
7. Number of employees attached to the bidder company with respective designations.
8. Proof documents for payment of EPF and ETF contribution to the company.
9. List of chemicals used with brand names (Chemical shall Biological & Environmental Friendly)
10. List of equipment used – list the mandatory equipments
11. Available Certificates (Performance, Quality, Standards, Awards & Ratings)
12. Audited Financial Statements for last three years (2019, 2018, 2017)
13. Any other information the bidder to include.

6. Bid Security

The Bidder shall furnish a Bid Bond in favor of Chairman, National Transport Commission to the value of following amount bid amount along with the perfected bids obtained from a recognized Commercial Bank in Sri Lanka valid for a period of 90 days from the date of closing of the tender. The above Bid Bond should be submitted with the original bid. Failure to submit the Bid Guarantee along with the Bid will result in the Bid being rejected. (Annexure “C”)

Premise	Bid Security Amount (Rs.)	Validity Period Up to
Bastian Mawatha Bus Terminal, Pettah	Rs.70,000.00	90 days from the date of closing

7. Performance Security

Bidder whose bid is accepted shall be required to furnish a performance security in a sum of 10% of the full value of the Bid (annual amount) issued by a recognized Commercial Bank, in Sri Lanka, with such security shall be furnished within Fourteen (14) days of award of Bid.

The Performance Security Shall be in accordance and the form given **Annexure “ D “** and valid till twenty eight (28) days beyond the intended completion of the tender for the Supply of Janitorial service to National Transport Commission.

The successful Bidder ,in the event of his failure to furnish the Performance Security as required, shall be liable for any losses, costs, expenses and damages which the National Transport Commission, any sustain in consequence of such failure, and the Bid Security be forfeited.

8. Evaluation and Comparison of Bids

1. Name & the profile of the Bidder.
2. Business Registration.
3. Bid Security.
4. Compliance with the instructions / General Conditions of Tenders/Specific conditions of tenders
5. Experience. Service certificates of the services provided by the bidder for last five years with contact details of the client companies.
6. Form of bid & Price Schedule
7. Documentary proof for recent supply of janitorial service to customers in similar magnitude with contact details.
8. Particulars of service **presently** under taken by the bidder company with period of contract and client company details.
9. Number of employees attached to the bidder company with respective designations.
10. Audited Financial Statements for last three years (2019, 2018, 2017)

9. General Conditions

Prospective Bidder shall:

- a) Be a firm registered in Sri Lanka under the Business Names Registration Ordinance or incorporated under the Companies Act.
- b) The Bidder should have satisfactorily carried out a similar service to the value of Rs.500,000 /= or above per month per contract for the immediate past two years up to the date of closing of the Bid.
- c) The Bidder should have a minimum, number of 40 experienced staff employed continuously in janitorial work, under the Company providing the service currently, through out the immediate past 2 years, up to the closing date of this Bid.
- d) The Bids should be firm and subject to no variations.
- e) The Bidder whose bid is accepted should make arrangement to appoint a Supervisor. The Supervisor should work during 24 hours under the direction and instruction of Assistant Director (Administration) National Transport Commission.
- f) The cleaning work should be done in 365 days. (24 hours)
- g) Though the office time commences at 8.30 am, the selected bidder is expected to do the cleaning in certain areas before this time. However a flexible time could be arranged in consultation with the officer in charge for the sections.

- h) All Janitors should be in uniform and possess suitable identity card and produce it to the authorized officer of the Organization if required to do so.
- i) The Commission will provide water (except high pressure water) and electricity required for the execution of the works.
- j) Payments will be made on the recommendations of the respective Manager (Bastian Mawatha Bus Terminal)/ AD (Administration)/Director General /Chairman
- k) The contractor is expected to full fill the description of works as described below. If they fail to full fill any part of the work, Rs 1% amount will be deducted from the payment of the particular month. (in addition to Compulsory work mention in the Price schedule)
- l) All janitors should be good character and moral conduct.
- m) The damages caused by the janitors while performing the duties will be deducted from the monthly payment of the selected bidder.
- n) If the services of the selected bidder are not satisfactory, the Commission has the right to terminate their service by giving one month prior notice.
- o) If any bidder is not registered for VAT he/she should indicate the net value of the bid. Under this category, bidders should obtain and attach a letter from the Commissioner, Department of Inland Revenue certifying that the company has not been registered for VAT.
- p) All offers received will be examined to determine the eligibility of bidder's responded and substantial responsiveness of bids received. A substantially responsive bid is one, which conforms to the terms, conditions and specifications of the Bidding Document. Incomplete bids will be rejected.
- q) The National Transport Commission Procurement Committee reserves to itself the right without question, to reject any or all of the Bids and it will not bound in any way to accept the lowest or any Bid.
- r) The expenses incurred in connection with the preparation of the bid shall be bound by the Bidder.
- s) Insurance workmen - The contractor shall obtain an insurance cover for his workmen for the period for time for completion against any accidents or injury. The contractor shall indemnify the employer from any claims or compensation with respect to contractor's workmen.
- t) Circular on Janitorial Service- The contractor shall abide by the latest Government circular/ Janitorial services circulars services with respect to minimum wages.

10. SPECIAL CONDITIONS

- a) The successful service providing company (company) shall supply the agreed number of male and female janitors and supervisors (employees) on full time basis especially during office hours.
- b) The Company shall provide the services as per the agreement based on the effected schedule of prices attached to purchase order and payment shall be effected only for the number of janitors supplied.
- c) Removal of daily collected garbage out of all premises of Bastian Mawatha bus terminal disposing them according to the rules and regulations of the relevant Authorities. Dumping area/site is the responsibility of contractor.
- d) **The absenteeism shall be kept minimum and the successful company shall provide replacement employees and it is a compulsory requirement.** However the company shall agree to a penalty of Rs.1200.00 per employee per day for absenteeism.
- e) The consumables used for Janitorial activities shall be branded items which are commonly (Biological & Environmental Friendly) used in the market. Bulk purchases without brand names are not allowed .The Company shall maintain adequate stocks of consumables for proper implementation of janitorial activities .Prior approvals to be obtained for all the consumables to be used. Dilution of chemicals is not permitted.
- f) The period of contract is **12 months** subject to successful completion of **three months** period.
- g) National Transport Commission remains right to terminate the contract within one month notice.
- h) The contact will be awarded to the successful bidder initially for a period of 03 months as probationary.

Declaration

I am aware that the condition of governing the submission and the acceptance of the bid are as specified above.

Signature of Bidder:-----

Bidders Name

Rubber Stamp: ----- Date:

Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:..... *[insert date (as day, month and year) of Bid Submission]*

No.....: *[insert number of bidding process]*

To:

.....
..... *[* insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.:*[insert the number and issuing date of each Addenda]*;

- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services **Supply of Cleaning service for Bastian Mawatha inter provisional Bus Terminal, Pettah**;

- (c) The total price of our Bid without VAT, including any discounts offered is:.....
.....
..... *[insert the total bid price in words and figures]*;

- (d) The total price of our Bid including VAT, and any discounts offered is:
.....*[insert the total bid price in words and figures]*;

- (e) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the National Procurement Agency;

- (f) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

- (g) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed:*[insert signature of person whose name and capacity are shown]*

In the capacity of..... *[insert legal capacity of person signing the Bid Submission Form]*

Name:*[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of:*[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Application Form for Cleaning Services

Bastian Mawatha Interprovincial Bus Terminal and NTC Sub Office

1. Name of the Company :
2. Business Address :
4. Telephone No. :
5. E-mail Address :
6. Company EPF No. :
7. Business Registration No. & Date :
8. Experience in last five years.

S.No	Place	from	To	Years	Reference page No.

9.VAT registration No. (if available)

Price schedule –Bastian Mawatha Bus Terminal, and NTC sub office

	A	B	C	D	E	F
Category	No. of Employee	Salary per month per employee	EPF	ETF	Sub total Without vat (B+C+D)	Total Cost without VAT (A*E)
Supervisor	02 (Day & Night)					
Janitors /Lead person	12 (Day & Night)					
Total (Rs.)						
Over Head Charges (Chemicals, broom stick, mop Vacuumed cleaner etc.....) per month						
*Monthly Garbage Colleting & Removing Price Per month						
*High pressure washing the panels& Floor of every Bus shelters –Once a month						
Administration Charges (If any)						
Total Price (Monthly) without VAT						
VAT						
Total Price with VAT						

11. Total quoted Price (without Tax)

Rs.....

(in words)

12. Mandatory

**** Removal of daily collected garbage out of all premises of Bastian Mawatha Bus Terminal, Pettah and disposing them according to the rules and regulations of the relevant Authorities. Dumping area/site is the responsibility of contractor.***

****High pressure washing the panels & Floor of every Bus shelters –Once a month***

Signature of Bidder:.....

Name of Bidder :

Address :

.....

Date :.....

.....

(Rubber Seal)

i EPF File No.

-.....

ii ETF File No. -

iii. Tax file No. -

13. Details of training received by the janitors -.....

.....
.....

14. Whether the Janitors have been trained in application of Industrial housekeeping systems

.....

15. Whether the organization/firm is agreeable to cover the scope of services mentioned in the annexure "A" (page 06, 07 & 08)

.....

16.What type of cleaning machinery and chemicals do you use ?

.....

.....

....

16.Any other particulars of interest

.....

.....

Signature of Person authorizes to sign for and on behalf of the Organization /Firm

Name -

Designation -

Address -

Date -

Annexure “A”

PROVISION OF JANITORIAL SERVICES – BASTIAN MAWATHA BUS TERMINAL

Scope of services

24 hours service (Monday to Sunday)

Daily sweeping & clean the floor area during night and continuous maintenance of cleaning inside the premises (04 bus terminal)

Daily sweeping and clean the floor area of Bus Terminal

Brushing in and around all bus shelters

Toilet inside and removal of rubbish from the premises.

Removing of rubbish after cleaning from the premises.

Make arrangements to dispose waste materials systematically by using recommended bins.

Clean & maintain the drains.

BASTIAN MAWATHA –NTC sub Office

Cleaning the office building

Sweep and clean the floor areas of the building.

Damp mop where necessary.

Wipe and clean furniture and effects.

Sprays wipe and clean glasses.

Wipe and clean all partitions.

Disposal of waste material.

Wash clean and disinfect toilets

1. Morning –before 8.30 a.m
2. Afternoon - before 12.30 p.m
3. Evening –After 4.00 p.m

Weekend services

Dusts wipe and clean electrical fittings

Dusts wipe and clean ceilings

Remove cob webs - Wash /wipe window cleaning

Intensive cleaning of toilets

Periodical wash of Curtains

Monthly Services

Industrial polishing of BASTIAN MAWATHA –NTC sub Office

Once a month

High pressure washing the panels& Floor of every Bus shelters

Staff Requirement

02supervisor

12 janitors for full time for 2 shifts per day (24 Hours Service)

Mandatory

Removal of daily collected garbage out of all premises of Bastian Mawatha Bus Terminal, Pettah and disposing them according to the rules and regulations of the relevant Authorities. Dumping area/site is the responsibility of contractor.

Declaration

I am aware that the condition of governing the submission and the acceptance of the bid are as specified above.

Signature of Bidder:-----

Rubber Stamp: -----

Date:

Annexure "C"

Bid Guarantee

[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

----- [insert issuing agency's name, and address of issuing branch or office] -----

*Beneficiary: ----- [name and address of Purchaser]

Date: ----- [insert (by issuing agency) date]

BID GUARANTEE No.: ----- [insert (by issuing agency) number]

We have been informed that ----- [insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners] (hereinafter called "the Bidder") has submitted to you its bid dated ----- [insert (by issuing agency) date](hereinafter called "the Bid") for the supply of [insert name of Supplier] under Invitation for Bids No. ----- [insert IFB number] ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- [insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of --- ----- [insert amount in figures] ----- [insert amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ----- (insert date)

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. _____

[signature(s) of authorized representative(s)]

Annexure "D"

Performance Security

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

----- [Issuing Agency's Name, and Address of Issuing Branch or Office] -----

* Beneficiary:----- [Name and Address of Employer] -----

Date: -----

PERFORMANCE GUARANTEE No.: -----

We have been informed that ----- [name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- Supply of ----- [name of contract and brief description] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we ----- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in figures] (-----) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of, 20.. [insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

[signature(s)]