



**RAJARATA UNIVERSITY OF SRI LANKA
MIHINTALE**

**Supply of Janitorial Services for
Rajarata University of Sri Lanka - 2024/2025
*Mihintale Premises***

RJT/ADM/AD6/01/2024-2025(02)

Special Conditions of Contract

1. General Provisions

1.1 Definitions

Unless the context otherwise requires, the following items whenever used in this Contract have the following meanings.

- (a) **Activity Schedule** is the priced and completed list of items of services to be performed by the service provider forming part of their bid.
- (b) **Completion Date** means the date of completion of the services by the service provider as certified by the Employer.
- (c) **Contract** means the Contract signed by the Parties, to which these Conditions of Contract (CC) are attached, together with all the documents listed in Clause 1 of such signed Contract.
- (d) **Contract Price** means the price to be paid for the performance of the service, in accordance with Clause 6.
- (e) **Employer** means the party who employs the service provider.
- (f) **Party** means the Employer or the service provider, as the case may be, and **Parties** means both of them.
- (g) **Personnel** means persons hired by the service provider as employees and assigned to the performance of the services or any part thereof.
- (h) **Service Provider** is a person or corporate body whose bid to provide the services has been accepted to the Employer.
- (i) **Service Provider's Bid** means the completed bidding document submitted by the service provider to the Employer.
- (j) **Employer's Requirements** means the completed bidding document submitted by the service provider by the employer.
- (k) **Service** means the work to be performed by the service provider pursuant to this contract, as described in Appendix A; and in the Employer's Requirements and Schedule of Activities included in the service provider's Bid.

- 1.2 Applicable Law The Contract shall be interpreted in accordance with the laws of the Socialist Democratic Republic of Sri Lanka.
- 1.3 Language This Contract has been executed in English Language.
- 1.4 Notices Any notice, request or consent pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the party to whom the communication is addressed or when sent by registered mail, to such party at the address specified in the Contract Data.
- 1.5 Location The Service shall be performed at such locations as are specified in Appendix A, in the Employer's Requirements and, where the location of a particular task is not so specified, at such locations, as the Employer may approve.
- 1.6 Authorized Representatives Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Employer or the Service Provider may be taken or executed by the officials specified in the Contract Data.

2. Commencement, Completion, Modification and Termination of Contract

- 2.1 Effectiveness of Contract This contract shall come into effect on the date and Contract is signed by either parties or such other later date as may be stated in the Contract Data.
- 2.2 Starting Date The service provider shall start carrying out the services seven (07) days after the date the Contract become effective, or at such other date as may be specified in the Contract Data.
- 2.3 Contract Period Unless terminated earlier pursuant to Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is specified in the Contract Data. If the service provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.
- 2.4 Force Majeure
 - 2.4.1 Definition For the purposes of this Contract, **Force Majeure** means an event which is beyond the reasonable control of a party and which makes a party's performance of its obligations under the contract impossible or so impractical as to be considered impossible under the

circumstances.

2.4.2 No Breach The failure of a party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract and (b) has informed the other party as soon as possible about the occurrence of such an event.

(a) Has taken reasonable precautions. Due care and reasonable alternative measures in order to carry out the terms and conditions of this contract and

(b) Has informed the other party as soon as possible about the occurrence of such an event.

2.4.3 Payments During the period of their inability to perform the services as a result of an event of Force Majeure, the service provider shall be entitled to continue to be paid under the terms of this contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the services and in reactivating the service after the end of such period.

2.5 Termination

2.5.1 By the Employer The Employer may terminate this contract, by not less than thirty (30) days' written notice of termination to the service provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause 2.5.1 and sixty (60) days' in the case of the event referred to in (f):

(a) If the service provider do not remedy a failure in the performance of their obligations under the contract, within seven (07) days after being notified or within any further period as the Employer may have subsequently approved in writing;

(b) If the service provider did not provide the service completely for a period of 3 days.

(c) If the service provider does not maintain a performance security in accordance with Clause 3.9.

(d) If the service provider become insolvent or bankrupt.

(e) If, as the result of Force Majeure, the service provider/s are unable to perform a material portion of the services for a period of not less than Thirty (30) days; or

(f) If the Employer, in its sole discretion, decides to terminate this Contract.

If the contract has been terminated by the Employer under any of

one reason given under (a) to (de) above the performance security may be forfeited by the Employer.

2.5.2 By the
Service
provider

The service provider may terminate this contract, by not less than ninety (90) days' written notice to the Employer, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Clause 2.5.2.

- (a) If the Employer fails to pay any monies due the service provider pursuant to this contract and not subject to provider pursuant to this Contract and not subject to dispute pursuant to Clause 8 within sixty (60) days after receiving written notice from the service provider that such payment is overdue; or
- (b) If as the result of Force Majeure, the service providers are unable to reform a material portion of the services for a period of not less than sixty (60) days.
- (c) If the service provider in its sole discretion decides to terminate this contract.

If the contract has been terminated by the service provider under reason (c) above the performance security may be forfeited by the Employer.

2.5.3 Payment
upon the
Termination

Upon termination of this contract pursuant to clauses 2.5.1 or 2.5.2 employer shall make the following payments to the service provider.

- (a) Remuneration pursuant to clause 6 or for service satisfactorily performed prior to the effective date of termination.

3. Obligations of the Service Provider

3.1 General

- (a) The service providers shall perform the services in accordance with the Employer's Requirements and the Activity Schedule, and carry out their obligations with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices and shall observe sound management practices and employ appropriate advanced technology and safe methods.
- (b) The service providers shall always act, in respect of any matter relating to this Contract or to the services as faithful advisers to the Employer's legitimate interests in any dealings with Subcontractors or third parties.
- (c) The service provider is not allowed for entering in to subcontract for whole or any part of the service.

3.2 Confidentiality

The service provider and the personal shall not. Either during the term or within two years after the expiration of this contract, disclose

any proprietary or confidential information relating to the project, the services, this contract or the Employer's business or operations without the prior written consent of the Employer.

- 3.3 Service providers' Actions Requiring Employer's Prior Approval The service providers shall obtain the Employer's prior approval in writing before taking any of the following actions:
(a) Changing the program of activities; and
(b) Any other action that may be specified in the Contract Data.
- 3.4 Performance Security The service provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of Acceptance in an amount equal to the amount as given in Contract Data. The performance security shall be issued in an amount and form and by a bank approved by the Central Bank of Sri Lanka. The performance security shall be valid until a date 28 days from the end of the contract period.

4. Service Provider's Personnel

- 4.1 Description of Personnel The names, addresses, identity card numbers, job descriptions and estimated periods of engagement in the carrying out of the Services of the service provider's personnel should be submitted to the employer within seven (07) Days of signing the Agreement.
- 4.2 Removal and/or Replacement of Personal
(a) In case replacement of personnel or engaging new personnel the service provider should acknowledge the Employer with all relevant details given under Clause 4.1 before replacement or engaging.
(b) If the Employer finds that any of the personnel have
(c) (i) Committed serious misconduct or have been charged with having committed a criminal action, or
(ii) Have reasonable cause to be dissatisfied with the performance of any of the personnel, then the service provider shall, at the Employer's written request specifying the grounds thereof, provide as a replacement a person with qualification and experience acceptable to the Employer.
(d) The service provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. Obligations of the Employer

- 5.1 Assistance and Exemptions The Employer shall use its best efforts to ensure that the service provider shall be provided assistance and exemptions as specified in the Contract Data if any.
- 5.2 Change in the Applicable Law If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or

decreases the cost of the services rendered by the service provider, then the remuneration and reimbursable expenses otherwise payable to the service provider under this contract shall be increased or decreased accordingly by agreement between the parties, and corresponding adjustments shall be made to the amounts referred to in Clauses 6.2 (a) or (b) as the case may be.

6. Payments to the Service Provider

- | | | |
|-----|---------------------------------|---|
| 6.1 | Monthly Remuneration | The service provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum and all other costs incurred by the service providers in carrying out the services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the parties have agreed to additional payments in accordance with Clauses 6.3. |
| 6.2 | Contract Price | The Contract Price is set forth in the Form of Bid. |
| 6.3 | Payment for Additional Services | For the purpose of determining the remuneration due for additional a breakdown should be agreed upon both parties. Based on services in similar nature in the Activity Schedule. |
| 6.4 | Terms and Conditions of Payment | Payments will be made to the service provider and according to the payment schedule stated in the Contract Data. |

7. Quality Control

- | | | |
|-----|---|---|
| 7.1 | Identifying Defects | The Employer shall check the Service Provider's performance and notify him of any Defects that are found. |
| 7.2 | Correction of Defects and Lack of Performance Penalty | <p>(a) The Employer shall give notice to the service provider of any Defects at any time of the Service.</p> <p>(b) Every time notice a Defect is given, the Service Provider shall correct then notified Defect as soon as possible.</p> <p>(c) If the service provider has not corrected the Employer will assess the percentage of lack of performance at the monthly review meeting as describe under Section VI - Employer's Requirements and the monthly remuneration shall be calculated accordingly</p> |

8. Settlement of Disputes

- | | | |
|-----|---------------------|--|
| 8.1 | Amicable Settlement | The parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation. |
|-----|---------------------|--|

- 8.2 Dispute Settlement
- (a) Any dispute arises between the Employer and the service provider in connection with, or arising out of, the Contract or the provision of the services, whether during carrying out the services or after their completion, which was not settled amicably in as with sub Clause 8.1 above, shall be finally settled by arbitration in accordance with Arbitration Act No 11 of 1995.
 - (b) The arbitral tribunal shall consist of a sole arbitrator, who shall be appointed in the manner provided under Sub Clause (c) below.
 - (c) The party desiring arbitration shall nominate three arbitrators out of which one to be selected by the other party within 21 Days of the receipt of such nomination. If the other party does not select one to serve as Arbitrator within the stipulated period, then the Arbitrator shall be appointed in accordance with Arbitration Act No 11 of 1995, or any other amendments thereof.

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Section VIII

FORM OF LETTER OF ACCEPTANCE

[LETTER HEADING PAPER OF THE PROCURING ENTITY]

To : *[name and address of the Contractor]*.....

This is to notify you that your bid dated *[insert date]* for *[name of the contract and identification number, as given in the bidding Data]* for the Contract price of Sri Lanka Rupees *[amount in numbers and words]* as corrected in accordance with Instructions to Bidders and/or modified by a Memorandum of Understanding is hereby accepted.

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

The Commencement Date shall be:

The amount of Performance Security is :*(fill as per clause 3.5 of Contract Data)*

The deadline for submission of Performance Security is..... *(within 14 days from the date of awarding)*

Authorized Signature:

Name and title of Signatory:

Name of the Contractor:

Form of Contract

This CONTRACT (hereinafter called the "Contract") is made the[day], day of the month of[month].....[year], between, on the one hand,.....[name of Employer] (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, and personnel and resources, have agreed to provide the Services on the terms and conditions set forth in this Contract a contract price of

NOW THEREFORE the parties hereto hereby agree as follows

- 1. The following documents attached here to 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
 - (d) Qualification information
 - (e) Letter of Acceptance
 - (f) The Employer Requirement
 - (g) The Price/ Activity Schedule
- 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 service 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 Rajarata University of Sri Lanka

.....
[Authorized Representative]

For and on behalf of

.....
[Authorized Representative]

Annex B Form : Performance Bank Guarantee (Unconditional)

To Vice Chancellor
Rajarata University of Sri Lanka
Mihintale

Whereas [name and address of Service Provider] (hereinafter called “the service provider”) has undertaken, in pursuance of Contract No : [number] dated [date] to execute [name of Contract and brief description of Services] (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 whereas we have agreed to give the service provider such a Bank Guarantee ;

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.

Date Signature of the Bank
.....

Witness Seal
.....

.....
.....
...
[Signature, Name and address]

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Section II.

Bidding Data Sheet (BDS)

The following specific data for the service to be obtained shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause	A . General
ITB 1.1	The Purchaser : Vice Chancellor, Rajarata University of Sri Lanka Contract : Supply of Janitorial Service for Rajarata University of Sri Lanka 2024/2025 - Mihintale Premises
ITB 1.1	The name and identification number of the Contract are: Name : Supply of Janitorial Service for Rajarata University of Sri Lanka 2024/2025 - Mihintale Premises Contract identification No : RJT/ADM/AD6/01/2024-2025(02)
ITB 2.1	The source of funding is : GOSL funds
ITB 4.4.	Foreign bidders are not allowed to bid
	B . Contents of Bidding Documents
ITB 7.1	If any Clarification needed, please contact : Attention : Assistant Registrar/General Administration Address : Rajarata University of Sri Lanka, Mihintale Telephone : 025-2266781 Facsimile number : 0253366665 Electronic mail address : ar.admin@rjt.ac.lk
	C . Preparation of Bids
ITB 11.1	The Bidder shall submit the following additional documents: a. List of janitorial contracts performed in last Five years; (2019, 2020, 2021, 2022 and 2023) and details of services underway or contractually committed should be attached. (At least one similar nature contract amounting Rs. 30 Million must be within the any of above five years) b. Contact details (Name, address, telephone and email) of clients of above-mentioned contracts, who may be contacted for further information. c. Work plan methodology; d. List of equipment to be utilized; e. List of material to be used;

	<p>f. Reference letters from clients on bidder's past performance;</p> <p>g. Business / Company Registration;</p> <p>h. Audited Financial Statements for last 5 years (2018/2019, 2019/2020, 2020/2021, 2021/2022 and 2022/2023)</p> <p>i. Letter from a bank registered at Central Bank of Sri Lanka for the ability of providing credit facility amounting Rs. 5 Million on behalf of the bidder</p> <p>j. Valid ETF and EPF Registration certificates & proof documents of EPF, ETF contributions made by the bidder for the year 2023</p> <p>k. VAT Registration (If applicable)</p>
ITB 14	<p>1. Bidder should quote for all the cleaning tasks mentioned in both price schedule A and B in section IV</p> <p>2. Bidder shall indicate the unit rates for</p> <p>a. cleaning a square meter of floor and glass</p> <p>b. polishing and vacuuming square meter of floor</p> <p>c. units of washroom, toilets, and urinals</p> <p>and as well as the total contract sum for the annum</p> <p>Price of other incidental services (gully services and disinfection) should be included.</p>
ITB 17	To be complied with the contractual provisions given under the contract of Supply of janitorial services
ITB 19	The period of Bid Validity shall be 02.07.2024 (91 days from bid closing)
ITB 20	The amount of Bid Security to the value of Rs. 350,000.00 obtained from a commercial bank registered with the Central Bank of Sri Lanka or cash deposit of Rs. 175,000.00 The bid security shall be valid up to 29.07.2024
	D. Submission and Opening of Bids
ITB 22	<p>The Employer's address for the purpose of Bid submission is : Vice Chancellor/ Chairperson, Department Procurement Committee Rajarata University of Sri Lanka Mihintale.</p> <p>For identification of the bid, the envelopes should indicate : Contract Name : Supply of Janitorial Service for the Rajarata University of Sri Lanka - 2024/2025 - Mihintale Premises Contract No : RJT/ADM/AD6/01/2024-2025(02)</p>
ITB 23	The deadline for submission of bids shall be at 2.00 p.m. on 01.04.2024
ITB 26	<p>Bid opening shall be at 02.00 p.m. on 01.04.2024 at the following address</p> <p style="text-align: center;">Office of the Registrar, 2nd Floor Administration Building Rajarata University of Sri Lanka Mihintale</p>
	E. Evaluation and Comparison of Bids
ITB 31	<p>Bids may be rejected for any of the following reasons.</p> <p>1. Failing to provide a valid Bid Security for the given amount for a</p>

	<p>requested period along with the Bid. (IBT 19)</p> <ol style="list-style-type: none"> 2. Failing to furnish the duly completed Form of Bid. 3. If the Bid is conditional or incomplete 4. If one bidder submits more than one bid.
ITB 34	Domestic preference is not applicable
ITB 35	<p>All bids will be evaluated and compared on the following Criteria</p> <ol style="list-style-type: none"> 1. The total annual contract value without VAT will be considered in the final evaluation. 2. A 15% preference is given to Public Enterprises who submit bids as per the provision in Public Finance Circular No. 04/2020. 3. Proposed chemicals will be considered in the evaluation. 4. Work plan and methodology; 5. List of major equipment proposed to carry out the Contract; 6. Proposed Schedule of Workers 7. Statutory requirements under the Wages Board Ordinance, EPF and ETF. 8. Ability of providing a credit facility amounting Rs. 5 Million
ITB 37	<p>Post qualifications: This will be checked by referring documents mentioned In ITB 11.1</p> <p>Experience in similar assignments The determination will take in to account the Bidder's involvement in the similar assignments (Janitorial service) in the last five years (2019, 2020, 2021, 2022 and 2023). At least one similar nature contract amounting Rs. 30 Million must be within the any of above five years.</p> <p>Client's Reference Contact details of client should be attach and Bidders should not have bad records with reference to performing contractual obligations and quality of service with their previous clients</p> <p>Financial Capability Audited financial statements for last 5 years (2018/2019, 2019/2020, 2020/2021, 2021/2022 and 2022/2023) should be attached. Evaluation will be based on the audited financial statements. Average annual turnover should be over Rs. 40 Million and existence of favorable working capital will be evaluated</p>
	F - Award of Contract
ITB 40	As per the requirement of the University. Whenever required the University will have the right to change the number of days to be cleaned.
ITB 43	The performance security acceptable to the Employer shall be an unconditional bank guarantee obtain from a bank registered under the Central Bank of Sri Lanka to an amount equal to 5% - 10% of the contract price.

SECTION III EVALUATION AND QUALIFICATION CRITERIA

1. Evaluation Criteria (ITB 35.3 (d))

The contractor's evaluation of a bid may take into account, in addition to the Bid Price quoted in accordance with ITB Clause 14, following factors as specified in BDS referring to ITB 35, as relevance to the supply of Janitorial services of the bidder shall be considered.

- a. The total annual contract value without VAT will be considered in the final evaluation.
- b. A 15% preference is given to Public Enterprises who submit bids as per the provision in Public Finance Circular No. 04/2020.
- c. Minimum 75% biodegradable chemicals will be considered in the evaluation. (certified copies of test results for biodegradable chemicals and other slandered chemicals to be attached. It will be considered for the evaluation)
- d. Work plan and methodology;
- e. List of major equipment proposed to carry out the Contract (Financial Statements will be cross checked to verify the existing condition);
- f. Proposed Schedule of Workers
- g. Statutory requirements under the Wages Board Ordinance, EPF and ETF.
- h. Ability of providing a credit facility amounting Rs. 5 Million

2. Post qualification Requirements (ITB 37.2)

After determining the lowest-evaluated bid in accordance with ITB Sub-Clause 36.1, the Purchaser shall carry out the post qualification of the Bidder in accordance with ITB Clause 37, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder's qualifications.

Experience in similar assignments

The determination will take in to account the Bidder's involvement in the similar assignments (Janitorial service) in the last five years (2019, 2020, 2021, 2022 and 2023). For that, List of janitorial contracts performed in above five years and details of services underway or contractually committed should be attached. (At least one similar nature contract amounting Rs. 30 Million must be performed within the any of above five years)

Client's Reference

Contact details of client should be attach and Bidders should not have bad records with reference to performing contractual obligations and quality of service with their previous clients

Financial Capability

Audited financial statements for last 5 years (2018/2019, 2019/2020, 2020/2021, 2021/2022 and 2022/2023) should be attached. Evaluation will be based on the audited financial statements. Average annual turnover should be over Rs. 40 Million and existence of favorable working capital will be evaluated.

3. Domestic Preference (ITB 34.1)

Not applicable

4. Special Preference

According to the provisions under the Public Finance Circular No. 04/2020, preference of 15 % shall be given to Public and Provincial Council Enterprises, Statutory Authorities, Corporations and Statutory Boards. This preference will be given at the financial evaluation.

SECTION IV

Bidding Forms

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.]

To: **Vice Chancellor,
Rajarata University of Sri Lanka.
Mihintale**

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 conditions of contract, Employer's Requirements and Activity Schedule accompanying this Bid specified in the Schedule of Requirements of the Supply of Janitorial Services for the Rajarata University of Sri Lanka 2024/2025 - Mihintale Premises
- (d) The total price of our Bid without VAT, including any discounts offered is:
In Words:.....
In figures: Rs.
- (e) The total price of our Bid including VAT, and any discounts offered is:
In Words:.....
In figures: Rs.
- (f) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (g) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 43 and CC Clause 17 for the due performance of the Contract;
- (h) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- (i) 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;
- (k) 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.
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (m) We hereby confirm that this Bid complies with the Bid Validity required by the bidding documents and specified in the Biding Data.

VAT Registration Number.....

Authorized Signature :

Date:

Name and Title of Signatory :

Duly authorized to sign the bid for and on behalf of :

Address :

Contact No : e-mail ID :

Rubber Stamp

Forms of Security
Annex A Form : Bid Security (Bank Guarantee)

Bid Guarantee

[Note: the purchaser is required to fill the information marked as “” and delete this note prior to selling of the bidding document]*

[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)]

Price Schedule

(Refer the Activity Schedule for details)

Description	Unit	Qty (a)	Rate per unit (b) In Rs.	Frequency per year (c)	Annual Amount (d) = (a)x(b)x(c) In Rs.
A. Hostels & Canteens					
Cleaning of Floor	m ²	19,870.49		365	
Floor Polishing	m ²	8,103.34		12	
Cleaning of Glass	m ²	2,956.36		12	
Cleaning of Toilet	Units	455		730	
Cleaning of Urinal	Units	21		730	
Cleaning of Bathroom (Including Sinks)	Units	428		730	
B. Office and other areas except Hostels, Canteens					
Cleaning of Floor	m ²	44,932.94		261	
Floor Polishing	m ²	22,997.55		06	
Vacuuming	m ²	366.77		52	
Cleaning of Glass	m ²	6,079.97		12	
Cleaning of Toilet	Units	296		522	
Cleaning of Urinal	Units	98		522	
Cleaning of Bathroom (Including Sinks)	Units	34		522	
Total Cost (Excluding VAT & Discount) per year (i)					
Discount (if any) (ii)					
Total Cost (Excluding VAT) per year (iii)=(i)-(ii)					
VAT 18% (iv)					
Total Cost for Hostels & Canteens in Mihintale Premises (Including 18% VAT) per year [(iii)+(iv)]					

Signature of the Bidder

Rubber Seal

Date

Work plan and Methodology

To be listed by the Bidders according to the activity schedule.

--	--

Signature of the Bidder
Rubber Seal
Date

List of major equipment proposed to carry out the Contract

To be listed by the Bidders according activity schedule.

Equipment type and characteristics	Number	Model	Capacity	Source ¹
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

Source ¹	The following abbreviation shall be used : O - owned, R - rented, L - leased, SM - specially manufactured.
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Signature of the Bidder

Rubber Seal

Date

Qualification Information

Notes on Form of Qualification Information

information to be filled in by bidders in the following pages will be used for purposes of bid evaluation as described in the Instructions to Bidders. Attach additional pages as necessary.

Schedule A - Experience in Similar Assignments for last five years

Every assignment should be proved by a relevant document and if the documents are not attached will not be considered for evaluation (awarding letters & completion letters obtained from clients)

Period	Employer (Name and address)	Description of Works	No. of Janitors assigned	Amount of annual contract (Rs)	Contact details		
					Contact Person	Contact Number	E Mail
2019							
2020							
2021							
2022							
2023							

Signature of the Bidder

Rubber Seal

Date

SECTION V

SCHEDULE OF REQUIREMENTS

Employer's Requirement

A Description of the Services

A.1 Scope of the work

The Service Provider should ensure the Cleaning of the University.

1. Bidder should indicate the cost of services.
2. The Registrar/Vice Chancellor will determine the additional Building required above the approved number if and when necessary depending on the needs of the University.
3. All the staff engaged by the Bidder should be properly attired in Uniforms while on duty.
4. All the staff on duty should provide with Boots and other apparels when and where necessary by the Bidder.
5. Names of all staff on duty on each day shall be given to the University authorities as authorized by the Vice Chancellor or the Registrar.
6. It should be specifically noted that the University reserves the right to request the withdrawal of any person on duty without assigning reasons.
7. Only the persons with maturity, training and experience shall be employed for duty at the University.
8. The staff employed on duty shall comply with the instructions issued by the University authorities.
9. All the personnel on duty shall be supervised by a Senior officer nominated by the University who shall liaise with the University Authorities.
10. The staff engaged by the Bidder for duty in the University should report to the University authorities nominated by the Vice Chancellor or the Registrar on any matter involved with the students
11. The Janitorial services should be provided required number of Supervisor/Labourers should be employed for each shift.
12. Bidders should fill the monthly bill for performing every item given in the Activity Schedule as per the annexure 1.
13. Minimum number of Janitors required given in the each Sub Section is given to justify the quantum of work to be done. Bidders should inspect the buildings and area where the service should be provided and according to his plans he can

increase the number of Janitors to be provided and it should be indicated against proposed number of janitors.

14. But bidders are **not allowed to decrease the number of Janitors**. The increased number of janitors by the bidder or if not increased. The minimum requirement will be considered in calculating the service Provider's payment.
15. If the bidder has not filled the proposed number of janitors in any Sub Section. It will be assumed that the bidder had agree to utilize the minimum number of Janitors.
16. All Janitors should in good health condition and should be between the ages of 18 years to 60 years.
17. If a particular Janitors is found to be below 18 years or over 60 years or is not in good health condition, the employer has the right to order on replace the particular Janitors. The employer's instruction in such situation is binding and the service provider should take immediate actions to replace him or her.
18. The employer will not bear any responsibility for payments of EPF and ETF to service provider's Janitors and the service provider should take all the responsibilities and actions to pay EPF and ETF according to labour regulations.

Details given above are only approximations provided to get an initial idea about the service to be provided.

B.1 Performance Evaluation

To evaluate the performance of the service provider review meeting with the service provider or his authorized representatives and his supervisors will be held as required. These meeting are chaired by the Registrar, Assistant Registrar/General Administration, Public Health Inspector of the University are attended.

Following criteria will be discussed at the meeting and the performance of the service provider shall be evaluated accordingly.

- (a) Quality of Service.
- (b) Number of Janitors assigned for each section.
- (c) Failures of Service.

The main idea of the performance evaluation is not to down grade the service provided but to improve the service through discussions and matching with the Employer's requirements.

B.2 Schedule of payment

Payments will be made on monthly basis and the monthly bill should be submitted by the service provider according to the actual work done based on above information within the first two weeks of the subsequent month to the Assistant Registrar/ General Administration. The payments for bills will be arranged within the one month's period from the date of submission of the bill.

If the service provider does not receive 60% or more overall performance which is calculated based on actual payment against the monthly value in the Activity Schedule for total contract for consecutive three months, the Employer has the right to terminate the contract under the clause 34 of conditions of contract.

C.1 Summary of cleaning items

	Minimum required quantity	Proposed Quantity
Brooms	91	
E/ Brooms	91	
T/ Brooms	91	
Deg / Brushers	91	
Wipers (Floor)	72	
Wiper (Glass)	30	
Sink Brushers	91	
Mops	45	
Dust Fans	91	
Hand Brushers	91	
Cobweb Remover	30	
Gloves	91	

C.2. Summary of chemicals and disinfectants

Chemical Type	Quality Requirement	Minimum Required Quantity Per month Lt/kg	Proposed Quantity for a month Lt/ Kg	Proposed Brand
Toilets bowels cleaners	Biodegradable chemicals. Bio clean or equivalent	200		
Floor Tile and Walls Tile Cleaners (Toilets and Bathrooms)	Biodegradable chemicals. Bio clean or equivalent	150		
Floor Tile and Walls Tile Cleaners (Other Floor Areas)	Standard chemicals.	80		
Glass cleaners	Standard Glass Cleaner	40		
Telephone cleaners	Standard Disinfectant chemical	5		
Disinfectants	Standard Disinfectant chemical	150		
Fungal and Algae cleaners	Standard Algae cleaner	60		
Air freshners	Standard Air Freshness	50		
Floor polish	Standard Floor polish. Royal, cardinal or equivalent	50		
Sink cleaner	Biodegradable chemicals. Bio clean or equivalent	60		

C.3 Essential equipment to be used

	Required Quantity	Proposed Quantity
Polisher - Large	02	
Polisher - Small	02	
Vacuum Cleaner	03	
Pressure Gun	02	
Ladders (Aluminum) (6/7/10 Feet)	02	
Adjustable Ladders From 10 Feet to 30 Feet (Aluminum)	02	
Crowbar	02	
Plastic Basket	As required	
Gum Boots	91 Pairs	
Mammoty - Small (6''x6'')	03	
Big (9''x9'')	03	
Cable for Removing Drainage Blocks	03	
Two wheel Tractor with Trailer	01	

C.4 Schedule of Workers

Description	Proposed Daily Janitors	Proposed Daily Wages
Janitors	Male	Male
	Female	Female
Supervisor	Male	Male
	Female	Female
Total

Signature of the Bidder

Rubber Seal

Date

Measurement Sheet

A. Hostels & Canteens in Mihintale Premises

Buildings to be Cleaned	Floor Area to be Cleaned m ²	Floor Area to be Polished m ²	Vacuuming m ²	Glass to be Cleaned m ²	No. of Toilets	No. of Bath rooms	No of Urinals
Devanampiyatissa Hostel	416.00	-	-	17.78	13	7	8
Dutugamunu Hostel	3,483.84	-	-	286.70	54	38	3
Mahasen hostel	416.00	-	-	17.78	14	8	6
New Somadevi Hostel	985.00	102.00	-	455.95	40	49	-
Ratnamali Hostel	416.00	-	-	17.78	14	7	-
Swarnapali Hostel	416.00	-	-	17.78	13	19	-
Gnanam Hostel	279.00	-	-	42.72	6	6	-
Anuladevi Hostel	1,696.00	570.00	-	141.00	36	18	-
Viharamahadevi Hostel	3,417.83	3,417.83	-	334.17	75	45	-
Hemamali Hostel	926.00	102.00	-	366.22	40	48	-
Sangamitha Hostel & Canteen	1026.00	102.00	-	366.22	41	49	-
New Hostel Pandula I	926.00	102.00	-	378.20	40	48	-
New Hostel Pandula II	926.00	102.00	-	378.20	40	48	-
Old Pandula Hostel	180.00				4	2	4
Old Somadevi Hostel	454.00				7	4	
Deepani mala Bhikshu hostel	312.15	126.34	-	4.64	4	2	0
Canteen - Faculty of Applied Sciences	850.00	850.00		17.00	1	1	-
Main Students Canteen	780.00	780.00	-	30.00	8	-	
Circuit Bungalow - Old	443.00	443.00	-	10.44	-	7	-
Circuit Bungalow - New	860.49	860.49	-	53.54	2	20	-
Faculty of Management Canteen	545.68	545.68	-	20.24	1	-	
Canteen Social Sciences & Humanities	115.50				2	2	
Total Area (A. Hostels & Canteens in Mihintale Premises)	19,870.49	8,103.34	-	2,956.36	455	428	21

B. Office and other areas except Hostels & Canteens in Mihintale Premises

Buildings to be Cleaned	Floor Area to be Cleaned m ²	Floor Area to be Polished m ²	Vacuuming m ²	Glass to be Cleaned m ²	No. of Toilets	No. of Bath rooms	No of Urinals
Main Premises							
New Entrance Building (IN)	305.00	-		20.00	2	3	
New Entrance Building (OUT)	305.00	-		20.00	3	1	-
Vice Chancellor's Office	-	-	127.20	36.04	1	-	-
Registrar's Office	-	-	51.13	17.08	1	-	-
2 nd Floor Verandah	242.06	242.06	-	19.68	-	-	-

Internal Audit Branch Office	24.37	24.37	-	9.90	1	-	-
Capital Works Office	30.75	30.75	-	4.33	-	-	-
1 st Floor Verandah	588.00	588.00	-	64.59	6	-	2
Examination Branch	77.33	77.33	-	17.37	2	-	-
Academic Establishment Division	31.30	31.30	-	10.40	1	-	-
Non-Academic Establishments Division	20.40	20.40		7.30			-
Accounts Branch	150.72	150.72	-	59.16	4	-	-
Main Auditorium	-	-	188.44	24.50	-	-	-
Ground Floor Verandah	359.25	359.25	-	11.30	3	-	2
Supplies Branch	61.29	61.29	-	25.96	2	-	-
Student Services Division	44.88	44.88	-	12.37	-	-	-
Statistics Division	34.03	34.03	-	9.99	-	-	-
General Administration Branch	61.48	61.48	-	22.99	-	-	-
Legal and Documentation Division	22.90	22.90	-	2.66	1	-	-
International Relations Office, UBL Cell, Centre for Quality Assurance and Verandah	446.67	446.67	-	183.82	7	-	5
Staff Development Center	50.63	192.76	-	25.44	4	-	-
Career Guidance Unit	200.90	200.90	-	30.84	2	-	-
Cultural Centre (II)	507.96	507.96	-	9.09	2	-	-
Drivers Room	128.00	40.00	-	1.82	2	1	
Vehicles/Bus/Bicycles garage	574.00	-	-	-	-	-	-
Government Audit Branch	-	-	-	6.60	-	-	-
Amaradewa Auditorium	820.00	820.00	-	60.00	2	-	-
Convocation Hall	1,346.13	-	-	61.00	7		3
Examination Hall	1,346.13	1,346.13	-	61.00	10	-	3
Faculty of Management building (Old)	672.20	70.44	-	17.00	17	-	7
Works Engineer's Department and Landscaping Department	535.50	535.50	-	78.50	6	-	-
Medical Centre	322.00	322.00	-	30.00	5	1	-
Ayurveda Centre	186.00	186.00	-	7.00	2	2	-
Library and Information Communication Centre	3,071.00	3,071.00	-	869.00	12	3	2
Main Stores	151.00	-	-	10.00	1	-	-
Faculty of Management Lecture halls	1,525.00	-	-	109.00	4	-	-
Student's Council	345.70	-	-	-	-	-	-
Management Computer Centre	328.00	328.00	-	55.30	2	-	-
Faculty of Social Sciences Lecture halls	2,103.00	-	-	237.00	6	-	-
Computer Unit - Faculty of Social Science & Humanities	184.48	184.48	-	37.74	4	-	2
Archeology unit (Old)	-	79.36	-	8.00	1	-	-
English Language Lab & Hall	264.00	-	-	74.70	2	-	-
English Language Teaching Unit	367.20	-	-	88.48	1	-	-
English Language Lab	201.91	201.91	-	13.92	-	-	-
English Education Department	-	93.19	-	104.80	1	-	-
Faculty building Social Sciences & Humanities (New)	3,470.00	200.00	-	680.00	31	6	17

Students Center Social Sciences & Humanities (New)	777.50			85.00	5		1
Industrial Training Unit, Social Sciences & Humanities	56.00						
Physical Education Dept/Pavilion	397.60	397.60	-	20.00	3	-	2
Physical Center Tikondo Building	222.00	-	-	6.72	-	-	-
Physical Education Toilet Complex	-	-		1.00	3	2	3
Swimming Pool and other Building	1,231.20	821.81	-	40.00	22	6	10
Indoor Sports Building	2,148.00	946.00	-	59.00	5	4	3
Hotel Management Unit	266.00	-	-	10.00	-	-	-
New Two Storied lecture hall	356.00	-	-	34.62	2	-	-
Toilets Unit Complex	-	-		-	14	-	9
Faculty Building Management-(New)	4,776.02	581.44	-	387.17	33	-	10
Staff Quarters Complex - Rambewa (All open spaces outside of the buildings)	1,513.70	-	-	-	3	2	-
New Staff Quarters Mihintale (All open spaces outside of the buildings)	601.26	-	-	-	-	-	-
Applied & Technology Premises							
Applied Sciences Main building (Stage I)	3,871.00	3,871.00		710.00	8	-	6
Health Promotion Building	426.60	426.60		270.00	3	-	-
Applied Science Library	630.00	630.00		52.00	2	-	-
IT building, Faculty of Applied Sciences	530.00	530.00		77.00	2	-	-
Ringling building (two)	163.40	163.40		23.85	-	3	-
New Dean's Building (Stage II), Faculty of Applied Sciences	2,191.07	1,979.39		402.63	13	-	-
Newly constructed building (Near the stage II building)	403.25	403.25		92.00	-	-	-
Vehicle Garage, Faculty of Applied Sciences	30.00	-		1.76	-	1	-
Toilet complex, Faculty of Applied Sciences	-	-		-	10	-	5
New Technology Building	1,812.00	1,672.00		175.00	15	3	6
Ceramic Plant Building, FoT	232.26	-		6.96	-	-	-
Workshop Building, FoT	232.26	-		6.96	-	-	-
Student Reading Area, FoT	252.00	-		-	-	-	-
Chemical Sciences Building (New Building), FoT	388.80	-		402.63	-	-	-
New Technology Building (Student study- New Hall)	528.85						
Total Area (B. Office and other areas except Hostels & Canteens in Mihintale Premises)	44,932.94	22,997.55	366.77	6,079.97	296	34	98

Activity Schedule

JANITORIAL SERVICE OF THE RAJARATA UNIVERSITY OF SRI LANKA

Considering following works bidder should submit his rates for square meter of floor area, glass area and for a Toilet/Bathroom

Item	Description
01	<p>Items should be done daily in Hostels & Canteens (365 Days)</p> <ol style="list-style-type: none"> a. Dust mopping to remove dust, spider nets, Bird and animal droppings etc. in all buildings. b. Sweeping and cleaning of all compounds belong to the above buildings. c. Dusting and cleaning of furniture, carpets, doormats, floor mats, coir mats, curtains etc. in Hostels & Canteens. d. Cleaning of canteen pantry, tables, sinks, washbasins, glazed tiled walls, counter tops etc. e. Drains of the canteen should be kept cleaned. f. Wiping and cleaning of all toilet fittings such as taps soap holders, mirrors etc. g. All toilets & bathroom gullies should be cleaned daily. All toilets should be kept dry at all times and should have a pleasant fragrance (By air freshening).
02	<p>Items should be done in Working Days (Weekends / Public Holidays; if required) <i>Office areas and other premises except Hostels & Canteens</i></p> <ol style="list-style-type: none"> a. Dust mopping to remove dust, spider nets, Bird and animal droppings etc. in all buildings. b. Sweeping and cleaning of all compounds belong to the above buildings. <i>(Before 8.30am)</i> c. Cleaning and disinfecting of telephone receivers, Computers, Printers, Photo copiers. d. Dusting and cleaning of furniture, cushions, carpets, doormats, floor mats, coir mats, curtains etc. in Offices/ Lecture halls/Libraries/Laboratories etc. e. Wiping and cleaning of all toilet fittings such as taps soap holders, mirrors etc. f. All toilets & bathroom gullies should be cleaned daily. All toilets should be kept dry at all times and should have a pleasant fragrance (By air freshening).
03	<p>Special items should be done daily - Garbage collection & disposal</p> <ol style="list-style-type: none"> a. Collection & removal of litter/garbage from all premises should be transported and unloaded outside the University Premises. University will not provide sites for unload this garbage; Contractor should have lorry/ tractor to transport this garbage. b. Cleaning, washing & disinfecting of garbage bins; Office shall be maintained in pleasant fragrance throughout the day.
04	<p>Items should be done immediately</p> <ol style="list-style-type: none"> a. Drying and removal of water, other spills and stains in above building area. b. Removal of stains & marks on interior / exterior glass in all buildings. c. Drains of the canteen should be kept cleaned
05	<p>Items should be done weekly</p> <ol style="list-style-type: none"> a. Vacuum cleaning of the carpets inside the Auditorium, Vice Chancellor's Office, Registrar's Office , Libraries, Laboratories. b. Damp mopping of above mentioned all floors with an all-purpose cleaner. c. Cleaning of Metal surfaces, supports, grills. d. Cleaning & removal of dust, cobwebs from ceilings and corners. e. Dusting and cleaning of electrical fixtures & fittings (lights, fans, switches etc.)
06	<p>Special Items should be done monthly</p> <ol style="list-style-type: none"> a. Washing and cleaning of exterior / interior glass using glass cleaner. b. Wiping & cleaning of aluminum / timber windows & doorframes and windows & doors. c. Polishing of metal fittings and fixtures. d. Wiping & cleaning of timber frills, slats, lattice works, handrails, doorknobs, handles etc.

	<p>e. Spray buffing and machine polishing of above floors.</p> <p>f. Cleaning of roofs & gutters in all buildings monthly and as directed.</p>
08	<p>Items should be done Twice a day</p> <p>Cleaning washing and disinfecting of walls, floors, bowls, squatting pans, urinals, wash basins and commodes using standard chemicals & disinfectants twice a day in times and as directed.</p> <p>Morning session 8.00 am - 10.00 am</p> <p>Evening session 2.00 pm - 4.00 pm</p>
10	<p>Items should be done when necessary</p> <p>a. All manholes, sewer and waste water lines up to the septic tank to be inspected and cleaned immediately when block is occurred.</p> <p>b. Labour Support for Disinfection when required (<i>Required Chemical & Sprayer will be provided by the university</i>)</p> <p>c. Labour Support on Removal of Gully when overflowing (<i>Gully Bowser & Driver will be provided by the University</i>)</p>
11	<p>Items should be done once in Two Month</p> <p>a. Office floor polishing has to be done once in two month</p>

According to the activity schedule, frequency of each cleaning activity/ items needs to be done as per the attached format. (Annexure 1)

Key Staff

Bidder should provide details of the allocated number of Janitors per day as given in the Activity Schedule

1. Site /organization (Provide details of supervisory staff, their responsibilities, authorities, dues etc.)
2. Number of Janitors required per day, their age, experiences in similar assignment etc.

Section VII. Contract Data

The following Contract Data shall supplement and / or amend the Conditions of Contract (CC). Whenever there is a conflict, the provisions herein shall prevail over those in the CC.

[The Purchaser shall select insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]

CC 1.1(i)	<p>To be complied with the contractual provisions given under the contract of Supply of janitorial services</p> <p>The Purchaser is: (the Employer) Rajarata University of Sri Lanka The addressee is :</p> <p>Vice Chancellor Rajarata University of Sri Lanka Mihintale</p> <p>The contract name is Supply of Janitorial Services for the Rajarata University of Sri Lanka 2024/2025 - Mihintale Premises Contract price should be in LKR. The selected service provider should provide list of janitors, their personnel information and job description.</p> <p>The date on which this Contract shall come into effect is 10.04.2024 (The Starting Date for the commencement of service is 10.04.2024) Contract period is for 365 days and date of completion shall be 09.04.2024. .</p>
CC1.1 (k)	<p>Service Provider <i>To be filled after selection</i></p> <p>.....</p> <p>Attention</p> <p>Telephone</p> <p>Facsimile</p> <p>Email</p> <p>The Authorized Representatives are</p> <p>For the Employer : Assistant Registrar/ General Administration</p> <p>For the Service Provider :</p>
CC 1.1 (m)	<p>The Project Site(s)/ Final Destination(s) is/are: Mihintale Premises, Rajarata University of Sri Lanka</p>

CC 8.1	<p>For notices, the Employer's address shall be: Attention: Assistant Registrar/General Administration Address: Rajarata University of Sri Lanka, Mihintale Telephone: 025-2266781 Facsimile number: 0253366665 Electronic mail address: ar.admin@rjt.ac.lk</p>
CC 12.1	<p>Details of Shipping and other Documents to be furnished by the Supplier are: Not applicable</p>
CC 15	<p>Terms of payment Payments will be made on monthly basis and the monthly bill should be submitted by the service provider according to the actual work done based on above information within the first two weeks of the subsequent month to the Assistant Registrar/ General Administration. The payments for bills will be arranged within the one month's period from the date of submission of the bill.</p> <p>Service provider's performance and allocation of Janitors are proposed by the service provider in the Activity Schedule. According to the activity schedule, frequency of each cleaning activity/ items needs to be done as per the attached format- Annexure 1</p>

CC 17.1	<p>A Performance Security Shall be 5 - 10% of the contract price.</p>
CC 34	<p>Termination by the Service Provider The service provider may terminate this contract, by not less than ninety (90) days' written notice to the Employer. If the contract has been terminated by the service provider in its sole discretion decides to terminate this contract.</p> <ul style="list-style-type: none"> • Performance security may be forfeited by the Employer. • Contractor may be blacklisted <p>Termination by the Employer: In addition to CC34, refer SCC 2.5.1</p>



Invitation for Bids
Rajarata University of Sri Lanka
Supply of Janitorial Services -2024/2025
Mihintale Premises

1. The Chairperson, Department Procurement Committee on behalf of the Rajarata University of Sri Lanka invites sealed bids from eligible and qualified bidders for Supply of **Janitorial Services of the Mihintale Premises** for a period of one year .
2. Bidding will be conducted through National Competitive Bidding procedure.
3. Qualified bidders should not have been blacklisted and should have fulfilled the following requirements.
 - a. Bidder should be an institution registered within Sri Lanka under either Business Registration Ordinance, Companies Act or Corporative Ordinance.
 - b. Community Based Organization registered under the Divisional Secretariats regarding supply of the relevant services also may apply (Community based Organizations should submit the eligibility certificate obtained from the Divisional Secretary)
 - c. Should have experience of not less than five (05) years (2019, 2020, 2021, 2022 and 2023) in Janitorial services successfully to Government Departments, Corporations, Statutory Boards or large-scale Private Institutions including state universities with similar capacity; At least three similar nature contract amounting Rs.30 Million must be within the any of above three years and Annual Turnover of Rs. 40 Million.
4. The amount of Bid Security to the value of Rs. 350,000.00 obtained from a commercial bank registered with the Central Bank of Sri Lanka or cash deposit of Rs. 175,000.00 The bid security shall be valid up to 30.07.2024.
5. Interested eligible bidders may obtain further information / inspect the Bidding Documents from Assistant Registrar/General Administration of Rajarata University of Sri Lanka by T.P No.025-2266781 during weekdays from 9.00am to 3.00pm from 19.03.2024 to 01.04.2024.
6. Bidders are instructed to have a site visit and get clear understanding about all the requirements of the University when deploying janitors before bid submission.
7. A complete set of bidding documents may be purchased on the submission of a written request to the Assistant Registrar/General Administration from 19.03.2024 to 01.04.2024 on normal working days between 09.00 a.m. to 03.00 p.m. upon payment of a non-refundable fee of Rs.7,500/= in cash. Draft Bidding documents may be downloaded from the university website <https://www.rjt.ac.lk/notice> and the non- refundable fee credited to Account No. 008-1-001-8-1725841 maintained by People's Bank, Anuradhapura Branch in Account of Rajarata University of Sri Lanka. The original receipt should be attached.
8. A 15% preference is given to Public Enterprises who submit bids as per the provision in Public Finance Circular No. 04/2020.
9. Bids will be closed at 02.00 p.m. on 02.04.2024.
10. Completed bids together with the copy may either be sent by registered post to address below or put into the Tender Box kept at the Office of the Registrar, 2nd Floor of the Administration Building, Rajarata University of Sri Lanka, Mihintale to receive before 2.00 p.m. on 02.04.2024. The caption of "**Supply of Janitorial Services -2024/2025 (Mihinthale Premises)**" should be mentioned on the left-hand top corner of the envelope containing the bid. Late bids will be rejected and the bids will be opened on 02.04.2024 at 2.00 p.m (soon after the closing). Bidders or their authorized representatives may be presented at the time of opening of bids.

The Vice Chancellor/Chairperson
Department Procurement Committee
Rajarata University of Sri Lanka
Mihintale
19.03.2024