



POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)

UNIVERSITY OF PERADENIYA

TENDER APPLICATION

FOR

**CLEANING AND MAINTENANCE SERVICES
OF THE PGIS**

Contract No: PGIS/NCB/S/2023/01

To:

For Chairman
Department Procurement Committee (Major)
Postgraduate Institute of Sciences (PGIS)
P.O. Box 25
Peradeniya

T'phone No. 081-2394793

Fax No: 081-2389026

POSTGRADUATE INSTITUTE OF SCIENCE

**CONDITIONS OF TENDER FOR CLEANING AND MAINTENANCE SERVICES
FOR THREE BUILDINGS OF THE PGIS**

1. Sealed tenders are invited for cleaning and maintenance services at the Postgraduate Institute of Science.
2. Tenders must be submitted only on forms issued by the Postgraduate Institute of Science.
3. Any tender which is not in conformity with any or all of the conditions laid down herein are liable to be rejected.
4. Tenderers should have a minimum of 5 years experience in the field of cleaning and maintenance of buildings of government or private sector organizations.
5. Tenderers must satisfy themselves before submission of tender that the required material and equipment are available.
6. The tenderer whose tender is accepted will be responsible for providing all labour, materials, tools, plants and equipment required to carry out the work under the contract.
7. All tenderers should visit and inspect the premises and fully acquaint themselves with the details, nature and requirements of the proposed work and quote all inclusive rates. No claims for extras and extensions of time will be entertained on the plea of lack of such knowledge. Site visits can be arranged between 9.am to 3.00 pm on working days from 26/01/2023 to 15 /02/2023 on prior appointment.
8. The Contractor whose tender is accepted will be responsible for insuring at his own cost, all workmen engaged in this work against all risks of accident and injury. The contractor is responsible for any damage that is caused to the property of the Postgraduate Institute of Science or that of any third party, or any injury that may be caused to any person in the performance or in consequence of the performance of the contract by the Contractor.
9. Any alteration shall be made by cut-off by one line and initialed by the tenderer. Using tippex or similar substance in making alterations may result in your tender be rejected.
10. Tender shall consist of:
 - (a) Conditions of tender for cleaning and maintenance services of the PGIS. (Schedule A)
 - (b) Bill of Quantities for cleaning and maintenance services of the PGIS – (Schedule B)
 - (c) Grand Summary of Bill of Quantities – (Schedule C)
 - (d) Application (Schedule D)

- (e) Following documents to support the work experience and financial capability to execute the contract.
1. Details of work carried out in the recent 03 years with service letters from clients, and their contact numbers.
 2. Certificate of business registration.
 3. Audited financial statements for the recent 3 years.
11. The original and duplicate of tender with all supporting documents must be enclosed separately and securely in sealed envelopes or packages and marked respectively on the top left hand corner as **“Original - Tender for Cleaning and Maintenance Services”** and **“Duplicate - Tender for Cleaning and Maintenance Services”**. Both such envelopes or packages should be enclosed in one securely sealed cover marked “Tender for Cleaning and Maintenance Services” and should be addressed to the **Director, Postgraduate Institute of Science, University of Peradeniya, Peradeniya.**
12. Tenders shall either be:
- (a) sent by registered post to reach the **Director, Postgraduate Institute of Science, University of Peradeniya, Peradeniya** on or before **3.00 p.m on 16.02.2023**
- or
- (b) deposited in the tender box kept at the Administration office of the Postgraduate Institute of Science before **3.00 p.m on 16.02.2023**
13. The tenders will be opened at **3.00 p.m.** on 16.02.2023
14. Tenders received after the above specified time and the date will be rejected.
15. The tenderer or his authorized representative may be present at the opening of tenders.
16. The tenders should be firm and subject to no variations.
17. Bids shall be accompanied by a Bid Security of 1% of the total bid value (annual bid value excluding taxes) obtained from a bank approved by the Central Bank of Sri Lanka, valid up to 3rd May , 2023 written in favour of the **Director, Postgraduate Institute of Science** or attach the receipt after paying an equivalent amount to the Shroff /PGIS
18. The bid shall be valid up to 05.04.2023.
19. The tenderer whose tender is accepted shall within 14 days of the award of the work or within such extended period as may be specified by the Postgraduate Institute of Science enter into a contract with the Director, Postgraduate Institute of Science for due performance of the contract and fulfillment of undertakings, convenience, terms and conditions or agreements stipulated in the contract.

20. The tenderer whose tender is accepted shall be required to furnish a performance security for an amount of 5 % of the total contact amount valid up to 28 days beyond the completion date of the contract prior to entering into a contract with the PGIS.
21. Notice of acceptance of tender will be deemed to have been served on the tenderer and received by the tenderer if it had been sent by registered post to the address given by the tenderer.
22. The contract for cleaning and maintenance services shall not be assigned to any other person/organization by the tenderer without the authority of the Postgraduate Institute of Science.
23. The contractor shall employ a minimum of 02 Male Labourers, 02 Female Labourers and a Visiting Supervisor. If it is discovered that the employed number of labourers/supervisor employed by the contractor is below this minimum number, an amount of Rs. 250.00 per each day of absent will be deducted as a penalty from the monthly bill submitted for payment. Upon the recommendation of the Director/PGIS.
24. The contractor should provide the cleaning and maintenance service for all 7 days of the week, unless otherwise informed by the PGIS. No deductions will be made for absentees of cleaning personnel as stated in clause 23 above for such days. However, an appropriate amount calculated on the respective items of the Bill of Quantities will be deducted from the monthly bill for such days.
25. The normal working hours are 7.30 a.m – 4.30 p.m. However, if the PGIS requires their services outside this time duration, the contractor shall provide the service without any additional charges.
26. The Tender Board of the Postgraduate Institute of Science reserves itself the right without question, to reject any or all of the tenders and is not bound in any way to accept the lowest or any tender.
27. The Postgraduate Institute of Science will provide water and electricity required for the proper execution of the works referred to in the tender document.
28. The expenses incurred in connection with the preparation of the tender shall be borne by the tenderer.

DECLARATION

I am aware that the conditions of tender governing the submission and acceptance of the tender are as specified above.

.....
Date

.....
Name & Signature of Tenderer

Schedule B

POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)

**BILL OF QUANTITIES FOR CLEANING AND MAINTENANCE SERVICES
OF THE PGIS**

Contract Period : 12 months

Office Complex, Staff Rooms, Lecture Rooms, Laboratories, Auditorium, Lobby areas, Roof Top, Cafeteria, Lobby areas with lift, Conference Hall, Toilets, Drains, Ditches, Car Park, Garden surrounding (Block A,B & C) the PGIS.

| <i>Item</i> | <i>Description</i> | <i>Frequency</i> | <i>Total per month (without Taxes)</i> | <i>Total per year (without Taxes)</i> |
|--|---|------------------|--|---|
| 01. Tiled/Cemented Floors | | | | |
| | (a) Dust-mopping to remove dust, soil & grime and Damp mopping of floors with an all purpose cleaner | Daily | | |
| | (b) Spray buffing and machine polishing and washing of the surface (Wax and Polishing) | Monthly | | |
| 02. Interior/Exterior Glass and Partitions | | | | |
| | (a) Removal of stains of glasses, and marks on interior glasses | Immediately | | |
| | (b) Washing and cleaning of interior glass using glass cleaner and wiping and cleaning of aluminium and timber windows, door frames and doors | Weekly | | |
| | (c) Washing and cleaning of exterior glass using glass cleaner | Bi-weekly | | |
| 03. Metal Fittings, Fixtures, Supports etc. | | | | |
| | (a) Cleaning of metal surfaces, supports, aluminium lattices, grills, metal edges of stair cases etc. | Weekly | | |

04. Walls, Ceilings and Electrical Fittings

| | | | | |
|-----|---|-------------|-------|-------|
| (a) | Cleaning, removal of dust, cobwebs etc. from ceiling and corners | Daily | | |
| (b) | Dust mopping and cleaning of electrical fixtures and fittings (lights, fans, switches etc.) | Weekly | | |
| (c) | Removal of marks and stains on walls | Immediately | | |

05. Toilets

| | | | | |
|-----|--|----------------------|-------|-------|
| (a) | Cleaning, washing and disinfecting of walls, floors, bowls, wash basins, urinals, commodes using standard cleaners and disinfectants | Daily (3-5 times) | | |
| (b) | Wiping and cleaning of all toilet fittings such as taps, soap holders, mirrors, towel rails etc. | Daily | | |

06. Garbage Collection and Disposal

| | | | | |
|-----|---|-------|-------|-------|
| (a) | Collection and disposal of litter/garbage from the buildings of the PGIS, yard and lawns and cleaning, washing and disinfection of garbage bins | Daily | | |
|-----|---|-------|-------|-------|

07. Miscellaneous

| | | | | |
|-----|---|--------|-------|-------|
| (a) | Wiping and cleaning of grills, handrails, doorknobs, handles etc. | Weekly | | |
| (b) | Cleaning pantry cupboard tops, sinks, wash basins, glazed tiled walls, counter tops etc. | Weekly | | |
| (c) | Cleaning of interior/exterior/ corridors and Garden belongs to the PGIS and beautification (trimming branches, cutting lawns, uproot the weeds) | Weekly | | |
| (d) | Cleaning and disinfection of telephone receivers, flower vases, etc | Daily | | |
| (e) | Dust mopping and cleaning furniture, cushions, carpets etc. in offices of the Director and all staff of the PGIS | Daily | | |
| (f) | Dust mopping and cleaning of furniture & fittings and equipment in all locations of the PGIS. | Weekly | | |

| | | |
|--|-------|-------|
| Total Amount (without VAT & NBT) | | |
| Less : Discount Granted ,if any | | |
| Total Amount after Discounts Granted | | |
| Add: VAT | | |
| Add: NBT | | |
| Total Amount (with VAT & NBT) – (in Figures) | | |
| Total Amount (with VAT & NBT) – (in Words)..... | | |
| | | |

.....

Date

.....

Signature of Tenderer

Grand Summary of the Bill of Quantities

| Item Description | Total Amount Per Month (Without Taxes) | Total Amount Per Year (Without Taxes) |
|---|---|--|
| Cleaning and maintenance services of the PGIS | | |
| Total Amount (without VAT & NBT) | | |
| Less : Discount Granted ,if any | | |
| Total Amount after Discounts Granted | | |
| Add: VAT | | |
| Add: NBT | | |
| Grand Total (with VAT & NBT) | | |

විද්‍යා පශ්චාත් උපාධි ආයතනය වෙත පවිත්‍රතා සේවාවන් ලබා ගැනීම සඳහා වන ලංසු අයදුම් පත්‍රය 2023

1) අයදුම්කරන මධ්‍යස්ථානයේ නම: **විද්‍යා පශ්චාත් උපාධි ආයතනය : PGIS**

මෙම කොන්ත්‍රාත්තුවට අදාළ සියළු කොන්දේසි මා විසින් කියවා තේරුම්ගත් අතර, එම කොන්දේසිවලට බැඳී සිටීමට එකඟවෙමි.

2) i. කොන්ත්‍රාත්කරුගේ නම:

ii. ව්‍යාපාරයේ (තනි පුද්ගල/හවුල් ව්‍යාපාර/සමාගම්) නම:

3) ලිපිනය :

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4) දුරකථන අංකය :

5) ලංසු අපකරයේ වටිනාකම :

6) වැට්බදු ලියාපදිංචි අංකය :

(බදු සඳහා ලියාපදිංචි වී නොමැති අයදුම්කරුවන් දේශීය ආදායම් දෙපාර්තමේන්තුවේ කොමසාරිස්වරයාගෙන් ඒ බව සනාථ කෙරෙන ලිපියක් ලබාගෙන එය ලංසුපත්‍රිකාව සමඟ අමුණා එවිය යුතුය)

7) ව්‍යාපාරයේ ලියාපදිංචි අංකය :

8) i) සේවකයෙකු (ගැහැණු/පිරිමි) සඳහා ගෙවනු ලබන දෛනික වැටුප (**EPF හා ETF හැර**) -

ii) සේවකයෙකු (ගැහැණු/පිරිමි) සඳහා ගෙවනු ලබන දෛනික වැටුප (සේවා යෝජකගේ **EPF හා ETF දායක මුදල ඇතුළත්ව**) -

9) අදාළ කොන්ත්‍රාත්තුව ඉටුකිරීම සඳහා කොන්ත්‍රාත්කරු විසින් යෙදවීමට අපේක්ෂිත යන්ත්‍ර භාජපකරණ (machineries and equipment) පිළිබඳ විස්තර (මෙම යන්ත්‍ර/උපකරණ කොන්ත්‍රාත්තුව ආරම්භ කරන දින අදාළ සේවා ස්ථානයේ අංශප්‍රධානී වෙත ලබා දිය යුතු අතර කොන්ත්‍රාත් කාලසීමාව තුළ ඒවා අදාළ අංශ ප්‍රධානීගේ අවසරයකින් තොරව සේවා ස්ථානයෙන් බැහැරට ගෙනයාම නොකල යුතුය.

- I.
- II.
- III.
- IV.
- V.
- VI.

9) කොන්ත්‍රාත්කරුගේ අත්සන:

10) දිනය:

11) කාර්යාල මුද්‍රාව: