



Central Environmental Authority
(Ministry of Environment)

NATIONAL COMPETITIVE BIDDING

BIDDING DOCUMENT

**Supply Cleaning & Janitorial Services for Head Office,
Regional Offices and Nature Field Centers – 2026/2027**

Bid Number: CEA/AD/PROC/RE/05/2025

The Chairman,
Department Procurement Committee
Central Environmental Authority
NO 104, DenzilKobbekaduwaMawatha,
Battaramulla.

Volume I

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Volume I

Section I - Instructions to Bidders

Section I. Instructions to Bidders

		A. General	
1.	Scope of Bid	1.1	The Employer, as defined in the Bidding Data, invites bids for the service as described in the Section VI. The name and identification number of the Contract is provided in the Bidding Data.
		1.2	The successful bidder will be expected to complete the Services by the Intended Completion Date provided in the Bidding Data Sheet.
2.	Qualification Information	2.1	All bidders shall provide duly Perfected Forms of Bid furnishing information regarding qualifications, experience and preliminary descriptions on the proposed work, including method, strategies and time schedule etc.
		2.2	If stated in the Bidding Data, all bidders shall include the following information and documents with their bids as in Section III :
		(a)	List of Services performed for each of the last five years;
		(b)	Experience in services of a similar nature for each of the last three years, and details of services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts;
		(c)	Work plan and methodology;
	(f)	Any other, if listed in the Bidding Data Sheet	
3.	Cost of Bidding	3.1	The bidder shall bear all costs associated with the preparation and submission of the bid, and the Employer will in no case be responsible or liable for those costs.
4.	Site Visits	4.1	The Bidder, at the Bidder's own responsibility and risk, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be at the Bidder's own expense.
5.	Travelling etc.	5.1	The bidder at the bidder's own responsibility and risk, is encouraged to visit and examine the sites of required services and its surroundings and obtain all information that may be necessary for preparing the bid and entering into a contract for the Services. The costs of travelling etc. shall be at the bidder's own expense.
6.	Content of Bidding Documents	6.1	The set of bidding documents comprises the documents listed below: Volume I Section I. Instructions to Bidders Section IV Conditions of Contract Section VII Forms of Securities Volume II Section II Bidding Data Section III Forms of Bid and Qualification Information Section V Contract Data Section VI Employer's Requirements
7.	Clarification of Bidding Documents	7.1	A prospective bids requiring any clarification of the bidding documents may notify the Employer in writing at the Employer's address indicated in the invitation to bid

			C. Preparation of Bid
8.	Language of The bid	8.1	The bid prepared by the bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and the Employer shall be in English Language.
			D. Submission of bid
9.	Documents Comprising the Bid	9.1	The bidder shall submit the bid under sealed envelope.
		9.2	That envelope shall include the originals of the following: (i) Volume I of the Bidding Document (ii) Bid Security (iii) Bidding Data (iv) Duly filled signet Section III (A) - Bid submission form (v) Duly filled “A” “B” C” schedules , (v) Contact Data (vi) Price schedule (vii) Other information listed in Bidding Data; and (viii) Any other information, bidder may wish to Include
10.	Bid Prices	10.1	The Contract shall be for the Services, as described in the Employer’s Requirements - Section VI, based on the price Schedule submitted by the Bidder.
		10.2	All duties, taxes, and other levies payable by the Service Provider under the Contract , or for any other cause, as of the date 28 days prior to the deadline for submission of bids, shall be included in the total Bid price submitted by the bidder. However VAT shall be included separately.
11.	Currency of Bid and Payment	11.1	The lump sum price quoted by the bidder shall be in Sri Lanka Rupees.
12.	Validity of the bid	12.1	Bid shall remain valid for the period specified in the Bidding Data Sheet.
		12.2	In exceptional circumstances, the Employer may request the bidder’s to extend the period of validity for a specified additional period. The request and the bidder’s responses shall be in writing. A bidder may refuse the request without extending the Bid security. A bidder agreeing to the request will not be required or permitted or otherwise to modify the Bid, but will be required to extend the validity of Bid security for the period of the extension, and in compliance with Clause 12 in all respects.
13.	Bid Security	13.1	The bidder shall furnish, as part of the bid, a Bid Security, in the amount specified in the Bidding Data and valid till the date specified in the Bidding Data Sheet.
		13.2	If the Bid is not accompanied by an acceptable Bid Security as requested under sub-clause 12.1 above, the bid shall be rejected by the Employer.
		13.3	The bid security of unsuccessful bidder’s will be returned within 28 days of the end of the Bid validity period specified in the Bidding Data Sheet.
		13.4	The bid security of the successful bidder will be discharged within 14 days after the bidder has signed the Agreement and furnished the required Performance Security.

		13.5	The Bid Guarantee may be forfeited: (a) if the bidder withdraws the bid after opening of the Bid during the period of bid validity; (b) if the bidder does not accept the correction of the price of the Bid, pursuant to Clause 22; or (c) in the case of a successful bidder , if the bidder fails within the specified time limit to: (i) Sign the Contract; or (ii) Furnish the required Performance Security
14.	Format and Signing of Bid	14.1	The bidder shall prepare one original set of documents comprising the bid as described in Clause 8 of the Instructions to Bidders.
		14.2	The original of the bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the bid where entries or amendments have been made shall be initialed by the person or persons signing the document.
		14.3	The bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the bidder in which case such corrections shall be initialed by the person or persons signing the documents.
15.	Sealing and Marking of Bids	15.1	The envelopes prepared in accordance with clause 8 shall: (a) be addressed to the Employer at the address provided in the Bidding Data; (b) bear the name and identification number of the Contract as defined in the Bidding Data; and (c) provide a warning not to open before the specified time and date for opening of the Bids as defined clause 8.1 (b)
		15.2	In addition to the identification required in Sub-Clause 14.1, the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened, if required. If the envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.
16.	Deadline for Submission of Bids	16.1	Bids shall be delivered to the Employer at the specified address no later than the time and date mentioned in the Bidding Data Sheet.
		16.2	Employer may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the parties previously subject to the original deadline will then be subject to the new deadline.
		16.3	Employer may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the parties previously subject to the original deadline will then be subject to the new deadline.
		16.4	Employer may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the parties previously subject to the original deadline will then be subject to the new deadline.
17.	Late Bids	17.1	Any Bid received by the Employer after the deadline prescribed in Clause 15 will be returned unopened to the Bidder.

			E. Bid Opening and Evaluation
18.	Bid Opening	18.1	The Employer will open the envelope marked, “Envelope 1 – Qualification and Experience Information” in the presence of bidder’s designated representatives who choose to attend, at the time, date, and location stipulated in the Invitation for bids. The bidder’s representatives who are present shall confirm their attendance by signing the attendance sheet.
		18.2	The bidder’s names, the presence (or absence) of bid Guarantee, the presence (or absence) of the Financial Bid and any such other details as the Employer may consider appropriate, will be announced by the Employer at the opening.
		18.3	The envelopes marked 'Envelope 2 - Financial Bid' will be opened after the completing the evaluation of envelope marked Envelope 1 – Qualification and Experience Information, in the manner described in Sub-Clause 21.2.
19.	Clarification of Bids	19.1	To assist in the examination, evaluation, and comparison of bids, the Employer may, at the Employer’s discretion, request any bidder for clarification of their Bid including the premium price and other relevant information that the Employer may require. The request for clarification and the response shall be in writing, but no change in the price or substance of the bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with Clause 22.
20.	Examination of Bids and Determination of Responsiveness	20.1	Prior to the detailed evaluation of bids, using the information provided in Envelope 1, the Employer will determine whether each Bid (a) is accompanied by the required securities; and (b) is substantially responsive to the requirements of the bidding documents.
		20.2	If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
		20.3	A substantially responsive Bid is one which conforms to all the terms, conditions, and Employer’s Requirements of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, or performance of the Services; (b) which limits in any substantial way, inconsistent with the bidding documents, the Employer’s rights or the bidder’s obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive Bids.
21	Evaluation of Qualification	21.1	The Employer will evaluate and compare only the Bids determined to be substantially responsive in accordance with Clause 19. A two-stage procedure will be adopted in detailed evaluation of substantial responsive Bids. The evaluation of qualification will be completed prior to any financial bid being opened. The Employer evaluates the envelope 1 – Qualification and Experience Information on the basis of their responsiveness to the Employer’s Requirements, applying the evaluation criteria, and point system specified in Sub-Clause 20.3.
		21.2	During the evaluation of Envelope 1, the Employer will determine whether the bidder’s are qualified and whether work plan and methodology are substantially responsive to the requirements set forth in the Bidding Document. In order to reach such a determination, the Employer will examine the information supplied by the bidders and other requirements in the Bidding Document, taking into account the factors and point system outlined in the Bidding Data Sheet.

		21.3	Each substantial responsive bid will be given a score as described under sub-clause 20.3. A Bid shall be rejected at this stage if it does not respond to important aspects of the Employer's Requirements or if it fails to achieve an overall minimum of 70 points together with the minimum given against each criterion.
22.	Evaluation of Financial Bids	22.1	After the evaluation of Envelope 1 is complete, the Employer shall notify those bidders who did not meet the minimum qualifying marks or were considered non-responsive to the Employer's Requirements, indicating that their envelope marked 'Envelope 2 - Financial Bid' will be returned unopened after completing the selection process. The Employer shall simultaneously notify the bidders that have secured the minimum qualifying marks, indicating the date and time set for opening the envelope marked 'Envelope 2 - Financial Bid'. The notification may be sent by registered letter, or facsimile.
		22.2	The envelope shall be opened in the presence of the relevant competitive bidders or their authorized representatives. The names of the bidders, the prices of the bid together with any discounts offered shall be read aloud and recorded once opened.
		22.3	Before evaluating the bids, the Employer will determine whether the Bid is signed properly. If the Bid is not signed properly it will be rejected at this stage.
		22.4	In evaluating the Financial Bid, the Employer will determine for each Bid the Evaluated Price of the Bid by adjusting the Price as follows: <ul style="list-style-type: none"> a) Excluding Provisional Sums and the provisions, if any; b) Correcting the arithmetical errors in-pursuant to Clause 22 c) Making an appropriate adjustment on sound technical and/or financial grounds for any other quantifiable acceptable variations, deviations or alternative offers d) Applying any discounts offered by the bidder
		22.5	The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, alternative offers, and other factors that are in excess of the requirements of the Bidding document shall not be taken into account in evaluation of bids.
23.	Correction of Errors	23.1	Bids determined to be substantially responsive will be checked by the Employer for any arithmetical errors. Arithmetical errors will be rectified by the Employer on the following basis: if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.
		23.2	The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Guarantee may be forfeited in accordance with Sub Clause 12.5.
			F. Award of Contract
24.	Award Criteria	24.1	Subject to Clause 24, the Employer will award the Contract to the bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid.

25.	Employer's Right to Accept any Bid and to Reject any or all Bids	25.1	Notwithstanding Clause 23, the Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all Bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the Employer's action.
26.	Notification of Award and Signing of Agreement	26.1	The bidder who's Bid has been accepted will be notified in writing, of the award by the Employer prior to expiration of the validity period of the Bid. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") will state the sum that the Employer will pay the Service Provider in consideration of the Services provided by the Service provider as prescribed by the Contractor (hereinafter and in the Contract called the "Contract Price").
		26.2	The notification of award will constitute the formation of the Contract.
		26.3	The Contract, in the form provided in the bidding documents, will incorporate all agreements between the Employer and the successful bidder.
27.	Performance Security	27.1	If requested in the Bidding Data, within 14 days after receipt of the Letter of Acceptance, the successful bidder shall deliver to the Employer a Performance Security in the amount and in the form (Bank Guarantee and/or Performance Bond) stipulated in the Bidding Data, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the General Conditions of Contract.
28.	Advance Payment and Security	28.1	No Advance Payment

SAMPLE

Volume I
Section IV - Conditions of Contract

Section IV - Conditions of Contract

1. General Provisions		
1.1	Definitions	Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:
		a. "Completion Date" means the date of completion of the Services by the Service Provider as certified by the Employer
		b. "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;
		c. "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
		d. "Employer" means the party who employs the Service Provider
		e. "Party" means the Employer or the Service Provider, as the case may be, and "Parties" means both of them;
		f. "Personnel" means persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof;
		g. "Service Provider" is a person or corporate body whose Bid to provide the Services has been accepted by the Employer;
		h. "Service Provider's Bid" means the completed bidding document submitted by the Service Provider to the Employer
		i. "Employer's Requirements" means the Employer's Requirements of the service included in the bidding document submitted by the Service Provider to the Employer
		g. "Services" 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 of Sri Lanka.
1.3	Language	This Contract has been executed in English Language
1.4	Notices	Any notice, request, or consent made 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 Services 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 the 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 becomes effective, or at such other date as may be specified in the Contract Data.

2.3	Intended Completion Date	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		Avoided that part.
2.5	Force Majeure	
	2.5.1 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.
	2.5.2 No Breach of Contract	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.
	2.5.3 Extension of Time	Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
	2.5.4 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.
2.6	Termination	
	2.6.1 By the Employer	<p>The Employer may terminate this Contract, by not less than fourteen (14) 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 2.6.1 and twenty eight (28) days’ in the case of the event referred to in (f):</p> <ul style="list-style-type: none"> a) if the Service Providers do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Employer may have subsequently approved in writing; b) if the Service Provider become insolvent or bankrupt; c) 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 sixty (60) days; or d) if the Service Provider does not maintain a Performance Security in accordance with Clause 3.9; e) if the performance of service is not up to the standard during the period of operation; f) if the Employer, in its sole discretion, decides to terminate this contract.

	22.6.2 By the Service Provider	The Service Provider may terminate this Contract giving a written notice to the employer within not less than 30 days. Such a notice should be given, if the service providers is unable to perform the service for a period of not less than sixty (60) days the result of Force Majeure.
	2.6.3 Payment upon termination	(a) Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Employer shall make the following payments to the Service Provider remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination; (b) except in the case of termination pursuant to paragraphs (a), (b), (d), (e) of Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.
		3. Obligations of the Service Provider
3.1	General	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. 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, and shall at all times support and safeguard the Employer's legitimate interests in any dealings with Subcontractors or third parties.
3.3	Confidentiality	The Service Providers, their Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) 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.
3.5	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) entering into a subcontract for the performance of any part of the Services, (b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Subcontractors"), (c) changing the Program of activities; and (d) any other action that may be specified in the Contract Data.
3.6	Reporting Obligations	The Service Providers shall submit to the Employer the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.
3.7	Documents Prepared by the Service Providers to Be the Property of the Employer	All Employer's Requirements, and other documents and software submitted by the Service Providers in accordance with Clause 3.6 shall become and remain the property of the Employer, and the Service Providers shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Providers may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the Contract Data.
3.8	Liquidated Damages	

	3.8.1 Payments of Liquidated Damages	The Service Provider shall pay liquidated damages to the Employer at the rate per day stated in the Contract Data for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the Contract Data. The Employer may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.
	3.8.2 Correction for Overpayment	If the Intended Completion Date is extended after liquidated damages have been paid, the Employer shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Clause 6.5.
3.9	Performance Security	The Service Provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Employer. The performance Security shall be valid until a date 28 days from the Completion Date of the Contract.
4. Service Provider's Personnel		
4.1	Description of Personnel	The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix C are hereby approved by the Employer.
4.2	Removal and/or Replacement of Personnel	<p>(a) Except as the Employer may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as are placement a person of equivalent or better qualifications.</p> <p>(b) If the Employer finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or</p> <p style="padding-left: 40px;">(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 qualifications and experience acceptable to the Employer.</p> <p>(c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.</p>
5. Obligations of the Employer		
5.1	Assistance and Exemptions	The Employer shall use its best efforts to ensure the service provide all possible assistance.
5.2	Change in the Applicable Law	If there is any change of applicable law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider after signing of the contract, shall be increased or decreased accordingly by agreement between the Parties.
5.3	Services and Facilities	The Employer shall make available to the Service Provider the Services and Facilities listed under Appendix F.
6. Payments to the Service Provider		

6.1	Lump-Sum Payment	The Service Provider's payment shall not exceed the Contract Price and shall be a fixed lump-sum. 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.
6.2	Contract Price	The Contract Price is set forth in the Contract Data.
6.3	Terms and Conditions of Payment	Payments will be made to the Service Provider and according to the payment schedule stated in the Contract Data. Unless otherwise stated in, the Contract Data, first payment shall be made against the provision by the Service Provider of a bank guarantee for the same amount, and shall be valid for the period stated in the Contract Data. Any other payment shall be made after the conditions listed in the SCC for such payment have been met, and the Service Provider have submitted an invoice to the Employer specifying the amount due.
6.4	Interest on Delayed Payments	If the Employer has delayed payments beyond fourteen (14) days after the due date stated in the Contract Data, interest shall be paid to the Service Provider for each day of delay at the rate 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. Such checking shall not affect the Service Provider's responsibilities.
7.2	Correction of Defects, and Lack of Performance Penalty	<p>(a) The Employer shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.</p> <p>(b) Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Employer's notice.</p> <p>(c) If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, the Employer will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in clause 3.8.</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	
	8.2.1	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 no settled amicably in as with sub clause 8.2.1above, shall be finally settled by arbitration in accordance with Arbitration Act No 11 of 1995.
	8.2.2	The arbitral tribunal shall consist of a sole arbitrator, who shall be appointed in the manner provided under sub clause 8.2.3.
	8.2.3	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.

Volume I
Section VII- Forms of Securities

Section VII- Forms of Securities

Performance Security

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

[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:** Chairman, Central Environmental Authority,
No.104,DenzilKobbekkaduwaMawatrha, Bataramulla.

Date: -----

Performance Security 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)]

Bid Security

[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: **Chairman**, Central Environmental Authority, No.104, Denzil Kobbekkaduwa Mawattha, Bataramulla.

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)]

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<i>Section II</i>	<i>Bidding Data Sheet</i>
<i>Section III (A) & (B)</i>	<i>Forms of Bid and Qualification Information</i>
<i>Section V</i>	<i>Contract Data</i>
<i>Section VI</i>	<i>Employer's Requirements</i>

Section II Bidding Data Sheet

ITB Clause No.	Details
1.1	<p>The Employer is: Central Environmental Authority Address: "ParisaraPiyasa", No.104, DenzilKobbekkaduwaMawatha, Baththaramulla</p> <p>Name of the Contract :Supply Cleaning & Janitorial Services for Head Office, Regional Offices and Nature Field Centers – 2026/2027 Name of the Contract Number : CEA/AD/PROC/RE/05/2026</p>
1.2	The intended service period is initially for One (01) year.
2.2	<p>The information required from service providers is:</p> <ol style="list-style-type: none"> List as per Clause, 2.2 (b) and 2.2 (c) as relevant List any additions to the list in sub-clause 2.2, 2.2 (a); otherwise list "none" Last three year's similar type of service experience attached – Duly Completed Schedule A Recommendation/Service Certificates as per Schedule A attached <i>Annex I</i> Duly Completed Schedule B List of Equipment machinery required to perform Copy of Business Registration (<i>Attached Annex II</i>) Audited Financial Accounts for last three year(<i>Attached Annex III</i>) Copy of VAT registration form(<i>Attached Annex IV</i>) Last Two years Certified copies of EPF and ETF remit forms (<i>Attached Annex V</i>)
4.	Bidders can visit and observed Head office premises if required.
6	<p>Clarification of Bidding Documents:</p> <p>Designation : Director (Administration), Address: Central Environmental Authority, "ParisaraPiyasa", No.104, , DenzilKobbekkaduwaMawatha, Battaramulla. Telephone Number : 0112872278, 0112873447 and 0112873448</p>

8.1	<p>Original and Copy of the bid must be compromised in one envelope. Marked each envelop as “Original ” and “Copy”.</p> <p>Original and copy of envelopes put in to one envelop and for identification stated Top Left Hand Corner of the following details (inner and outer envelopes):</p> <p>Contract Name: Supply Cleaning & Janitorial Services for Head Office, Regional Offices and Nature Field Centers – 2026/2027</p> <p>Bid/ Contact Number: CEA/AD/PROC/RE/05/2026</p> <p>The address for submission of Bids is:</p> <p style="text-align: center;">Chairman, Department Procurement Committee, Central Environmental Authority, No 104, “Parisara Piyasa” Denzil Kobbekaduwa Mawatha, Battaramulla</p>
9	Bid Price: Quoted price should be as per 9.1, and 9.2
10	Currency of Bid & Payments: Sri Lanka Rupees
11.1	The period of Bid validity: 02-06-2026
12.	<p>Bid Security: Rs. 200,000.00</p> <p>The Amount of Bid Security shall be Sri Lankan Rupees 200,000.00 by unconditional, on demand a bank guarantee from a bank approved by the Central Bank of Sri Lanka valid until 05.07.2026 as per Section VII Forms of Securities.</p>
14.1	<p>The Employers address for the purpose of Bid submission is;</p> <p style="text-align: center;">Director (Administration), Central Environmental Authority, No 104, "Parisara Piyasa" Denzil Kobbekaduwa Mawatha, Battaramulla.</p> <p>For identification of the Bid the envelopes should indicate: Contract Name: Supply Cleaning & Janitorial Services for Head Office, Regional Offices and Nature Field Centers – 2026/2027</p> <p>Contact Number: CEA/AD/PROC/RE/05/2026</p>
15	<p>Dead line for submission of Bids to the address given at 14.1 is on or before</p> <p>Date: 2026.03.05</p> <p>Time : before 2.00 p.m.</p>
17	<p>Bid Opening below address given at 17.1</p> <p>Date: 2026.03.05</p> <p>Time : 2.00 p.m.</p> <p>Original marked envelope will be opened at the Administration unit with participation of bidder or authorized representatives of bidder.</p>
20	<p>Two stage bid evaluation is not Applicable</p> <p>In evaluation process , qualified bidders must obtain marks according to following</p>

	<p>mentioned criteria's:</p> <ul style="list-style-type: none"> - Bidders Previous Working experience - Recommendation from previous employees' within last three (03) years in similar size & capacity. - Capability to & quoted price for equipment & machineries and Chemicals & materials - List of Machinery Provided – eg: Lawn Movers/ Bush Cutters/ Submersible Pumps/ Wet and or Dry Vacuum Cleaners, etc (List to be attached including locations with rate per day) <p>Bidder's quoted price for Personal cost.</p>
20.3	<p>The bidder can be only quoted for whole lot.</p> <p>Bidders must quoted salary price including all allowances excluding EPF/ETF for them. EPF &ETF must be quoted separately. Partial bids will be rejected.</p>
26	<p>A Performance Security, which is 5% of the annual total contract price (without VAT) shall be submitted with on 14 days accepted after receipt of the Letter of Acceptance (As per Section VII Forms of Securities).</p> <p>The Performance Security should be an unconditional Bank Grantee from a bank approved by the Central Bank of Sri Lanka, valid until 28 days from the Completion Date of the Contract.</p>

SAMPLE

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Section III (A)–Forms of Bid

Section III (A) Forms of Bid

Form of Bid

[date]

To: [name and address of Employer]

Having examined the bidding documents, we offer to provide the Services [**Supply Cleaning & Janitorial Services for Head Office, Regional Offices and Nature Field Centers- 2026/2027 CEA/AD/PROC/RE/05/2026**] in accordance with the Conditions of Contract, Employer’s Requirements, drawings and activity schedule accompanying this Bid for the

Contract Price of..... [amount in numbers],.....
.....
[amount in words] or any other sum derived in accordance with the said documents.

This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.

We hereby confirm that this Bid complies with the Bid validity required by the bidding documents and specified in the Bidding Data.

Authorized Signature:

Name and Title of Signatory:

Name of Bidder:

Address:

Letter of Acceptance

[Letterhead paper of the Employer]

Notes on Standard Form of Letter of Acceptance

*The Letter of Acceptance will be the basis for formation of the Contract as described in Clauses 25 of the Instructions to Bidders. This Standard Form of Letter of Acceptance should be filled in and sent to the **successful Bidder only after evaluation** of bids has been completed.*

[Date]

To: [name and address of the Service provider]

This is to notify you that your Bid dated [date] for providing services [name of the Contract and identification number] for the Contract Price of [amount in numbers and words], as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

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

Authorized Signature:

.....

Name and Title of Signatory:

.....

Name of Agency:

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 at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract:

- (a) The Conditions of Contract;
- (b) The Contract Data;
- (c) The Form of Bid
- (d) The Priced Activity Schedule
- (e) The Employer's Requirements

2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular: (a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and (b) the Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of [name of Employer]

.....

[Authorized Representative]

For and on behalf of [name of Service Provider]

.....

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Section III (B)–Qualification Information

Section III (B) Qualification Information

General

To determine the technical qualifications and capabilities of the Bidder's bids for this service which will be considered by the employer along with the price bid a qualification questionnaire must be completed by the Bidder.

1. Bidder must have Business Registration
2. Bidders last three years similar type of experience– Schedule A (Given Format must be submitted– Recommendation letters must be attached as annexure II
3. Bidder have well established regional network to supply any district for this service.

SAMPLE

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Section V – Contract Data

Section V Contract Data

1.1(b) The contract name is: **Supply Cleaning & Janitorial Services for Head Office, Regional Offices and Nature Field Centers - 2026/2027**

Contract No: **CEA/AD/PROC/RE/05/2026**

1.1(d) The Employer is: Central Environmental Authority,

1.1(f) The Member in Charge is: Director (Administration)

1.1(p) The Service Provider:

1.4 The addresses are:

Employer:

Attention:

Director (Administration),
Central Environmental Authority,
No 104,
“ParisaraPiyasa”
DenzilKobbekaduwaMawatha,
Battaramulla.

Telex: 0112872278, 0112873447, and 011287344

Facsimile:011 2 872601

Service Provider:

Attention:

Telex:

Facsimile:

E-mail address

1.6 The Authorized Representatives are:

For the Employer: Director (Administration)

For the Service Provider...

2.1 The date on which this contract shall come into effect will be the date of issue of the Letter of Acceptance.

2.2.1 The Starting Date for commencement of Services: **04.05.2026**

2.3 The intended Completion Date will be for 1 years from the date of commencement of the Contract.

3.5 Not allowed to enter in to sub contract.

Activity schedule not applicable.

6.2 (a) The Contract amount is:

6.4 Payments shall be made to the service provider as follows:

1. **No advance payment will be made** to the Service provider under this contract. Therefore, ITB clause No. 27.1 is not applicable for this contract.

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Section VI - Employer's Requirements

Section VI - Employer's Requirements

6. Introduction

The Central Environmental Authority (CEA) has 26 regional office in every district except Colombo district and Head office is located at the Battaramulla.

6.1 Scope of the work

Service provider must be facilitated with Janitorial and cleaning service to achieve tasks of clean and hygienic environment for the CEA head office, mentioned regional office and 03 Nature Field Centers in the below listed .

6.2 Terms & conditions

6.2.1 JANITORIAL & CLEANING TASKS

CLAUSE 1 – EXTEND OF THE OFFICE BUILDING

1.1 The Service provider shall provide Janitorial and cleaning services for Head office, 21 regional offices and 03 Nature Field Centers of the Central Environmental Authority. Details of extract locations and extends are listed below.

No	Name of the office / Nature Center	Office Address	Details of the office Building		
			Approximate ly Extend of the office Building (sq.ft)	Number of Toilets	Number of Lunch Rooms
01.	Head office	“ParisaraPiyasa”, No. 104, DenzilKobbekaduwaMawatha, Battaramulla	55,000	63	5
Provincial office					
02	Southern	Habaraduwa,,Koggala	6,200	2	1
03	North Western	No 162,NegamboRoad, Kurunegala	6,600	5	1
04	Central	Polgolla dam, Polgolla	15,000	7	1
05	Eastern	PriyanthaMawatha, ,Kantale	3,000	5	1
06	Sabaragamuwa	No 582,New Town Rathnapura	7,300	7	1
07	NorthCentral Provincial Office	No 388,Harischandra Mawatha, Anuradapura	3,000	3	1
District Office					
08	Kaluthara	No7 A, AsiriMawatha, Nagoda, Kalutara.	3,400	6	1
09	Gampaha District Office	No 181, Kandy Road,Yakkala	7,000	12	1
10	Kegalla	No7/4,AlbartSenawiratha Mawatha, Kegalla	4,500	4	1
11	Matara	No. 64/1, Francis Mawatha, Store Street,Hakmana Road, Matara	3,700	2	1
12	Hambanthota	No 45, WeerakatiyaRoad, Tangalla.	3,500	3	1
13	Nuwaraeliya	No 4,WajiraMawatha, HawaEliya,Nuwaraeliya,.	3,500	4	1

14	Monaragala	28, Tissa Road Monaragala	3,000	2	1
15	Ampara	1 Lane, Ampara ,	5,500	8	1
16	Batticalo	No 420, Trincomalee Road Batticalo	2,500	4	1
17	Polonnaruwa	No 477/28, Kanuwa, Polonnaruwa	5,000	7	1
18	Kilinochchi	No 29, Udayanagar, KanakapuramRoad , Kilinochchi	21,000	15	1
19	Badulla	No 179 KeppetipolaMawatha, badulla	4000	7	1
20	Matale	No,128,Dharamapala Mawatha,matale	5500	4	1
21	Puttalam	155/A Colombo Rd, Puttalam	950	1	2
22	Vauniya	Horoupatana,rambaikulam, vavniya	2300	1	2
23	Kiridiwela	Maligawatta,kiridewela	6820	2	1
Sobaketha (Nature Field Centers)					
24	Rumassla	Rumassala, Galle	3,000	2	1
25	kundasale	Warapitiya,,Kundasale	6,000	6	1
26	Attidiya	No 66,Elawella Road, Attidiya	1,600	2	1

CLAUSE 2 – JANITORIAL & CLEANING SERVICE CATERORIES

2.1 Ares covered with Janitorial & Cleaning Service

1. Toilets/Washrooms and Entrance passage to Toilet (Work schedule should be carried out according to the time frame & for work execution refer 3.1)
2. Whole building including office floor area & ceiling areas - Entrance lobby, reception area, office area, Lunch Rooms, Conference Rooms, Auditorium, passages, walkways, etc of the building (Work schedule should be carried out according to the time frame & for work execution refer 3.2)
3. Cleaning office furniture, equipment and machineries. (Work schedule should be carried out according to the time frame & for work execution refer 3.3)
4. All other areas except above 1 & 2. – Car parks, pavements, roads, etc.(Work schedule should be carried out according to the time frame & for work execution refer 3.4)

2.2 Collection of waste, rubbish and environmental friendly disposal of waste and rubbish.

CLAUSE 3 EXECUTATION OF WORK

3.1 Cleaning of Toilets/Washrooms and Entrance passage to Toilet

- 3.1.1 Tiled floors must be swept, clean with appropriate brush, wet mopped with disinfection/germicidal cleaner and damp wiped.
- 3.1.2 Wet moped and damp wipe areas soiled from foot traffic or due to any other reason.
- 3.1.3 Scrub wall tiles including grouted joints without any damage to the tiles or walls.
- 3.1.4 Clean remove dust in Aluminum doors, fanlight in toilets and clean glazed surfaces with glass cleansers.
- 3.1.5 Spot clean smudges and marks from washable tiled, walls, partition, vanity tops, doors, door jambs, windows, window sills and receptacle daily and as needed with no damage to them.
- 3.1.6 Damp wipe inside needed.
- 3.1.7 Water closet, squatting pans and urinals must be washed and clean with appropriate Scrubbers/Brush and sanitized using germicidal cleaner. Sanitize commodes including both sides of seats and wash basins using a germicidal cleaner without any damage.
- 3.1.8 Washbasins must be cleaned with appropriate sponge and no colored patches, marks or dirt must remain. Clean and sanitize sinks and faucets and wipe dry with no damage to them. Traps in wash basins should be cleaned and maintained with no blockages.
- 3.1.9 Floor traps must be maintained free from odor at all times. Blockages in sewer lines, traps, gullies, manholes to be clean as need and request by the employer.
- 3.1.10 Cleaning septic tanks as needed and inspected by the authorized officer's form the Employer.
- 3.1.11 Partitions and walls behind the urinals in gent's rooms to be spot wiped for soiling with disinfection daily.
- 3.1.12 Spray and walls all mirrors, shelving, and stainless steel/chromium fixtures such as big taps, towel rails, paper Holders, Bidet Sprays must be damp wiped and polished. Clean and all bright work

- 3.1.13 All other surface must be spot cleaned and horizontal surfaces and vertical surfaces dampened wiped and sanitized.
- 3.1.14 Paper towel and sanitary napkin receptacles must be emptied, and provided with a new liner. Removed trash from restrooms should be disposed from premises daily.
- 3.1.15 Remove trash, replace liner and wash out receptacles as needed.
- 3.1.16 Remove dust & cobwebs in fixtures, fans, etc.
- 3.1.17 The intention of this specification is to leave all restroom (washrooms/toilets) & entire premises in a clean, dust free, odorless and sanitized condition.

3.2 Whole building including office floor area & ceiling areas - Entrance lobby, reception area, office area, Lunch Rooms, Conference Rooms, Auditorium, passages, walkways, etc of the building

- 3.2.1 Sweep Clean of all dust in Tiled Floors, scrub with approved liquid detergent solution wash down thoroughly with clean water – remove all excessive water from the surface.
- 3.2.2 Wet mop and damp wipe areas soiled from foot traffic or due to any other cause. Dust mop and damp mop all hard surface floors. Remove heels marks, scuffs touchup and restore with finish as needed.
- 3.2.3 Remove cobwebs and debris in all surfaces of the building including ceiling and under and behind the furniture, (All types of tables/ chairs/ Sofas/ Reception Desk/ cupboards/ racks etc.), and all hidden spaces.
- 3.2.4 Clean entrance door glass and other door glasses.
- 3.2.5 Clean all finger prints, smudges, etc on timber hand rails counters, desks, benches, light switches, walls, doors & frames, interior divider glass, glass topped desks etc.
- 3.2.6 Dust all the horizontal surfaces.
- 3.2.7 Dust and spot clean all desks/tables, counters and counter tops, file cabinets, racks, ledges, windowsills etc. without naming every type of surface in the building.
- 3.2.8 Vacuum all ceiling diffusers, vents. Clean all light fixtures to be free from dust and cobwebs and polish all bright surfaces, clean all fans and louvers to be free from dust and cobwebs.
- 3.2.9 Clean windows from both sides (indoor and outdoor) including sills & Frames.
- 3.2.10 Clean and polish all stainless steel surfaces and the metal/aluminum surfaces on partition, doors, door handles, hand rails, lift car etc.
- 3.2.11 Scrub and high-speed buff all tiled floors in passages, balcony areas, porch area etc to remove scuffs and restore the original finish (gloss, mat, rustic or rough).
- 3.2.12 Vacuum all the fabric areas in partition without any damage of dirt and grime, simply wipe fabric blades with a sponge soaked in lukewarm water and a little mild detergent. There can be significant variations between fabrics used in vertical blinds, therefore the employer recommend the clean a small test area first. Then it can be dry gently with a clean cloth. The employer recommend maintaining and cleaning blinds in accordance with manufacturer's instruction.
- 3.2.13 Disinfect telephone equipment in Reception any lobby Areas with an approved germicidal.
- 3.2.14 Clean and maintain all flowers troughs and indoor plants.
- 3.2.15 Clean the all the gutters downpipes at the roof level and drains in ground level to avoid any blockages in the rain water disposal system.

- 3.2.16 Scrub well tiles including grouted joints in pantry/ lunchrooms without any damages to the tiles.
- 3.2.17 Cleaning of ground water sump, overhead water tanks properly at least once a year and if requested by the employer.
- 3.2.18 Cleaning of Septic tanks and manholes and gullies to avoid any blockages in sewage disposal system as need and as requested by the employer
- 3.2.19 Remove all the trash from building to a designated area outside the premises.
- 3.2.20 Vacuum Clean the curtains in Auditorium
- 3.2.21 Cleaning of internal sign boards and name boards. Cleaning and polishing of main name board at Entrance
- 3.2.22 The intention of this specification is to leave all the surfaces of entire building in a clean, sanitized and dust free condition.

3.3 Cleaning office furniture, equipment and machineries

- 3.3.1 All furniture must be clean with an approved germicidal.
- 3.3.2 Disinfect telephone equipment with an approved germicidal
- 3.3.3 Clean pedestal and ceiling Fans.
- 3.3.4 Any other cleaning activity given by the employer

3.4 All other areas except above 1 & 2. – Car parks, pavements, roads, etc

- 3.4.1 Remove cobweb and debris in all surfaces of the building such as external areas of the office building including sunshades, flower trough, car porch, Generator Rooms, Security Huts , pump house , car parks, Janitorial Rooms Etc
- 3.4.2 Clean the flower bench and Tiled Floor, and polishing stainless steel Handrails at the Buddha statue
- 3.4.3 Sweep open pavements, verandas, concrete/ cement block paved areas, and remove all the litter. Wash them if required.
- 3.4.4 In all other areas outside the building – remove all litter, remove large weeds , apply weeds killer, sweep all the areas clear including car parks, paths and kern lines.
- 3.4.5 Remove all litter and trash. Empty recycling bins collected outside the building and removed to a designated area outside the premises.
- 3.4.6 Clean all the drains around the entire land. Remove all mud and dirt to a designated area outside the premises. Maintain the cleanliness of the canal to be free from odor.
- 3.4.7 Clean boundary well around the building premises and chain Link Fence at Front side and Entrance Gate. Maintain the boundary wall/ Fence with no creeper or plants grow along and on the well.
- 3.4.8 The intention of this specification is to leave entire premises in a clean, sanitized, dust free, hygienic condition.

3.5. Services Miscellaneous

- 3.5.1 Report malfunctioning Lamps, Lights and / or Building Equipment as they occur indoor and outdoor.
- 3.5.2 Report any rest room (washroom, toilets), Pantry, or any other area repairs (bidet showers, taps, cisterns water leakages, or any other fixtures etc) as needed to the supervisor nominated by the employer.
- 3.5.3 Report any location which having mosquito breeding possibilities due to accumulation of water.
- 3.5.4 Follow all necessary Building Security procedures.

3.5.5 Comply with all general rules of good housekeeping regarding janitorial duties which are not here in specified.

3.6 Collection of waste, rubbish and environmental friendly disposal of waste and rubbish.

3.6.1 All the waste bins must be clean according to time schedule.

3.6.2 All the waste bins are covered with polythene bags.

6.2.2 GARDENING SERVICE

CLAUSE 4 –DETAILS OF GARDEN AREA

No	Name of the office	Office Address	Availability of pond
01.	Head office	“ParisaraPiyasa”, No. 104, DenzilKobbekaduwaMawatha, Battaramulla.	Available

CLAUSE 5 -AREAS COVERED GARDENING SERVICE

Areas covered under gardening service:

1. Cleaning and maintenance of gardening areas including glass area and all other areas.
2. Maintenance of the pond in head office.
3. Maintain ,Trimming, watering, etc plants.
4. Cleaning fish Tank at Ground Floor tom an acceptable level. Prior approval should be taken for the method of cleaning from the employer Supervising Officer. Care should be taken to protect the ornamental fish in the tank.

CLAUSE 6 EQUIPMENTS AND MACHINERIES REQUIRED

6.1 The contractor must supply required equipment and machineries through the Store Keeper of the employer beginning of the month.

6.2 The contractor must be responsible for providing own expense for required cleaning machineries and equipment such as, but not limited to lawn movers, hedge cutters brooms, brushes, mops, rags, dusters, mop pails, buckets, ladders, scrubbing machine etc

6.3 The Contractor must be maintain record keeping of that monthly usage of equipment and that must be submit with the monthly bill to employer.

6.4 The above mentioned equipment and machineries must be in good condition to perform it’s work and in adequate quantities in each of work. All equipment will be properly maintained and replaced when necessary.

6.5 Equipment which are used in janitorial and cleaning process must shall be clean and hygienic including the rags and dusters.

6.6 The contractor must keep their cleaning equipment and tools in a proper manner in the storage facilities provided by the employer.

6.7 Employer randomly inspected to ensure availability and to define adequate equipment and machineries are availability. If there is any issues find employers can deducted that from the monthly bill.

6.8The Bidder must listed all the equipment and machineries owned by him which are used in the performance of their janitorial and cleaning services now under contract.

CLAUSE 7 SUPPLY OF MATERIALS AND CHEMICALS

7.1 The contractor must supply required materials and chemicals for monthly usage through the Store Keeper of the employer beginning of the month. (All chemicals must have the registered gazette notification and supplier should submit the same at the beginning of contract)

7.2 The contractor must be responsible for providing own expense for required cleaning materials and chemicals mentioned in the price schedule of the Bidding document.

7.3 The Contractor must be maintain record keeping of that monthly usage of materials and chemicals and that must be submit with the monthly bill to employer.

7.4 Materials and chemicals used in the cleaning and janitorial purpose must be standard quality and quantity and brands used in purpose of cleaning and janitorial must be 100% tally with brands mentioned in the bidding document.

7.5 The contractor must keep their cleaning materials and chemicals in a proper manner in the storage facilities provided by the employer.

7.6 Employer randomly inspected to ensure availability and to define adequate materials and chemicals are availability. If there is any issues find employees can deducted that from the monthly bill.

7.7 Materials which can be use to cleaning purpose such as lawn movers, hedge cutters brooms, brushes, mops, rags, dusters, mop pails, buckets, ladders, scrubbing machine etc

CLAUSE 8 TIME SCHEDUEL:

8. 1The Bidder must quote the price by considering 25 (including Saturday or Sunday) working days per month. In case of number of working days increase or decrease from 25 working days per month, the payment for particular month will be based on the portion of the 25 days payment of personal cost (Janitorial Cost) of the bidders quoted price.

8.2 Employer operational hours may be 8.30 a.m. to 4.30 a.m. regularly. But may change according to work load and requirement.

- Below details shows the working time schedule.

a). Daily Work (Could be amended according to the requirement of each office)

Description	Time
Cleaning all toilets	Before 8.30a.m, & at 2.30 p.m
Cleaning of all office area	Before 8.30a.m
Cleaning of all garbage bins in office area	On or before 10.30 a.m. & at 16.30 p.m
Cleaning of all external areas and common areas including other building inside the premises	On or before 16.30 p.m without disturbance of office activities
Cleaning & maintenance of Garden (Head Office)	On or before 16.30 p.m without disturbance of office activities
Cleaning & maintenance of pond	1 st Saturday on the Month

Disinfection of Office Premises	When & Where Required
Grass Cutting in Head office (Approx:25000Sqft),Killinichchi (Approx:6000Sqft),Kundasale (Approx:20000Sqft), Galle (Approx:2000Sqft), Atthidiya(Approx:14000Sqft), and Ampara (Approx:15000Sqft), Central (Approx15,000 Sqft) Offices	When & Where Required

- Works under Daily Work

In this work category following clauses are covered:
3.1,3.2,3.3,3.4,3.5& 3.6

b.) Weekly work

The works covered under the weekly category should be carried out on Saturdays avoid the disturbance to the office work.

CLAUSE 9- STAFF REQUIREMENT

No	Name of the office// Nature Field Center	Required Staff (Number of)				Required Total Staff
		Supervisors - Male	Supervisors - Female	Janitorial- Male	Janitorial- Female	
01.	Head office	1	1	6	10	18
Provincial office						
02	Southern	-	-	1	1	2
03	North Western	-	-	-	1	1
04	Central	-	-	-	2	2
05	Eastern	-	-	-	1	1
06	Rathnapura	-	-	1	1	2
07	NorthCentral Provincial Office	-	-	-	1	1
District Office						
08	Kaluthara	-	-	-	1	1
09	Gampaha	-	-	-	2	2
10	Kegalla	-	-	-	1	1
11	Matara	-	-	-	1	1
12	Hambanthota	-	-	-	1	1
13	Nuwaraeliya	-	-	-	1	1
14	Monaragala	-	-	-	1	1
15	Ampara	-	-	-	1	1
16	Batticalo	-	-	-	1	1
17	Polonnaruwa	-	-	-	1	1
18	Kilinochchi	-	-	-	1	1
19	Badulla	-	-	-	2	2
20	Matale	-	-	-	1	1
21	Puttalaum	-	-	-	1	1
22	Vauniya	-	-	-	1	1
23	Kiridiwela	-	-	-	1	1
Sobaketha (Nature Field Centers)						
24	Rumassala		-	-	1	1
25	kundasale		-	-	1	1
26	Attidiya		-	-	1	1

CLAUSE 10– COMPETENCY OF STAFF

- Supervisors and janitorial staff must be in good health and capability to write and read Sinhala or English.
- Janitorial staff must be below 60 years old and supervisor must be below 55 years old.
- Staff members have experiences in cleaning and janitorial works.

CLAUSE 11– UNIFORM OF STAFF

- All janitorial must be their unique uniform to identify them quickly with their names. Service provider must be obtain prior approval for that uniform. Supervisors must be wear black and white uniform.
- Every person has a responsibility to ware uniform and maintain it's clean.
- Every person must be ware suitable footwear or shoes.
- If any janitorial person or supervisors isn't wear their respective uniform, Rs.125 deducted from that daily payment from that staff member.

CLAUSE 12 – BEHAVIOUR OF STAFF

- Every staff member must be well disciplinary, well behave. They don't disturb any office activity or work.

CLAUSE 13 – WAGES OF STAFF

- All payments must be followed with government rules and regulation. Minimum wage rules to be followed as applicable.
- Service provider must be paid EPF/ETF separately to that respective funds as per the mentioned in bidding documents.
- Bidder must be quoted price separately EPF/ETF of the staff. The employer paid EPF & ETF for respectively as per monthly payment for them.
- Service provider must be submit EPF& ETF remit documents (proof evidence) with next month bill.

CLAUSE 14 – PAYMENT TERMS

- The billing period shall be calendar month beginning on the first day of the month. The sum of the monthly bill must be equivalent to one twelfth (1/12) of the annual contract sum. Upon receipt of the contractor's monthly bill the employer shall make the payment to the contractor after making any additions / deductions.
- The bill should very clearly mentioned following items.

Janitor Cost (Personal Cost) – Payments are based according to attendance sheet and number of days worked in that month.

Cost for Chemical& Material

Cost for Equipment& Machineries

- Chemicals, Materials, plants and equipment must be supply from the contractor through the Stores of the CEA. The Employer paid monthly payment for Chemicals and Material cost per that month and Equipment & Machineries according to bidders quoted price.

- Format of the Attendance sheet must be printed by the Service provider. Payments of the Janitorial and cleaning service based on authorized attendance sheet sign by the contractor. Supplier must submit all original attendance sheets including district/province offices along with the monthly invoice. CEA will check it with the digital copy received by them directly from the regional offices for any alternations. Unauthorized alternations will leads to termination of the contract.
- After completed one month time period, comprehensive set of documents including sing attendance sheet of the authorized officer form the service provider must be submit along with monthly bills to the on or before 5th of every month to the CEA. Late invoices would be consider for following month.

CLAUSE 15- DEDUCTION OF PAYEMNT

- Contractor must be supply staff according to bidding document. If the contractor is not supply staff according to mentioned headcount, quoted price for that staff members are deducted.

CLAUSE 16 - ARBITRATION

- Any disagreements / dispute shall be brought to the notice of the Director General, CEA in writing within seven days of the disagreement / dispute.
- The Director General, CEA and the contractor shall make every effort to resolve any disagreement / dispute in connection with the contract amicably by direct negotiation between the parties.
- Any dispute that is not resolved under 10.2 above may be submitted by either party to arbitration for final settlement under the arbitration act No. 11 of 1995 as amended.

6.2.3. CONDITIONS

- The Contractor should be provide the same services to newly acquire or newly constructed areas under the purview of the Central Environmental Authority. In such case, same payment rates are applicable.
- The employee will be carried out randomly inspections to ensure all material and equipment used in cleaning process is comply with employer’s requirement.
- The employer isn’t paid for any allowances for the Janitorial staff excluding ETF/EPF, etc.
- After proceed every cleaning activity authorized officers form the Employer must be inspected.

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Company Name

Signature

Date

Section VII

Price Schedule

Janitorial and Cleaning service for the CEA Head office & Regional Office

A. Personal Cost - Bidder must be quoted price according to below required details.

Bidders must quoted price for janitorial staff including all allowances/cost (Welfare & uniform cost), etc. excluding EPF/ETF.

Details of Wages	Rate Per day (Rs.)	Rate Per month (Rs.)	Per Person EPF Amount (Rs.)	Per Person ETF Amount (Rs.)	Per Person Basic Rate Salary excluding EPF/ETF
Supervisor - Male					
Supervisor - Female					
Janitor- Male					
Janitor- Female					

If rates are differ based on geographical locations, please mention the rates specifically in below chart;

No	Location	Cost Rates – Location wise						
		Supervisors – Male	Supervisors - Female	Janitorial-Male	Janitorial-Female	Total Personal Cost (A)	Total Equipment & Machinery Cost (B)	Total Chemical & Material Cost (C)
01.	Head office	1 x	1 x	6 x	10 x.....			
Provincial office								
02	Southern	-	-	1x	1x			
03	North Western	-	-	-	1 x			
04	Central	-	-	-	2 x			
05	Eastern	-	-	-	1 x			
06	Rathnapura	-	-	1 x	1 x			
07	NorthCentral	-	-	-	1 x			
District Office								
08	Kaluthara	-	-	-	1 x			
09	Gampaha	-	-	-	2 x			
10	Kegalla	-	-	-	1 x			
11	Matara	-	-	-	1 x			
12	Hambanthota	-	-	-	1 x			
13	Nuwaraeliya	-	-	-	1 x			
14	Monaragala	-	-	-	1 x			
15	Ampara	-	-	-	1 x			
16	Batticalo	-	-	-	1 x			
17	Polonnaruwa	-	-	-	1 x			
18	Kilinochchi	-	-	-	1 x			
19	Badulla	-	-	-	2 x			
20	Matale	-	-	-	1 x			
21	Putalum	-	-	-	1 x			
22	Vauniya	-	-	-	1 x			
23	Kiridiwela	-	-	-	1 x			
Sobaketha (Nature Field Centers)								

24	Rumassala	-	-	-	1 x			
25	Kundasale	-	-	-	1 x			
26	Attidiya	-	-	-	1 x			
Total		1	1	7	38			

B. Price quoted for Annual.

No	Details of Wages	Rate Per Day(Rs.) Excluding ETF/EPF	Rate Per month (Rs.) Excluding ETF/EPF	Total Annual Price Excluding VAT (for Package)	Discount (if any)	Discounte d Total Price (if any) Excluding VAT	VAT 18%	Total Annual Price including VAT (Within Package)
1.	Personal Cost (Janitorial Cost)							
2.	Equipment and Machineries (B)							
3.	Chemical and Material(C)							
4.	Administrative Expense							
Total								

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Company Name

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Signature

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Official Staff Date

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Reference	Time Period	Name of the	Address	Contact Amount	Contact details of Authorized Officer
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SAMPLE

perience in Similar Assignments last three years - Copies of previous certificates must be attached as annex II with REFERENCE Number.

Number		Employer		(Rs)	Name of the officer	Contact Number

SAMPLE

Schedule B

- **equipment and machineries**

The Bidder should declare the actual equipment and machineries required for that purpose to use for the execution of works and services under this contract. Those equipment and machineries should be in usage for not more than three years after their first purchase/use.

