



**SOUTH EASTERN UNIVERSITY OF SRI LANKA**

# **BIDDING DOCUMENT**

**PROVIDING CLEANING & JANITORIAL SERVICES FOR MAIN  
LIBRARY COMPLEX OF  
SOUTH EASTERN UNIVERSITY OF SRI LANKA**

**Employer: Vice Chancellor  
South Eastern University of Sri Lanka  
P.O. Box No. 01, University Park  
Olivil**

Issued to: .....

Issued by: .....

Date: .....

## CONTENTS

<b>ITEM</b>	<b>PAGE</b>
Invitation for Bids	3
Bidding Data	5
Contract Data	7
Employer's Requirements	9
Form of Bid	15
Bill of Quantity	17
Documents need to be attached with completed bid	19

# **Invitation for Bids**



**SOUTH EASTERN UNIVERSITY OF SRI LANKA  
INVITATION FOR BIDS  
PROVIDING CLEANING AND JANITORIAL SERVICES FOR  
SOUTH EASTERN UNIVERSITY OF SRI LANKA**

The Chairman, Department Procurement Committee on behalf of South Eastern University of Sri Lanka (SEUSL) invites sealed bids from Registered Business Institution for Cleaning and Janitorial Services for South Eastern University of Sri Lanka for its Main Library located at Oluvil.

Interested bidders may obtain a complete set of bidding documents from the Senior Assistant Registrar/General Administration, SEUSL until 9<sup>th</sup> June, 2017 between 9.00 a.m. to 3.00 p.m. on working days producing the receipt for the payment of non refundable fee of Rs.1000.00 paid to the shroff of the university. Bidders can also download the bidding documents from the university website <http://www.seu.ac.lk>. Those who obtain bidding document from the university website should submit the completed document along with Bank draft drawn in favour of the “Bursar, South Eastern University of Sri Lanka, University Park, Oluvil # 32360”, and the bank draft should be attached with the bidding documents.

All bids shall be accompanied by a Bid Security amount of 2 % of the bid price to be valid for a period of four months from the date of closing of bids. The bid security should be obtained from any Commercial Bank operating in Sri Lanka approved by the Central Bank of Sri Lanka in favor of Vice Chancellor, South Eastern University of Sri Lanka.

Bidding documents **in duplicate**, marked “Original” and “Duplicate” in two separate sealed envelopes, putting them together in one sealed envelope, marked “Providing Cleaning and Janitorial Services for South Eastern University of Sri Lanka” on the top left hand corner of the envelop should either be sent by Registered Post to the address given below or deposited in the Tender Box kept at the Office of the Registrar, SEUSL, to be received before 3.00 p.m. on 21<sup>st</sup> June, 2017. Late bids will not be accepted.

Bids will be opened soon after the closing time of bids at the Board Room of SEUSL. Bidders or their authorized representatives are allowed to be present at the time of opening of the bids.

Further information can be obtained from the Senior Assistant Registrar/ General Administration, SEUSL during working days (Telephone No. 067-2255177).

**Chairman  
Department Procurement Committee  
South Eastern University of Sri Lanka  
P.O. Box No. 01  
University Park  
Oluvil.**

## **Bidding Data**

## Bidding Data

### Instructions to Bidders Sub-Clause

<b>Item</b>	<b>Entry</b>
<b>Employer's name and address</b>	Name : The Vice Chancellor  Address: South Eastern University of Sri Lanka P. O. Box No. 01 University Park, Oluvil
<b>Scope of Works</b>	Providing better Cleaning & Janitorial Services to South Eastern University of Sri Lanka for its Main Library at Oluvil
<b>Contract Period</b>	01 (one) year
<b>Bid price</b>	VAT component shall not be included in the rates. The amount written in the Form of Bid shall be without VAT. However VAT component shall be shown separately at the end of the price schedule summary.
<b>Currency of bid</b>	The currency of the bid price shall be only in Sri Lankan Rupees.
<b>Bid validity period</b>	The Bid shall be valid for a period of four months from deadline for submission of Bids.
<b>Amount of Bid security</b>	2 % of the bid price
<b>Beneficiary</b>	The Vice Chancellor, South Eastern University of Sri Lanka
<b>Deadline for submission of Bids</b>	Until 3.00 pm. 21 <sup>st</sup> June, 2017
<b>Address for submission of Bids</b>	The Chairman, Department Procurement Committee, South Eastern University of Sri Lanka, P.O.Box No. 01, University Park, Oluvil.
<b>Amount of Performance Security</b>	The standard form of performance security acceptable to the Employer shall be a bank guarantee (any Commercial Bank operating in Sri Lanka approved by the Central Bank of Sri Lanka)  The amount of Performance Security is 5% of the Initial Contract Price.

## **Contract Data**

## Contract Data

<b>Employer is:</b>	The Vice Chancellor
<b>Address:</b>	South Eastern University of Sri Lanka, P.O. Box No. 01, University Park, Oluvil
<b>Supervisor</b>	Works Engineer/ Authorized Officer South Eastern University of Sri Lanka, P.O. Box No. 01, University Park, Oluvil
<b>Performance Security</b>	The Performance Security shall be 5% of the Initial Contract Price.  The Standard Form of Performance Security acceptable to the Employer shall be a bank guarantee (Registered as a commercial bank under the Central Bank of Sri Lanka).
<b>Start Date:</b>	The Start Date is within 14 Days from the issue of the Letter of Acceptance.



## **Employer's Requirements**

## Employer's Requirement

### 1.1 South Eastern University of Sri Lanka

South Eastern University of Sri Lanka (SEUSL) is the 10<sup>th</sup> national University in the country established in 1995. The main campus is located at Oluvil at the extent of 230 acres and the faculty of Applied Sciences is located at Sammanthurai at the extent of 40 acres. The University has progressed tremendously within a short period of time.

South Eastern University of Sri Lanka has strong focus on academic excellence in producing employable graduates demanded by both private and government organizations in Sri Lanka and abroad. It is also attempting to enhance multidisciplinary research culture in the University and serving to the needs of stakeholders and the communities. The University is greatly contributing to the peace and harmony of the region. Presently, SEUSL has six faculties, around 4000 undergraduates, and 650 staff of all categories.

Any further details could be obtained from the Senior Assistant Registrar/General Administration of South Eastern University of Sri Lanka.

### 1.2 Scope of Works

- (a) The present scope of work will cover in and around area of operation of the Main Library at Oluvil. Scope and detail of the works are given below:

#### Maintenance of floors:

Description	Frequency
<b>Cleaning of floors</b> <ul style="list-style-type: none"><li>Dust mopping/ sweeping to remove dust, soil, dirt and grime in all buildings.</li><li>Sweeping and cleaning of all courtyards and surrounding premises</li><li>Dusting, washing and cleaning carpets, doormats, floor mats, coir mats</li><li>Collection/separation of garbage to dust bins, and washing Dust bins</li></ul>	Daily
<b>Polishing and waxing</b> <ul style="list-style-type: none"><li>Machinery polishing and waxing with standard floor polish and wax</li></ul>	Once in three months

#### Cleaning of Toilets and Bathrooms:

Description	Frequency
<ul style="list-style-type: none"><li>Cleaning, washing and disinfection of walls, floors, bowls, washbasins, squatting pans, washings commodes using standard cleansers &amp; disinfectants.</li><li>Wiping and cleaning of all toilet fittings such as taps soap holders mirrors, sink etc.</li><li>Cleaning of all toilets, urinals &amp; bathroom gullies. Toilets should be kept dry at all times and should have a pleasant fragrance (By air freshening, Naphthalene balls, etc)</li></ul>	All toilets twice a day

**Miscellaneous**

Description	Frequency
<p><b>Cleaning of Walls, Ceiling, Electrical fixtures, Partition Glasses, Doors, Curtains, Furniture, and the Drainage system</b></p> <ul style="list-style-type: none"> <li>• Cleaning &amp; removal of dust, cobweb, etc, of ceiling and corners (manual/ vacuum)</li> <li>• Dust mopping to remove dust, dirt and grime on walls</li> <li>• Remove marks and stains on walls and name boards</li> <li>• Cleaning of electrical fixtures and fittings (switches), Dust mopping of fans, and Disinfection of telephones</li> <li>• Washing and cleaning of exterior/ interior glass/ Aluminum partition using glass cleaner</li> <li>• Cleaning of wood and hand rails</li> <li>• Dusting and cleaning of furniture in the office, Wiping &amp; cleaning of aluminum/ timber windows &amp; doorframes and windows &amp; doors.</li> <li>• Cleaning the drainage system of the building (inside and in front of the building)</li> </ul>	weekly

**Note:** Work schedule, Polishing cycle, Equipments etc should be arranged as per requirement of Works Engineer/ Works Supervisors of the University.

**Details of the building are given below**

Floor area to be cleaned : 5,106 m<sup>3</sup>

No. of Toilets : 10

No. of Sinks : 20

(b) The contractor should supply its services every day except Sundays and Public Holidays to ensure overall sanitary condition of the building and premises of the Academic Programme Centre and the Library during the contract agreement.

(c) The working time is 7.00 am – 5.00 p.m.

(d) The contractor shall provide all necessary machinery, tools and materials for the proper execution of the work. Such machinery and materials shall be of high standard and suitable for use in the building.

(e) The contractor should use **standard branded cleaners and disinfectant**, fragrance, polish and wax and should submit quality report when requested by the University.

(e) Informing to the Works Engineer of any defect (leaking of water, operational conditions) found in toilet fittings, water taps, sinks etc.

### **General Conditions:**

1. The bidder should be a registered experienced company which provides CLEANING AND JANITORIAL SERVICES or similar category that is accepted by the procurement Committee. The bidder should have at least one year experience at government / Semi – Government organization.
2. The contractor should possess a sound financial stability to pay the salaries to its employees at least for three months without awaiting the relevant payments for the services.
3. The contractor should possess all the resources, such as supervisors, materials, machineries etc necessary for execution of the contract. The University will not supply any of these resources to the contractor.
4. All tenderers should visit and inspect the premises by prior appointment with the Senior Assistant Registrar/ General Administration of this University and fully acquaint themselves with the details, nature and requirement of the services and quote rates all inclusive.
5. No alteration should be made in the tender or in other documents annexed thereto. All alterations and erasures of particulars filled in by the contractors in the tender should be initialed by him/her.
6. If the bidder fails to do the allocated work or part of work on time, the University reserves the right to terminate the services and will claim the bond by the university.
7. In case the contractor is unable to provide services as per the University requirement, the University will fine the full amount or percentage of BOQ, on the recommendation of the Works Engineer of the university.
8. If the bidder fails to submit documentary evidence which required to the above with bid, the procurement committee reserve right to reject the bid.
9. The University reserves the right to reject any bid without giving any reason
10. The tenderer whose tender is accepted will be responsible for insuring at his/her own cost, all workmen engaged on this work against all risks of accident and injury.
11. The successful tenderer should obtain security clearance from the local police station for all the personnel to be deployed at sites.
12. The appropriate payment of wages and other benefits (EPF and ETF) to the employees of the contractor shall be the Exclusive Responsibility Of The contractor and persons so employed by the contractor shall have No Claim whatsoever on the University.
13. The list of employees who will be employed by the contractor shall be submitted to the Universities Authority at the beginning on the contractual period.

14. The contractor should issue identity cards to their employees, which they should always carry with them and make available for inspection by the University authorities at any time.
15. The Contractor will have to follow the norms, rules and regulations, guidelines, standing order of the University and instructions given by the Administration from time to time.
16. Either party can terminate the contract by giving three months prior notice. If not University reserves the right to claim the performance bond.
17. The bidder should maintain a stock of consumables (E.g. Equipments, Floor polish, wax, disinfection, fragrance, etc.) for a period of one month.
18. Monthly bill should be submitted along with a copy of the bill of quantities, which indicates the actual work done within the particular month.
19. The University will not undertake to reimburse any increases in wages or taxes happened to be paid by the contractor, after the contract is signed.
20. **The bidder should pay the salaries and wages, budgetary relief allowance to Labourers as per guidance of the salaries and wages board's ordinances and labor department.** University reserves the right to check about the salary payment of laborers by the contractor.
21. The bidder shall be exclusively responsible for the payment of remuneration and all legal benefits to its staff/ employees including compensation for any death or injury while working.
22. The workers employed by the contractor should be below 60 years old or very efficient and healthy.
23. The bidder should be personally liable for any loss or damage to the University property as a result of any direct or indirect negligence of the contractor or its staff/employees and such amount claimed by the University will be deducted from the monthly payment payable by the University.
24. The contractor should not hand over the contract to a third party.
25. The Contractor shall make regular visits to the premises to ensure better cleaning and janitorial services by their work force.
26. The Contractor should provide proper uniform to their employees.
27. The University will not accept any claim in the event of any of the Contractor's employees sustaining any injury, damages or loss of life of the person either inside or outside of the University's premises.
28. The workers / staff of the Contractor will have nothing to do with University and shall have no presumptive right of absorption in the services of the University. In order to give effect to this, the Contractor shall incorporate suitable clause in the appointment orders to be issued to its service personnel.

29. In case the workers engaged by the Contractor have any grievances, they will take it up with the contractor without creating any disturbance on the University. Under no circumstances agitation means are to be resorted by workers of the contract in the premises of the University. On the expiry of the contract the contractor undertakes to leave the premises in peace with all the workers without creating any disturbances.
30. The contractor will be solely responsible if the workers engaged by it misbehave or create problems.
31. The service personnel of the contractor shall be only Sri Lankan nationals and their character and antecedents should be checked by the Contractor without fail before employing for the contract.
32. The service personnel of the Contractor shall not involve themselves in any type of discussions or agitations, arguments, quarrel or fighting with any of the University staff and shall behave politely and firmly while adhering to their duties. Any matter creating difficulties in their duties shall be brought to the notice of the University authorities.
33. The Contractor shall change the service personnel on demand by the University authorities within 24 hrs, if he /she commits unethical acts such as Sleeping, Intoxicating, Negligence in performing duties, Disobedience, theft, Dishonesty, indulging in illegal activities, which may expose the interests of the University, involved in the work other than the allotted one or any other misconduct, while on duty.
34. The University has the right to amend or modify any of the terms and conditions during the period of the contract with mutual understanding of both parties.
35. The necessary legal registers, forms, returns etc. required as per the law are to be maintained and complied with by the contractor and should be available for inspection by the University authorities at any time.

# FORM OF BID

FORM OF BID

NAME OF CONTRACT: Providing Cleaning & Janitorial Services to the Main Library Complex, South Eastern University of Sri Lanka, Oluvil

To: The Vice Chancellor  
South Eastern University, Sri Lanka  
P.O. Box No. 01, University Park,  
Oluvil

Having examined the bidding documents, we offer to provide the Cleaning & Janitorial Services to South Eastern University of Sri Lanka in accordance with the Conditions of Contract, Employer's Requirements and activity schedule accompanying this Bid for the Contract Price of Rs. (LKR).....[amount in numbers],

.....  
[amount in words] or any other sum derived in accordance with the said documents.

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

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

Dated this.....day of.....20.....in the capacity of.....duly authorized to sign tenders for and on behalf of.....

(IN BLOCK CAPITALS)

Signature: .....

Address:.....

Date:.....



# **BILL OF QUANTITY**

**Bills of Quantity**

The Bidders are requested to fill the column legibly and sign below. The Charges should include all the cost of labourers, materials, and equipments.

S.No	Area	Amount/Month (Rs.)	Amount/Annum (Rs.)
01	Charges for Cleaning and janitorial services for Main Library, Oluvil ( without taxes)		
02	*VAT		
03	*NBT		
04	Gross Amount (Including VAT and NBT) (01+02+03)		

Total value of contract per year (Excluding VAT and NBT) is Rs.(LKR).....

(in numbers).....

.....

.....

.....

.....[in words]

.....

Date:.....

Signature of Authorized officer and seal

\*VAT registration number should be mentioned

\*NBT registration number should be mentioned

**DOCUMENTS NEED TO BE ATTACHED WITH  
COMPLETED BID**

**The Bidder has to attach the following documents with the Bid document:**

(A) All bids shall be accompanied by a Bid Security amount of 2% of the bid price to be valid for a period of four months from the date of closing of bids. The bid security should be obtained from any Commercial Bank operating in Sri Lanka approved by the Central Bank of Sri Lanka in favor of Vice Chancellor, South Eastern University of Sri Lanka.

(B) A list of the establishments whether public sector or any other reputed firms (with their addresses, name of the contact person and telephone numbers) where the contractor is presently rendering services / has rendered services along with the performance certificate issued by such establishments must be enclosed with the quotation.

(C) Business Registration certificates

(D) VAT Registration number should be clearly indicated by the firms which are registered for VAT, (The documentary evidences shall be provided with the bids). If the bidder is not registered for VAT, (A letter obtained from the commissioner of Inland Revenue Department certifying that the bidder/bidders and not registered for VAT, should be attached with the bid documents)

(E) NBT Registration Number

(F) The firm and should produce the evidence for payments of ETF and EPF contribution to its presently working cleaning service employees for the past one year.

(G) Bidder should **submit the justification of rates in details** including daily wage to be given for the employee, and other expenditures.

(H) The list of detergents and other chemicals that may be used in cleaning the areas of needs (Please specify the brands, and the company of make)

(I) The list of tools that may be used in cleaning the areas of needs (Please specify the brands, and the company of make)

(J) Audited Financial Statements of the company for the last 3 years.