

(A) GENERAL CONDITIONS OF CONTRACT

Bid for provision of Janitorial Services - Year 2019.07.01 to 2020.06.30 for Ministry of Digital Infrastructure and Information Technology Building premises at No: 437, Galle Road, Colombo-3.

1. ACQUAINTANCE OF CONTENT & EXTENT OF WORK

Bidders are strictly advised to inspect the sites, read and understand the specifications before bidding. Payments will be made strictly on services satisfactorily performed as per specifications.

2. CONTENT OF WORK UNDER THE BID

Bidders are invited for the provision of Janitorial Services for Ministry of Digital Infrastructure and Information Technology and should be prepared in accordance with the stipulated specifications mentioned hereafter and the attached Schedule of works.

3. BID DOCUMENT

All bids should be submitted in duplicate. Each copy must be signed and enclosed in separate sealed envelopes, which should be marked "Original/Duplicate". The original and duplicate copies of the tender should thereafter be placed in separate envelopes which should also be sealed and marked "**Janitorial services -Year 2019.07.01 to 2020.06.30**" on the top left hand corner of the envelope and addressed to the Chairman, Ministry Procurement Committee, Ministry of Digital Infrastructure and Information Technology. The name and address of the bid applicant should be indicated on the envelope.

4. SUBMISSION OF BID

Bid should reach the Chairman, Ministry Procurement Committee, Ministry of Digital Infrastructure and Information Technology not later than **2.00 p.m. on 20.06.2019** Bid should either be deposited in the tender box maintained for the purpose in the 3rd Floor of the Ministry of Digital Infrastructure and Information Technology or sent through registered post. Bids received after the closing time will not be considered.

❖ Alternative Bids

Alternative bids will be rejected.

5. OPENING OF BID

Bids will be opened at 2.00 pm on 20.06.2019 Bid applicant or their authorized representatives can be present at the time of opening of bids. The name of the bid applicant and amounts quoted will be read out immediately after opening the Tender.

6. CONTRACT SUM

The rates and amounts quoted should be stated in ink. The total bid sum should be stated in figures and also in words in the final summary. (if there be a discrepancy

between the amount stated in words and figures, the amount stated in words will be taken as the correct amount.) If a scrutiny of the bid reveals that there are arithmetical or any other errors in the rates and amounts quoted in the priced work schedule, the bidder applicant will be requested to amend the rate/ rates and amounts to tally with the total contract sum stated and to initial such amendments before his/her bid is accepted.

7. CORRECTIONS TO BID DOCUMENTS

Erroneous figures must be struck off by a single line and the correct figure must be written clearly and initialed. All alterations and erasures must be authenticated; otherwise, the bids are liable to be treated as invalid and rejected. Fluid Ink should not be used for corrections.

8. VALIDITY OF BID & BID WITHDRAWAL

Bidder applicants should keep the offers open for acceptance up to 90 days from the date of closing of tenders. Rates/ prices quoted shall be firm and not subjected to any adjustments. Bidders once submitted cannot be withdrawn after closing of bids. If a tender applicant withdraws his offer, the refundable bid Security of such bidder will be forfeited and his/her name is liable to be included in the list of defaulting contractors.

9. NOTICE OF ACCEPTANCE

Notice of acceptance of the bid will be sent to the successful bidder by registered post to the address given by him/ her on the bid. The successful bidder will be required, within 14 days of intimation of the acceptance of the bid, to furnish cash security as a performance bond for a sum equivalent to 5% of the bid value (Bid value is considered as the total value for 12 months) or execute a performance bond issued in favour at Secretary Ministry of Digital Infrastructure and Information Technology, by a Commercial Bank registered in Sri Lanka in a form acceptable to the Ministry Procurement Committee, on due performance and completion of the contractor without interest. If the successful bidder declines or fails to furnish an approved security within 30 days of receiving notice of acceptance of the bid, such bidders will be forfeited and the defaulter will render himself liable to be included in the list of defaulting contractors and prohibited from having further contracts with the Government of Sri Lanka.

10. REFUND OF BID DEPOSIT

Bid Security of unsuccessful bidder will be refunded immediately after signing the contract with the successful bidder.

11. RIGHT TO ACCEPT/ REJECT FULL OR PART OF BID

Chairman, Ministry Procurement Committee reserves the right, without question, of rejecting any or all bids and the right of accepting a full bid or a portion of a bid. Any failure on the part of the Chairman, Ministry Procurement Committee, Ministry of

Digital Infrastructure and Information Technology to order a specific quantity of any item/s indicated in the schedule of service shall not entitle the contractor to claim any payment as compensation for damages or otherwise. Expenses incurred by the bidders in preparation and submission of the bid will not be reimbursed.

12. AUTHORITY TO SIGN THE AGREEMENT

The contract shall be entered into between the successful bidder and the Secretary, Ministry of Digital Infrastructure and Information Technology. The designation “Secretary” shall mean and include the officer for the time being holding such office and his successors in office for the time being of the Ministry of Digital Infrastructure and Information Technology. The successful tender applicant must produce at his expense, stamps to be affixed to the contract in payment of a stamp duty (if applicable).

13. LETTING & SUB LETTING

The entire contract or part of it should not be assigned or sublet without the prior authority of the Secretary, Ministry of Digital Infrastructure and Information Technology. Secretary, Ministry of Digital Infrastructure and Information Technology has the right to authorize any person to carry out work on behalf of the contractor.

14. INDEMNIFYING MINISTRY OF DIGITAL INFRASTRUCTURE AND INFORMATION TECHNOLOGY AGAINST INJURY

The contractor shall indemnify the Secretary, Ministry of Digital Infrastructure and Information Technology, his officers, agents and employees against any injury to or in respect of any employee of the contractor under the workmen’s compensation act or extension thereof. It is the sole responsibility of the contractor to enter into bonds and policies with the approval of the Institute for safety and security of his/her workforce.

15. ONLY SRI LANKAN LABOURERS

The successful bidder shall employ only Sri Lankan labourers in carrying out services under this contract. The failure on the part of the successful bidder to fulfill this condition will be treated as a breach of the terms of contract and will render the contract liable to a cancellation. However, under exceptional circumstances, Secretary, Ministry of Digital Infrastructure and Information Technology may permit the employment of non-Sri Lankan labour. The term “Sri Lankan” shall mean and include a citizen of Sri Lanka.

16. CONTRACT PERIOD

The contract is awarded for a period not to exceed one year (twelve calendar months) from the date of commencement, unless renewed in writing with the agreement of both parties. The effective date shall be decided at the time of signing the contract by

both parties but shall not be more than seven (07) days beyond the date of finalization of the contract.

17. TERMINATION/ REVOCATION

Notwithstanding to the contrary, hereinafter the agreement may be terminated by giving 7 days notice in writing if the services are unsatisfactory. In all other instances, one (1) month written notice with explanations should be given by each party to the other party, to terminate the contract before the scheduled date of completion of the contract period.

18. GENERAL LIABILITY INSURANCE

The contractor shall at his/her own expense, effect, maintain and keep in force throughout the life of the contract, a General Comprehensive Public Liability Insurance Policy or Policies to cover all injuries, losses or damages arising out of or caused by acts or commissions of the contractor, his officers, agents / employees invitees or licensees in connection with his operation/ servicing of his contract/ or use of the Ministry of Digital Infrastructure and Information Technology premises at No: 437, Galle Road, Colombo-3.

19. INDEMNIFY

The contractor shall at all times with respect to the performance of his/her services, give due care for safety of employees and the participants. He/ She shall defend, hold harmless and indemnify the Secretary, Ministry of Digital Infrastructure and Information Technology, his/her officers/ agents and employees from and against claims or demands for damages, including claims for property damage, personal injury or death, arising from, growing out or caused by any act of omission or commission on the part of the contractor, his/her officers, agents or employees in connection with the performance of the contractor's services at Ministry of Digital Infrastructure and Information Technology premises at No: 437, Galle Road, Colombo-3.

20. DESIGNATION OF AUTHORISED OFFICERS

The contractor shall designate at the time of signing the contract authorized officers, who will represent the contractor at all times with respect to the work carried out by the contractor under the terms of this contract at Ministry of Digital Infrastructure and Information Technology No: 437, Galle Road, Colombo-3.

21. PROSECUTION OF THE WORK

The contractor shall commence work under the contract on the date indicated in the "Notice of Award". The Contractor shall provide the services as included in the "Scope of Work" which shall be accomplished to the standards as established by the Secretary, Ministry of Digital Infrastructure and Information Technology. All questions, which arise during the course of the work, which must be resolved by the

Secretary, Ministry of Digital Infrastructure and Information Technology, should be brought to his immediate attention.

22. ALTERATION OR REVISIONS TO THE CONTRACT

Secretary, Ministry of Digital Infrastructure and Information Technology reserves the right to alter the scope of services to be performed by the contract, at any time, by notifying the contractor in writing. Should such alterations or revisions cause an increase or decrease in cost to the contractor, an adjustment in the amount of compensation will be made, as determined through a mutual agreement.

23. EXTRA WORK

The contractor shall perform any additional work beyond the content of the contract, such work shall be performed in accordance with the written order issued by the Secretary, Ministry of Digital Infrastructure and Information Technology, and will be paid as per the rates quoted by the contractor in the annex I of the schedule of price.

24. EXCEPTIONS

As the normal operation of the Ministry complex involves a wide complexity of activities, the contractor shall comply with certain variations, in the form of direction given by the Secretary, Ministry of Digital Infrastructure and Information Technology. If the work involved, the same general nature of work included in the scope of work, and not involving extra workers, materials or extra cost to the contractor, which will not to be considered as extra work and will not be compensated.

25. ILLEGAL ACTIVITIES

Any employee of the contractor observed to be engaged in any illegal or unauthorized activity or in any improper behavior as may be determined by the Secretary, Ministry of Digital Infrastructure and Information Technology, or his/her representatives shall be subjected to immediate removal from the Ministry of Digital Infrastructure and Information Technology, by the contractor.

26. CONTROL OF WORK

Authorized Officer appointed by the Secretary, Ministry of Digital Infrastructure and Information Technology will control and evaluate all work performed under this contract and quality (i.e. Standards, Efficiency, etc.) of services.

27. SCOPE OF SERVICES

The service should be performed as specified in the work schedule issued separately with the bid forms.

28. LOSSES AND DAMAGES

If any damage is caused by the janitorial staff to the Movable or Immovable property of the Ministry, or any item temporarily brought into the premises with the permission of the Secretary, or any Authorized Officers for any official work, should be repaired or replaced immediately with same or equivalent approved by the Secretary or Authorized Officer appointed by the Secretary, Ministry of Digital Infrastructure and Information Technology at the expenses of the contractor.

The contractor should look after his equipments and machinery. Secretary, Ministry of Digital Infrastructure and Information Technology is not liable for any losses or damages caused to those items.

29. BILLING PERIOD

The billing period shall be one calendar month. The contractor shall submit a bill for services rendered, which shall consist of changes as per the contract terms, plus any claim for extra work together with certified documentation with prior approval for extra work to the Secretary, Ministry of Digital Infrastructure and Information Technology within five (5) working days after the end of the month.

30. PROCESSING OF PAYMENT

Payment will be made by a cross and account payee cheque within 30 working days of the receipt of the bill, if the bill is in order.

31. SUPPLY OF TOOLS AND MATERIALS

The contractor shall be responsible for supplying sufficient tools and materials. (all tools, equipment, chemicals, polish etc) necessary for the services of the contract at his own expenses. A store room will be provided to store those items.

32. WAGES TO WORKMEN

The contractor shall pay fair wages with due consideration to the Wages Boards Ordinance to workmen working under this contract. The contractor should provide evidences for this upon the request made by secretary or any authorized officer appointed by the Secretary.

33. INSPECTION OF SITE

Bidders should inspect the premises at No: 437, Galle Road, Colombo-3 to acquaint himself/herself of conditions and understand relevant matters before submitting the tender. Bidder must acquaint themselves fully with the expected level and conditions of the bid. No plea for any lack of information or insufficient information will be entertained at any time.

34. APPLICABLE LAW

The laws of the Democratic Socialist Republic of Sri Lanka will apply in respect of this bid and any contract resulting there from.

35. CONSIDERATION OF BID

No tender will be considered unless all conditions stipulated in the contract have been strictly accepted in writing, by signing, at the end of the conditions of the contract document.

36. CLARIFICATIONS

Any further information that may be required by bidders can be obtained from Secretary, Ministry of Digital Infrastructure and Information Technology. If a bidder has any doubts as to the meaning of any portion of any document, he/she may seek clarification before submitting the bid.

37. PERFORMANCE SECURITY

The contractor shall submit Bank guarantee issued in favour of Secretary Ministry of Digital Infrastructure and Information Technology by the Commercial Bank established in Sri Lanka as security for the due and punctual performance and fulfillment of his/her contract and satisfactory completion of the said work, a valid performance bond to the value of 5% of the total contract sum, i.e a total sum for 12 months. This performance bond shall be valid for 13 months from the date of commencement of the work.

38. BID SECURITY

A bank guarantee issued by the Commercial Bank established in Sri Lanka valid for **104 days** from the date of bid opening for a sum of **Rs.30,000.00** as a security shall be submitted together with the bid. Bid Security shall be issued in favour of Secretary Ministry of Digital Infrastructure and Information Technology.

39. PRICING OF WORK SCHEDULE

All items in the work schedule shall be priced and should not be left blank.

40. DISCOUNT

If applicable, discount should be distributed among all unit rates of the work schedule and not on a percentage basis of the total bid sum.

41. PRICING OF WORK SCHEDULE

The contractor shall be deemed to have inspected and examined the site, its surroundings and all available information and satisfied himself/herself before bidding as to the correctness and sufficiency of the bid for scheduling of rates.

42. DAILY REPORT

The contractor must submit a report giving the following details daily to the Secretary or Authorized officer, Ministry of Digital Infrastructure and Information Technology.

- a) Date
- b) No. of Male Janitors
- c) No. of Female Janitors
- d) Name of the officer in charge
- e) Any item missing in toilets/ bathrooms/ pantries
- f) Any defects, leaks etc. in toilets/ bathrooms/pantries
- g) Difficulties to carryout work due to short falls on the client's side
- h) Name and signature of the supervisor/ Male Janitors/ Female Janitors who have reported to duty by registering their arrival using the Register maintain for this purpose.

The contractor must prepare and submit a daily attendance and a detailed report including the above attendance.

43. CHECK LIST

The Supervisor should maintain the checklist according to the schedule of work. After completion of a month, the contractor has to submit these checklists along with their monthly bill with the recommendation of the Authorized officer nominated by the Secretary, Ministry of Digital Infrastructure and Information Technology. These checklists will be considered for the recommendations of monthly payments.

44. TRIAL PERIOD

The successful bidders will be awarded the contract initially for a period of Three (3) months. During this trial period, the services of the contractor will be evaluated and if the services are not performed according to the schedule of works and the Condition of Contract, then his/her contract will be terminated, or else the contract may be extended to cover a period of one year.

45. UNIFORM

The staff of the cleaning services must wear uniforms while on duty.

46. NUMBER OF CLEANING STAFF AND WORKING HOURS

The Contractor should deploy daily a minimum of 10 employees (including the supervisor) for carrying out the services as agreed at No: 437, Galle Road, Colombo-3. Working hours will be from;

- Monday to Friday - 7.30 a.m. to 4.00 p.m.
- Toilet Cleaning Work - 7.30 a.m. to 4.00 p.m.
- Saturday - 7.30 a.m. to 12.30 p.m.

All cleaning works in the morning should be completed before 08.30 a.m.
Total Working days 26 per Month (Without Sundays and Public Holidays)

If the total working days of 26 will not completed in specific month. Its allowed to work on Sundays and public holidays with permission to authorized officer of ministry.

47. DEDUCTION FOR NON-ATTENDANCE

In the event of non adherence to above clause where the required minimum number of employees are not employed by the contractor, a sum equivalent to the daily pay of the employee will be deducted.

48. DOCUMENTS AND DETAILS TO BE ACCOMPANIED WITH THE BID

The following documents and details should be sent with the bid:

- a. Business Registration Number and copy of the certificate of business registration
- b. Certified copy of the VAT Registration Certificate
- c. (i) List of Organization Presently Providing service

Organization Name	Address	Contact Person	Contact No.

- (ii) List of Organization providing Service for Last two years

Organization Name	Address	Contact Person	Contact No.

- d. At least two or more service certificates from reputed clients to whom the bidders have provided similar services presently involve and during the last two years.
- e. Existing Human Resource Capacity of the company
- f. Names and addresses of the Bankers
- g. Bid Bond as stipulated in clause 38
- h. Certified Copies of last 03 years (2015/2016, 2016/2017, 2017/2018) financial statement of the company

(B) SPECIAL CONDITIONS OF CONTRACT

1. Employees should be below 60 years of age and certified copy of the N.I.C. should be submitted.
2. For proper execution of the job, a heavy duty wet and dry vacuum cleaning machine and air blower should be kept at premises permanently during the contract period.
3. Sufficient number of labourers should be employed at premises for satisfactory completion of work, not less than the minimum number quoted in the bid.
4. Specially trained male and female labour should be employed.
5. Special chemicals must be used in order to clean the toilets. Relevant machinery should be used to clean the tiles.

(C) EVALUATION CRITERIA

The evaluation of the bid will be done taking into account the following:

- The bidder should have a certificate of business registration or company registration issued by the government authority in the relevant field.
- Service certificates of reputed clients providing similar services presently (At least two years)
- Bid security as stipulated in clause 38
- Payment of salaries in terms of Wages Boards Ordinance and contribution to the EPF & ETF.

(D) FORM OF BID

I/ WE
(Hereinafter called as the (BID APPLICANT) hereby submit the quotation for janitorial services, at the price stated and on conditions set forth in the quotation form. Should this quotation be accepted, I/We covenant agree with the Ministry of Digital Infrastructure and Information Technology to perform and fulfill all 'and' each of the items in accordance with written conditions and stipulations.

Dated on this day of 2019.

.....
Signature and Seal of the Bid Applicant

Business Registration No :

Name of Signatory :

N.I.C. No. of Signatory :

Address of the Company :

Telephone No. :

WITNESS

Signature :

Name and Address :
:
:

N.I.C. No. :

(E) FORM OF AGREEMENT

This Agreement is made on day of 2019 between the Secretary, Ministry of Digital Infrastructure and Information Technology (hereinafter called the “EMPLOYER”) of the one part and (Hereinafter called the “CONTRACTOR”) of the other part.

WHEREAS:

1. The employer wishes to provide work known as Janitorial Services to the Ministry of Digital Infrastructure and Information Technology and to this end wishes the contractor to complete the work (as hereinafter described as services)
2. The contractor is willing to accept the conditions of the contract and to carry out the service for the consideration and upon the terms hereinafter appearing.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS;

- I. The following documents and their annexes if any, shall together constitute the contract between the Employer and the Contractor and the term “the contract” shall in all such documents be stated accordingly;
 - (a) General Conditions of Contract
 - (b) Special Conditions of contract
 - (c) Form of Bid
 - (d) Form of Agreement
 - (e) Schedule of Works
 - (f) Schedule of Basic Price of Materials (Annex I)
 - (g) Distribution of Man Power and Machinery (Annex II)
 - (h) Break Down of Bid Sum (Annex III)
 - (i) Schedule of Deployment of Janitorial Staff (IV)

For the purpose of identification, the said conditions, specifications and schedules are bound together with this form of agreement and have been signed on behalf of the Employer and the Contractor.

- II. In consideration of the payments to be made by the Employer to the contractor as hereinafter mentioned, the contractor hereby covenants with the employer to clean and maintain the premises in conformity with provisions of the contract.
- III. The Employer hereby covenants to pay the contractor in consideration of the proper execution of cleaning work and maintenance of the premises in good condition, the contract price at the time of bidding and in the manner prescribed in the contract.
- IV. The contract price is a sum of Rupees (Rs.....+ VAT) or such other sum as may be determined by the condition of the contract.
- V. For all purposes of the contract, the date of the contractor’s bid shall be 2019 and the date of the Employer’s acceptance thereof shall be 2019 and the date of commencement of work shall be 2019.

VI. The period of contract shall be twelve (12) calendar months from the date of commencement of work. i.e. 2019. Subjected to a probationary period of 3 months from 2019.

IN WITNESS whereof the parties hereto have caused their respective seals to be hereunder placed, affixed on the above mentioned date.

EMPLOYER :
Secretary, Ministry of Digital Infrastructure and Information Technology.

WITNESS : 1.
2.

CONTRACTOR:
(Signature & Seal)

WITNESS : 1.
3.

(F) FLOORS IN MDIIT PREMISES

Basement	Car Park, Pump Room, Garbage Rooms, Male and Female Toilets, Lift and Lobby area, Stair Case
Ground Floor	Front side of the Ministry, Car Park, Reception Counter, Security Officers Room, Toilets for Differently able people, Back side of the Ministry, Lift and Lobby area, Stair Case
1 st Floor	Main Auditorium, Director Development Room, Reading Room, Male and Female Toilets, Emergency Exit Stair Case, Pantry, Lift and Lobby area, Corridor, Main Stair Case
2 nd Floor	Additional Secretary (Administration) Room, Supporting Staff Room, Senior Assistant Secretary Room, Mini Conference Room, Assistant Secretary Room, Administrative Officer Room, Administration Branch, Record Room, Lobby area, Male and Female Toilets, Emergency Exit Stair Case, Pantry, Lift and Lobby area, Corridor, Main Stair Case
3 rd Floor	Chief Accountant Room, Accountant Room, Mini Conference Room, Chief Internal Auditor Room, Record Room, Accounts Branch, Internal Audit Branch, Stores Room, Male and Female Toilets, Emergency Exit Stair Case, Pantry, Lift and Lobby area, lobby with Corridor, Main Stair Case
4 th Floor	Additional Secretary (Development) Room, Supporting Staff Room, Senior Assistant Secretary Room, Deputy Director (Development) Room, Assistant Director Room (e-gov), Assistant Director Room (ICT4D), Mini Conference Room, Development Branch, IT Officer Room, Male and Female Toilets, Emergency Exit Stair Case, Pantry, Lift and Lobby area, Corridor, Main Stair Case
5 th Floor	Secretary Room, Supporting Staff Room, Coordinating Secretary Room, Director (Policy) Room, Assistant Director(Planning) Room, Planning Branch, Male and Female Toilets, Emergency Exit Stair Case, Pantry, Lift and Lobby area, Corridor, Main Stair Case
6 th Floor	Hon. Deputy Minister Room, Private Secretary to the Hon. Deputy Minister Room, Coordinating Secretary 1 Room, Coordinating Secretary 2, Public Relation Officer Room, Supporting Staff, Female and Mail Toilets, Emergency Exit Stair Case, Pantry, Lift and Lobby area, Corridor, Main Stair Case
7 th Floor	Hon. Minister Coordinating Secretary 1 Room, Coordinating Secretary 2, Public Relation Officer Room, Media Secretary Room, Supporting Staff, Wooden Satire Case, Female and Male Toilets, Emergency Exit Stair Case, Pantry, Lift and Lobby area, Corridor, Main Stair Case
8 th Floor	Hon. Minister Room, Private Secretary to the Hon. Minister Room, Coordinating Secretary 1 Room, Advisor 1 Room, Advisor 2 Room, male Toilets, Emergency Exit Stair Case, Pantry, Lift and Lobby area, Corridor, Main Stair Case
9 th Floor	Dining Room, Open Area, Emergency Exit Stair Case, Pantry, Lift and Lobby area, corridor, Main Stair Case

(G) JANITORIAL SERVICES SCHEDULE OF WORKS

1-A CONTINUOUS SERVICES

- 1-A-1 Sweep and wet mop the floors with suitable chemical to remove dust and dirt in all corridors in during office hours.
- 1-A-2 Sweep and clean polished cement floors and tiled areas in corridors.
- 1-A-3 Cleaning of all toilets & bathrooms, minimum of 03 times per day or as and when necessity arises (pantries including descaling and washing of tiles and all sanitary) using a suitable detergent and necessary disinfecting chemicals, air fresheners at least twice a day.(Approved by the MDIIT Administration)

1-B DAILY SERVICES

- 1-B-1 Sweep and clean all floor areas to take off dust and dirt and wet mop wherever necessary not covered under item 1 - A-1 and 1 - A-2
- 1-B-2 Remove all waste paper baskets minimum 3 times a day in offices and all wet garbage bins in all buildings including dining etc. and stack in large garbage bins
- 1-B-3 Dusting and cleaning of all office furniture and equipment to take out accumulated dust and disinfecting of telephones with a suitable detergent. (tables, chairs, cupboards, computers, photocopy machines etc.)
- 1-B-4 Sweep and clean carpet areas to take-off all dust
- 1-B-5 Cleaning of all drains and man holes and gutters in the entire premises
- 1-B-6 Spot removing of glass partitions, doors, windows and walls
- 1-B-7 Car park should be swept and garbage should be collected and segregated.

1-C Weekly Services

- 1-C-1 All window glasses to be cleaned with a suitable wipe down implements and a suitable glass cleaning detergent in view to maintain see through appearance and the aluminum frame to be polished with suitable chemical for appearance of the surface.
- 1-C-2 Breaking and removing of all cobwebs and cleaning of fans in all buildings
- 1-C-3 Vacuum clearing of all carpet areas
- 1-C-4 Wash and Clean car park

I-C-5 Clean all places when rain water is collected and breed mosquitoes as and when required (should hold the responsibility in case the CMC takes legal action)

I-C-5 Cleaning of all gutters in the entire premises

I-D Monthly Service

I-D-1 All display boards and Name boards to be cleaned.

I-E Service Should be Performed in every 06 months

I-E-1 Shampooing of carpets to remove all dirty and stain with the use of suitable shampoo chemicals

JANITORIAL SERVICES
SUMMARY

Description	Rs.
Total Contract Sum Per Year (Excluding Tax)	
Less If any Discount	
Discounted Total Price (Excluding Tax)	
VAT (VAT Reg. No.....)	
Total Contract Sum Per Year (With Tax)	
Total Contract Sum in Words	
<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	

Contractor's Signature: -

Name: -
.....

Address: -
.....

Date: -

Rubber Stamp: -

**(G) SCHEDULE OF BASIC PRICE OF MATERIALS
(EX-FACTORY/ SHOP AND LABOUR WAGES AS AT.....)**

(A) LABOUR

	Labour category	Hourly rate	daily paid rate

(B) MATERIALS

Materials	Unit	Price

(H) DISTRIBUTION OF MAN POWER AND MACHINERY***01. Distribution of Manpower***

Category	Nos. of Employed
Supervisor (Female)	01
Janitor (Male)	01
Janitor (Female)	08
Total	10

Note : Tender applicants can use their own designations in filling the above table

02. Equipment (Machines) to be deployed.***02.01 Equipment (Machines) to be deployed. (Full Time)***

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

02.02 Equipment (Machines) to be deployed. (Part Time)

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

(I) BREAK DOWN OF BID SUM

03. Break down of the Bid figure (Per Month)

Description	Rs.
For Supervising Staff	
For Labour	
For Material	
For Machine/Equipment	
Overhead and profit	
Total (Without Tax)	
Tax VAT	
Grand Total (With Tax)	

(J) SCHEDULE OF DEPLOYMENT OF JANITORIAL STAFF

Description	No. of Persons
Basement	01
Ground Floor	
1 st Floor	01
2 nd Floor	01
3 rd Floor	01
4 th Floor	01
5 th Floor	01
6 th Floor	01
7 th Floor	01
8 th Floor	
9 th Floor	01
Supervisor	01
Total	10

Important: One Male Janitor is a must.