



Sabaragamuwa University of Sri Lanka

Bidding Document

**Outsourcing of Cleaning, Janitorial, and Garden Maintenance
Services with Manpower Provision – 2026/2027**

Contract No: SU/GA/03/2026-01

**Employer:
The Vice-Chancellor
Sabaragamuwa University of Sri Lanka
P.O. Box 02
Belihuloya**

Issued to:

Tender No:

Tender Fee Receipt No & Date:

Signature of Issuing Officer:

Telephone Number for Clarifications: 045-2280027

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INVITATION FOR BIDS



SABARAGAMUWA UNIVERSITY OF SRI LANKA

INVITATION FOR BIDS (IFB)

OUTSOURCING OF CLEANING, JANITORIAL, AND GARDEN MAINTENANCE SERVICES WITH MANPOWER PROVISION – 2026/2027

Contract No: SU/GA/03/2026-01

The Chairman of the Department Procurement Committee of the University invites sealed bids from eligible and qualified bidders for the Outsourcing of Cleaning, Janitorial, and Garden Maintenance Services with Manpower Provision – 2026/2027 at the Sabaragamuwa University of Sri Lanka.

Bidders who satisfy the following conditions are eligible to apply.

1. Bidding will be conducted through National Competitive Bidding (NCB).
2. The contract period shall be one (01) year, from 01.07.2026 to 30.06.2027 (inclusive).
3. Eligible bidders should not be blacklisted by any University or other public institution.
4. Bidder shall produce a valid certificate of registration as a firm or individual organization for providing Cleaning, Janitorial, and Garden Maintenance Services with Manpower Provision.
5. The bidder shall have at least three (03) years of satisfactory experience in providing cleaning, janitorial, and garden maintenance services to a public sector institution or public corporation, and must have successfully managed at least one contract involving a minimum of seventy-five (75) workers at a single site.
6. Bidder should produce documentary evidence of EPF and ETF payments for the last three (03) years (from January 2023 to December 2025).
7. Bidding documents can be obtained from the Senior Assistant Registrar/General Administration between 9:00 a.m. and 3:00 p.m. on working days, from 11.05.2026 to 01.06.2026, upon payment of a non-refundable fee of Rs. 25,000.00 (Twenty-Five Thousand Rupees only) to the Shroff of the Sabaragamuwa University of Sri Lanka. A soft copy of the bidding document will be uploaded to the University website for reference purposes only.
8. The bidder shall furnish an unconditional bank guarantee from a commercial bank registered with the Central Bank of Sri Lanka, or submit a receipt of a cash deposit of Rs. 1,500,000.00 (One Million Five Hundred Thousand Rupees only) made to the Shroff of the University in favor of the Vice-Chancellor, Sabaragamuwa University of Sri Lanka, as the bid guarantee, along with the sealed bid. The bid guarantee must remain valid until 29.09.2026.

9. Sealed envelopes containing the completed bids and their duplicates should be clearly marked “**Outsourcing of Cleaning, Janitorial, and Garden Maintenance Services With Manpower Provision – 2026/2027**” at the top left corner and sent by registered post to reach “**The Chairman, Department Procurement Committee (Major), General Administration Branch, Sabaragamuwa University of Sri Lanka, P.O. Box 02, Belihuloya**” on or before 2:15 p.m. on 02.06.2026, or may be deposited in the Tender Box located at the General Administration Branch of the University.
10. Bids will be opened at 2:45 p.m. on 02.06.2026 at the Office of the Registrar, Sabaragamuwa University of Sri Lanka, Belihuloya. Bidders or their authorized representatives may be present during the bid opening.
11. Any bids submitted after the deadline will be rejected.
12. A pre-bid meeting will be held at 2:00 p.m. on 20.05.2026 in the Board Room of the Office of the Vice-Chancellor, Sabaragamuwa University of Sri Lanka, Belihuloya.
13. Further information regarding this tender can be obtained from the Senior Assistant Registrar, General Administration, Sabaragamuwa University of Sri Lanka, during working hours (Tel: 045-2280027 / 045-2280009).
14. The decision of the University Procurement Committee shall be final, and any canvassing with university officials is strictly prohibited.

**Chairman
Department Procurement Committee
Sabaragamuwa University of Sri Lanka
Belihuloya**

10.05.2026

SECTION - I

INSTRUCTIONS TO BIDDERS

Section – I: Instructions to Bidders

A. GENERAL

- 1. Scope of Bid**
 - 1.1 The employer, as defined in the section IV - bidding data, invites bids for the Services, as described in the Section VI - employer's requirements. The name and identification number of the contract is provided in the Section IV - bidding data.
 - 1.2 The successful bidder will be expected to complete the performance of the services by the intended completion date provided in the section IV - bidding data.

- 2. Qualification and Experience of the Bidder**
 - 2.1 The bidder shall not be a blacklisted service provider at the time of bidding and at the time of contract award. To qualify for the contract award, the successful bidder should have been registered in the institution as described in Bidding Data and hold a valid registration from the deadline of submission bids until the expiry of the original validity of the bid.
 - 2.2 All bidders shall provide in Section V, Forms of Bid, Qualification and Experience Information.
 - 2.3 If stated in the Bidding Data, all bidders shall include the following information and documents with their bids in Section V:
 - a. List of Services performed during last three years. (2022/2023, 2023/2024, 2024/2025)
 - b. Work plan and methodology.
 - c. Copies of EPF and ETF statements for the last two years (2023/2024 and 2024/2025) for at least 75 employees.
 - d. Adequacy of the equipment proposed by the Bidder will be evaluated.
 - e. The references made by previous clients in past three years (2022/2023, 2023/2024, 2024/2025).
 - f. Financial Capacity for last three years (2022/2023, 2023/2024, 2024/2025).

- 3. Cost of Bidding**
 - 3.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible or liable for those costs regardless of the conduct or outcome of the bidding process.

- 4. Site Visit**
 - 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.

B. BIDDING DOCUMENTS

- 5. Content of Bidding Documents**
 - 5.1 The set of bidding documents comprises the documents listed below:

| |
|--|
| Invitation for Bid |
| Section – I Instructions to Bidders |
| Section – II Conditions of Contract |
| Section – III Contract Data |

| | |
|----------------|--|
| Section – IV | Bidding Data |
| Section – V | Form of Bid, Qualification Information, Letter of Acceptance, Non-Collusion Declaration and Form of Contract |
| Section – VI | Employer’s Requirements |
| Section – VII | Activity Schedule |
| Section – VIII | Forms of Securities Check List |

- 6. Clarification of Bidding Documents** 6.1 A prospective Bidder 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 BIDS

- 7. Language of Bid** 7.1 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 written in English Language.

- 8. Documents Comprising the Bid** 8.1 The Bid shall comprise the following:
- (a) Bid Submission Form and the applicable Price Schedules, in accordance with Instructions to Bidders (ITB) Clauses 5;
 - (a) Bid Security, in accordance with ITB Clauses 14;
 - (b) Documentary evidence in accordance with ITB Clauses 2.3, that the Related Services conform to the Procurement Documents;
 - (c) Documentary evidence in accordance with ITB Clause 2.3 establishing the Bidder’s qualifications to perform the contract if its bid is accepted; and
 - (d) any other document required in the Bidding Data Sheet (BDS)

- 9 Bid Submission Form and Price Schedules** 9.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section III, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

- 10 Alternative Bids** 10.1 Alternative bids shall not be considered.

- 11. Bid Prices**
- 11.1 The Contract shall be for the Services, as described in the Section VI - Employer’s Requirements, based on the priced Activity Schedule submitted by the Bidder.
- 11.2 The Bidder shall fill in rates and prices for all items of the Services described in the Employer’s Requirements, Section VI and listed in the Price Schedule, Section VII. Items for which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed to be covered by the other rates and prices in the Activity Schedule.
- 11.3 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.

- 12. Currency of Bid and Payment** 12.1 All prices quoted by the Bidder shall be in Sri Lanka Rupees.

- 13. Bid Validity**
- 13.1 Bids shall remain valid for the period specified in the Bidding Data.
- 13.2 In exceptional circumstances, the Employer may request that the bidders extend the period of validity for a specified additional period. The request and the bidders' responses shall be made in writing. A Bidder may refuse the request without forfeiting the Bid Security (if submitted). A Bidder agreeing to the request will not be required or permitted to otherwise modify the Bid, but will be required to extend the validity of Bid Security (if submitted) for the period of the extension, and in compliance with Clause 14 in all respects.
- 14. Bid Security**
- 14.1 If indicated in the Bidding Data, 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.
- 14.2 If a Bid Security is requested under sub-clause 14.1 above, any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer.
- 14.3 The Bid Security of unsuccessful bidders will be returned within 28 days of the end of the Bid validity period specified in Sub-Clause 14.1.
- 14.4 The Bid Security of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Performance Security (if required).
- 14.5 The Bid Security may be forfeited:
- (a) if the Bidder withdraws the Bid after Bid opening during the period of Bid validity,
 - (b) if the Bidder does not accept the correction of the Bid price, pursuant to Clause 24; 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
- 15. Format and Signing of Bid**
- 15.1 The Bidder shall prepare one original of the documents comprising the Bid as described in Clause 8 of these Instructions to Bidders.
- 15.2 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 Bid.
- 15.3 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 Bid.

D. SUBMISSION OF BIDS

- 16. Submission, Sealing and Marking of Bids**
- 16.1 Bidders may always submit their bids by registered post or by hand.
- (a) Bidders submitting bids by registered post or by hand, shall enclose the original and the copy of the Bid in separate sealed envelopes, duly

marking the envelopes as “ORIGINAL” and “COPY.” These envelopes containing the original and the copy shall then be enclosed in one single envelope,

16.2 The inner and outer envelopes shall:

- (a) Bear the name and address of the Bidder;
- (b) be addressed to the Employer in accordance with ITB Sub-Clause 17.1;
- (c) bear the specific identification of this bidding process as indicated in the BDS; and
- (d) bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 19.1.

If all envelopes are not sealed and marked as required, the Employer will assume no responsibility for the misplacement or premature opening of the bid.

17. Deadline for Submission of Bids

17.1 Bids shall be delivered to the Employer at the address specified above no later than the time and date specified in the Bidding Data.

17.2 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.

18. Late Bids

18.1 Any Bid received by the Employer after the deadline prescribed in Clause 17 will be returned unopened to the Bidder.

E. BID OPENING AND EVALUATION

19. Bid Opening

19.1 The Employer will open the envelope marked, “ORIGINAL”, in the presence of the Bidders’ designated representatives who choose to attend, at the time, date, and location stipulated in the Invitation for Bid. The Bidders’ representatives who are present shall confirm their attendance by signing the attendance sheet.

19.2 The Bidders’ names, the presence (or absence) of Bid security, 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.

20. Clarification of Bids

20.1 To assist in the examination, evaluation, and comparison of bids, the Employer may, at the Employer’s discretion, request any Bidder for clarification of the Bidder’s Bid, including breakdowns of the prices in the Activity Schedule, and other 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 24.

21. Examination of Bids and Determination of Responsiveness

21.1 Prior to the detailed evaluation of bids, using the information provided in the bid, the Employer will determine whether each Bid (a) is accompanied by the required securities (if requested); and (b) is substantially responsive to the requirements of the procurement documents.

- 21.2 A substantially responsive Bid is one which conforms to all the terms, conditions, and Employer's Requirements of the procurement documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, inconsistent with the procurement 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.
- 21.3 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.
- 22. Evaluation of Qualification and Experience**
- 22.1 The Client will evaluate and compare only the Bids determined to be substantially responsive in accordance with Clause 21.
- 22.2 At the detailed evaluation of substantial responsive Bids, the Employer evaluates the Qualification and Experience on the basis of their responsiveness to the Employer's Requirements, applying the evaluation criteria specified in Sub -Clause 21.2.
- 22.3 During the evaluation of qualification and experience, the Employer will determine whether the Bidders are qualified and whether substantially responsive to the requirements set forth in the Procurement Document and Contract Data. In order to reach such a determination, the Employer will examine the information supplied by the Bidders, and other requirements in the Procurement Document.
- 22.4 A Bid shall be rejected at this stage prior to the financial evaluation if it does not respond to important aspects of the Employer's Requirements.
- 23. Evaluation of Financial Qualifications**
- 23.1 After the evaluation of Qualification and Experience is completed, the Employer shall notify those Bidders whose qualification and experience did not meet the minimum requirement of Employer's Requirements or nonresponsive to the Employer's Requirements, indicating that their bid shall be rejected before the financial evaluation.
- 23.2 In evaluating the Financial Bid, the Employer will determine for each Bid the Evaluated Bid Price by adjusting the Bid Price as follows:
- (a) correcting the arithmetical errors in-pursuant to Clause 24;
 - (b) applying any discounts offered by the Bidder.
- 24. Correction of Errors**
- 24.1 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 Procurement document shall not be taken into account in Bid evaluation.
- 24.2 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic 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.
- 24.3 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 Security may be forfeited in accordance with Sub-Clause 14.

F. AWARD OF CONTRACT

- 25. Award Criteria** 25.1 Subject to Clause 26, the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the procurement documents and who has offered the lowest evaluated Bid price.
- 26. Employer's Right to Accept any Bid and to Reject any or all Bids** 26.1 Notwithstanding Clause 25, the Employer reserves the right to accept or reject any Bid, and to cancel the procurement 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.
- 27. Notification of Award and Signing of Agreement** 27.1 The Bidder whose Bid has been accepted will be notified in writing, of the award by the Employer prior to expiration of the Bid validity period. 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 Contract (hereinafter and in the Contract called the "Contract Price").
- 27.2 The notification of award will constitute the formation of the Contract.
- 27.3 The Contract, in the form provided in the procurement documents, will incorporate all agreements between the Employer and the successful Bidder.
- 28. Performance Security** 28.1 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.
- 29 Insurance** 29.1 The minimum insurance covers shall be:
- (a) The minimum cover for insurance of Employer's property is 110% of the initial contract price.
- (b) The minimum cover for personal injury or death, for third party and employees of the Employer and other persons engaged by the Employer in the Workers is Rs. 1,000,000.00 for Contractor's workmen per event.
- 30 Appealing procedure** 30.1 Appealing procedure relating to this procurement shall conduct according to Procurement Guideline 2024 and Procurement Manual 2024.

SECTION – II

CONDITIONS OF CONTRACT

Section – II: Conditions of Contract

01. General Provisions

1.1. Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

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

1.2. Applicable Law

The Contract shall be interpreted in accordance with the laws of the Socialist Democratic Republic of Sri Lanka.

1.3. Language

This Contract has been executed in **English** Language.

1.4. Notices

Any notice, request, or consent 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 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.

02. 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 3.6. In this case, the Completion Date will be the date of completion of all activities.

2.4. Contract Period Unless terminated earlier pursuant to Clause 2.6, the Service Provider shall provide the Service up to the satisfaction of the Employer throughout the period as specified in the Contract Data under Contract Period.

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 The Employer may terminate this Contract, by not less than thirty (30) days’ written notice of termination to the Service Provider, to be given

after the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause 2.6.1 and sixty (60) days in the case of the event referred to in (f):

- (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 3.7;
- (e) if the Service Provider has delayed the completion of the Services by the number of days for which the maximum amount of liquidated damages can be paid in accordance with Sub-Clause 3.6.1 and the Contract Data.;
- (f) if the Employer, in its sole discretion, decides to terminate this Contract.

2.6.2. By the Service Provider

The Service Provider may terminate this Contract, by not less than thirty (30) days written notice to the Employer, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Clause 2.6.

- (a) if the Employer fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-two (42) days after receiving written notice from the Service Provider that such payment is overdue; or
- (b) if, as the result of Force Majeure, the Service Providers are unable to perform a material portion of the Services for a period of not less than fifty-six (56) days.

2.6.3. Payment upon Termination

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:

- (a) 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.

03. 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.

- 3.2. 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.
- 3.3. Service Providers' Actions Requiring Employer's Prior Approval** The Service Providers shall obtain the Employer's prior approval in writing before taking any of the following actions:
- (a) entering into a subcontract for the performance of any part of the Services.
 - (b) appointing such members of the Personnel not listed by name of the Key Personnel and Subcontractors,
 - (c) changing the Program of activities; and
 - (d) any other action that may be specified in the Contract Data.
- 3.4 Reporting Obligations** The Service Providers shall submit to the Employer the reports and documents as specified by the Employer in the Form, in the numbers, and within the periods set forth by the Employer.
- 3.5 Documents Prepared by the Service Providers to Be the Property of the Employer** All plans, drawings, Employer's Requirements, designs, reports, and other documents and software submitted by the Service Providers 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.
- 3.6 Liquidated Damages**
- 3.6.1. 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.
- 3.6.2. Correction for Over payment** 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.
- 3.7. 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.

04. 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 should be described in the document of Key Staff.

4.2 Removal and/or Replacement of Personnel

- (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 a replacement a person of equivalent or better qualifications.
- (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 (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.
- (c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

05. Obligations of the Employer

5.1 Assistance and Exemptions

The Employer shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as specified in the SCC.

5.2 Change in the Applicable Law

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clause 6.2, as the case may be.

06. Payments to the Service Provider

6.1 Lump-Sum Remuneration

The Service Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum including all Subcontractors' costs, and all other costs incurred by the Service Providers in carrying out the Services described in Price Schedule. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clauses 2.4 and 6.3.

6.2 Contract Price

The Contract Price is set forth in the Contract Data.

6.3 Payment for Additional Services, and Performance Incentive Compensation

For the purpose of determining the remuneration due for additional Services as may be agreed under Clause 2.4.

6.4 Terms and Conditions of Payment

Payments will be made to the Service Provider and according to the payment schedule stated in the Contract Data. 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.

6.5 Interest on Delayed Payment

If the Employer has delayed payments beyond fifteen (28) 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.

07. 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

- (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.
- (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.
- (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 3.6.

08. 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 not settled amicably in as with sub clause 8.1 above, shall be finally settled by arbitration in accordance with Arbitration Act No 11 of 1995.
- 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.

Any other conditions

01 The Employer, Sabaragamuwa University of Sri Lanka, shall not be liable for any loss, damage, or delay incurred by the Company/Firm due to war, civil disturbances, strikes, lockouts, epidemics, earthquakes, fire, storms, floods, or any other events beyond the University's control.

02 The Company/Firm shall indemnify the University against any claims by, or on behalf of, employees

engaged under this contract, in accordance with the Workmen's Compensation Ordinance and its statutory amendments or extensions.

- 03** Salaries of cleaning/janitorial staff shall comply with the rates approved by the Wages Board Ordinance, for both operational and supervisory roles.
- 04** The Employer shall not be responsible for the payment of EPF and ETF to the Service Provider's employees. The Service Provider shall be fully responsible for ensuring timely payment of EPF and ETF in accordance with applicable labor regulations.

I/We certify that I/We have read and fully understood the Conditions of Contract. I/We undertake that, if our Bid is accepted, we will commence the services as stipulated and provide Cleaning, Janitorial, and Garden Maintenance services with manpower provision for the specified period.

Authorized signature(s) of Bidder : _____
Name : _____
In the Capacity of : _____
Name of Company/ Firm : _____

Company/ Firm Seal:

SECTION – III
CONTRACT DATA

| Conditions of Contract Clause | Amendments or Supplements to, Clauses in the Conditions of Contract |
|-------------------------------|--|
| 1.1(c) | The contract name is Outsourcing of Cleaning, Janitorial, and Garden Maintenance Services with Manpower Provision – 2026/2027 for the Sabaragamuwa University of Sri Lanka |
| 1.1(e) | The Employer is: The Vice-Chancellor, Sabaragamuwa University of Sri Lanka, Belihuloya |
| 1.1(h) | The Service Provider is: <i>To be filled after selection</i> |
| 1.5 | The addresses are: Employer: Vice Chancellor, Sabaragamuwa University of Sri Lanka PO Box 02 Belihuloya |
| | Service Provider: <i>To be filled after selection</i> |
| 1.6 | The Authorized Representatives are: For the Employer: Senior Assistant Registrar – General Administration For the Service Provider: <i>To be filled after selection</i> |
| 2.1 | The contract shall come in to effect after signing an agreement. An agreement shall be signed within 14 days of issuing Letter of Acceptance /Award. |
| 2.2 | Start date shall be within 14 days of Letter of Acceptance /Award. |
| 2.3 | The Intended Completion Date is <i>to be filled after selection</i> |
| 3.7 | Performance Guarantee shall be five percent (5%) of the Contract Price |
| 4.1 | The selected service provider should not recruit staffs of any of other service providers or contractors who are doing contracts in the university. If it was done by the service provider and due to that the other service provider's or contractor's work was affected, the Employer will act according to sub –clause 4.2 in removing of such staff. |
| 6.2 | The Contract Price is Rupees <i>To be filled after selection</i> |
| 6.4 | Payments shall be made on monthly basis according to the quality of service, Service Provider's performance and allocation of cleaning/janitorial staff as proposed by the Service Provider in the Activity Schedule. |
| 6.5 | The interest rate is the lending rate to the commercial banks by the Central Bank plus 1%. |

SECTION - IV
BIDDING DATA SHEET

| Section – II: Bidding Data Sheet | |
|---|--|
| ITB Clause Reference | Amendments or Supplements to, Sections in the Instructions to Bidders |
| 1.1 | The Employer is the <u>Vice-Chancellor, Sabaragamuwa University of Sri Lanka, Belihuloya.</u> |
| | The name and identification number of the Contract are as follows: Name: Outsourcing of Cleaning, Janitorial, and Garden Maintenance Services with Manpower Provision – 2026/2027 Contract No.: SU/GA/03/2026-01 |
| 1.2 | The intended contract shall be for a period of one (01) year, commencing on 01.07.2026 and ending on 30.06.2027 (inclusive). |
| 2.2 | The information required from bidders in Sub-Clause 2.2 is: |
| | (i) Details required to evaluate the Bidder’s capacity; |
| | a. Bidder Qualification – The Bidder must be a registered business organization. |
| | b. Legal Status – The Bidder must submit proof of legal status (public company, private company, partnership, or sole proprietorship) with the bid. |
| | c. List of Services – The bidder shall have at least three (03) years of satisfactory experience in providing cleaning, janitorial, and garden maintenance services to a public sector institution or public corporation, and must have successfully managed at least one contract involving a minimum of seventy-five (75) workers at a single site. |
| | d. Experience – The Bidder must provide details of services of a similar nature performed over the last three years, including ongoing or contractually committed projects, along with the names and addresses of clients who can provide references. |
| | e. Client References – The Bidder must submit reference letters from clients regarding past performance. |
| | f. Key Staff – The Bidder must provide the qualifications and experience of key staff proposed for the services. |
| | g. EPF/ETF Registration – The Bidder must provide proof of registration with the relevant authority for EPF and ETF contributions. |
| | h. VAT Registration – The Bidder must provide VAT registration details. If not registered, a letter from the Commissioner of the Department of Inland Revenue confirming exemption from VAT collection must be submitted with the bid. |
| | i. List of Equipment - The Bidder must submit a list of equipment proposed for use in delivering efficient services to the Employer. |

| | |
|-------|---|
| | j. Insurance Information – The Bidder must provide details of public liability and workmen’s compensation insurance. |
| | (ii) Details relevant to evaluate the financial capacity of the bidder – |
| | a. Audited financial statements for last three years (2022/2023, 2023/2024, 2024/2025) |
| | b. Details of Bankers |
| | c. Credit facilities for Rs. 5 million available to the bidder from a bank or recognized financial institution. It should be addressed to the Vice Chancellor, Sabaragamuwa University of Sri Lanka and should be exclusively for this service. |
| | (iii) A brief report (maximum 1,500 words) shall be submitted outlining the management hierarchy, site work plan (including organization and procedures), and staff training plan to ensure efficient delivery of Cleaning, Janitorial, and Garden Maintenance services, including manpower provision for Sabaragamuwa University of Sri Lanka. |
| 7.1 | 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 written in English Language. |
| 13.1. | The Bid validity period shall be 91 days from the deadline for bid submission, up to 01.09.2026. |
| 14.1 | The Bid Security shall be Sri Lankan Rupees One Million Five Hundred Thousand only (LKR 1,500,000.00). It shall be provided either as a Bank Guarantee issued by a commercial bank approved by the Central Bank of Sri Lanka or as a cash deposit to the Sabaragamuwa University of Sri Lanka. |
| | If the Bid Security is provided as a cash deposit, the original receipt shall be attached to the bid. The Bank Guarantee shall be irrevocable and unconditional, and payable upon the first written demand of the University, in the format provided in the bidding document. |
| | The Bid Security validity period shall be 119 days from the deadline for bid submission, up to valid until 29.09.2026 . |
| 15.2 | The signatory of the bid shall be duly authorized . A certified copy of the Board Resolution or Power of Attorney authorizing the signatory, for organizations other than sole proprietorships, shall be submitted with the bid. |
| 17 | The address of submission bid: Chairman, Department Procurement Committee (Major), Sabaragamuwa University of Sri Lanka, P.O. Box: 02, Belihuloya. |
| | The deadline for submission of Bids shall be 02.06.2026 at 2:15 p.m. |
| 19.1 | Bids will be opened at 2:45 p.m. on 02.06.2026 at the following address: Office of the Registrar, Sabaragamuwa University of Sri Lanka, P.O. Box 02, Belihuloya. |

| | | | | |
|------|--|-----------------------------------|----------------|----------------|
| 28.1 | Amount of Performance Security is five (5%) percent of the initial contract Price. The standard form of Performance Security acceptable to the employer shall be a bank guarantee issued by a commercial bank approved by the Central Bank of Sri Lanka. (The acceptable form is given in the section VII of the Bidding Document). | | | |
| 29.1 | The minimum insurance covers shall be: | | | |
| | a. The minimum cover for insurance of Employer's property is 110% of the initial contract price. | | | |
| | b. The minimum cover for personal injury or death, for third party and employees of the Employer and other persons engaged by the Employer in the Workers is Sri Lankan rupees One Million (LKR. 1,000,000.00) for Contractor's workmen per event. | | | |
| 22 | Criteria for Evaluation of Qualification and Experience: Obtaining minimum points is the prerequisite to consider for price evaluation. | | | |
| | S/No | Criteria | Maximum Points | Minimum Points |
| | 1 | Experience in Similar Assignments | 40 | 30 |
| | 2 | Equipment | 15 | 10 |
| | 3 | Payment of EPF and ETF | 15 | 15 |
| | 4 | Client Reference | 15 | 06 |
| | 5 | Financial Capability | 15 | 15 |
| | | Total | 100 | 76 |
| | <p>1. <u>Experience in Similar assignments</u></p> <p>The evaluation will consider the bidder's experience in similar assignments as follows:</p> <p>a) 10 marks for each contract involving more than 75 cleaning, janitorial, and garden maintenance workers per day (Maximum: 10 marks).</p> <p>b) 05 marks for each contract involving more than 50 cleaning, janitorial, and garden maintenance workers per day (Maximum: 10 marks).</p> <p>c) 05 marks for each cleaning, janitorial, and garden maintenance contract completed within the last three (03) years (Maximum: 20 marks).</p> | | | |
| | <p>2. <u>Equipment</u></p> <p>The adequacy of the equipment specified by the Employer in Form-B will be evaluated at 0.2 marks per item, subject to a maximum of 15 marks.</p> | | | |
| | <p>3. <u>Payment of EPF, ETF</u></p> <p>The Bidder shall submit proof of EPF and ETF payments for at least 75 employees for the past three years (2022/2023, 2023/2024, and 2024/2025), clearly indicating the total number of employees covered. (2.5 marks will be awarded for each year of EPF submission and 2.5 marks for each year of ETF submission, respectively).</p> | | | |

| | |
|--|--|
| | <p>4. <u>Client's Reference</u></p> <p>Client references for contracts carried out during the last three years in public sector institutions (e.g., hospitals, banks, airports, universities, and other educational institutions) and reputed private sector organizations will be evaluated based on the quality of services provided by the Bidder (1.5 marks per client).</p> |
| | |
| | <p>5. <u>Financial Capability</u></p> <ul style="list-style-type: none"> • All financial aspects, including annual turnover and other financial information in audited financial statements will be evaluated. Audited financial statements for the last three years (2022/2023, 2023/2024, 2024/2025) must be submitted, with an annual turnover exceeding Rs. 30 million for each year (04 marks per year). • Credit facility of Rs. 5 million, specifically allocated for this service, addressed to the Vice-Chancellor of the Sabaragamuwa University of Sri Lanka, shall be provided (3 marks). |

SECTION – V

FORM OF BID, QUALIFICATION INFORMATION, NON-COLLUSION DECLARATION, LETTER OF ACCEPTANCE AND FORM OF CONTRACT

FORM OF BID

BID FOR OUTSOURCING OF CLEANING, JANITORIAL, AND GARDEN MAINTENANCE SERVICES WITH MANPOWER PROVISION – 2026/2027
SABARAGAMUWA UNIVERSITY OF SRI LANKA

To: **The Chairman**
Department Procurement Committee
Sabaragamuwa University of Sri Lanka
Belihuloya

01. Having examined the bidding documents, I/We hereby offer to undertake the **Outsourcing of Cleaning, Janitorial, and Garden Maintenance Services with Manpower Provision** for the **Sabaragamuwa University of Sri Lanka** under Contract No. **SU/GA/03/2026-01**, in accordance with the Conditions of Contract, Contract Data, Employer’s Requirements, and the Activity Schedule accompanying this bid, for the annual Contract Price specified below:

| Contractual Amount without VAT (Amount in Figures) | | Amount in words |
|---|------|------------------------|
| Rs. | Cts. | |
| | | |
| Contractual Amount with VAT (Amount in Figures) | | Amount in words |
| Rs. | Cts. | |
| | | |

02. This Bid and your written acceptance of it shall constitute a binding Contract between us. I/We understand that you are not bound to accept the lowest or any Bid received.
03. I/We hereby confirm that this Bid complies with the Bid validity period required by the Bidding Documents and specified in the Bidding Data.

| | | | |
|--|----------------------|-----------------------|--|
| Registered name of the Bidder: | | | |
| Address of the Bidder: | | | |
| Telephone No. | Fax No.: | Email Address: | |
| VAT Registration No. (if any) | | | |
| Name and the title of the authorized signatory: | | | |
| Signature: | Rubber Stamp: | | |

Qualification Information

To be completed by the bidder and submitted with the bid

| | Eligibility Requirement | Bidder's Qualification | | | |
|---------------------------------|--|---|--------------------------|------------|------------|
| Registration | Registered Business Organization <i>(Registered business organizations shall attach a certified copy of the Business Registration)</i> | | | | |
| Expiry Date | Must hold a valid registration from the bid submission deadline until the original bid validity period expires. | | | | |
| Blacklisted Contractors | Have you ever been declared a defaulting contractor by the NPA or any other agency? | Yes /No (write off the inappropriate answer) | | | |
| | | If yes provide details | | | |
| VAT Registration Number | <i>(A certified copy shall be attached to the bid)</i> | | | | |
| SSCL Registration Number | <i>(A certified copy shall be attached to the bid)</i> | | | | |
| Legal Status | Type of Business: Public Company/ Private Company/ Partnership/ Sole Proprietor/ Registered Business Organization. <i>(Certified copies of registration shall be attached to the bid.)</i> | | | | |
| Experience | Services performed in the last three years (2022/2023, 2023/2024, 2024/2025): | | | | |
| Financial Qualification | The average service turnover for the last three years (2022/2023, 2023/2024, 2024/2025) shall be no less than LKR 30 million. <i>(Attach certified audited financial statements.)</i> | | | | |
| | 1. 2022/2023 2. 2023/2024 3. 2024/2025 | Rs. Rs. Rs. | | | |
| | The minimum credit facility shall be at least LKR 5 million that should be addressed to the Vice Chancellor, Sabaragamuwa University of Sri Lanka. <i>(Original document should be Attached with the bidding documents.)</i> | | | | |
| No of Key Staff | Category | Requirement | Agreed to Provide | | |
| | | WD | WE | Yes | No. |
| | 1. Supervisor (Male) | 03 | 02 | | |
| | 2. Supervisor (Female) | 02 | 02 | | |
| | 3. Sanatory / Cleaning Laborers (Female) | 144 | 87 | | |
| | 4. Sanatory / Cleaning Laborers (Male) | 56 | 43 | | |
| | Total | 205 | 134 | | |
| | Skilled Workers (When Necessary) | | | | |
| | 1. Carpenter | The required number of staff shall be notified from time to time , considering the | | | |
| 2. Electrician | | | | | |

| | Eligibility Requirement | | Bidder's Qualification | |
|--|--------------------------------|------------------------------------|-------------------------------|--|
| | 3. Plumber | needs of the Maintenance Division. | | |
| | 4. Mason | | | |

* WD; Weekdays

* WE: Weekends

Authorized signature(s) of Bidder : _____

Name : _____

In the Capacity of : _____

Name of Company/ Firm : _____

Company/ Firm Seal:

Non-Collusion Declaration
(Procurement Guideline Reference - 1.5)

I, the undersigned bidder/bidder's representative/bidder's agent, honestly, truthfully and solemnly declare that;

- a) I, nor any other member, agent or representative of the firm/ company/ corporation/ partnership/ sole proprietorship that I represent, have entered into any combination, collusion or similar agreement with any person in connection with the prices to be submitted by any person with respect to the invitation for bid;
- b) I, nor any person who represents me have acted to prevent any person from submitting a bid or to induce any person to refrain from submitting a bid in connection with the intention for bid **(Bid No: SU/GA/03/2026-01)**;
- c) This bid is not submitted in collusion with any other bid and is not made pursuant to any agreement, understanding or association with any other person in relation to such bid.

I declare that, I have not received and will not accept any discount, fee, reward, commission or anything of value, directly or indirectly, from any person, company or corporation in connection with the submission of this bid.

I further declare that, I have not given and will not give any discount, fee, reward, commission or anything of value, directly or indirectly, to any person, company or corporation in connection with the submission of this bid.

I, taking full responsibility for ensuring the absence of collusion, hereby pledge to abide by fair and ethical competitive practices throughout the entire procurement process and to fully comply with the relevant Procurement Guidelines issued by the National Procurement Commission.

I hereby declare that all the statements made by me above are true and correct.

.....
Signature of the Declarant

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 Rupees
..... (Rs.) *[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 for a period of 365 days from *[start date.]*

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

Company/ Firm Seal:

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 Rupees

NOW THEREFORE the parties hereto hereby agree as follows:

6. 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) Qualification Specification;
- (e) Letter of Acceptance
- (f) The Employer’s Requirements;
- (g) The Priced Activity Schedule;

7. 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 Sabaragamuwa University of Sri Lanka

[Authorized Representative]

For and on behalf of [name of Service Provider]

[Authorized Representative]

SECTION – VI

EMPLOYER’S REQUIREMENTS

Section VI - Employer's Requirements

A – Description of the Services

A.1. Scope of Work

Outsourcing of Cleaning, Janitorial, and Garden Maintenance Services with Manpower Provision

1. The bidder must ensure uninterrupted provision of cleaning and janitorial services for all University properties for a period of one (1) year.
2. The bidder must specify the service costs according to the rates recommended by the Wages Board Ordinance for cleaning and janitorial services, considering the following:
 - a. Daily rate for a supervisor for the period from 07:15 a.m. to 04:30 p.m.
 - b. Daily rate for a Sanatory Labourer for the period from 07:15 a.m. to 04:30 p.m.
 - c. Daily rate for a Skilled Labourer for the period from 07:15 a.m. to 04:30 p.m.
3. The bidder/contractor must comply with all applicable labor laws, including the Wages Board Ordinance, the National Minimum Wage of Workers Act (No. 27 of 1941) and its amendments, EPF, ETF, Gratuity Act, Workmen's Compensation Ordinance, and other relevant regulations. Salaries, wages, and budgetary relief allowances for laborers shall be paid in accordance with the Wages Board for the Janitorial Service Trade and directions issued by the Labour Department, including:
 - a) Salaries as per the latest applicable Wages Board Gazette (e.g., 31.05.2013) and its amendments.
 - b) Budgetary Relief Allowances under the Workers Acts (e.g., No. 36 of 2005 and No. 4 of 2016).
 - c) The relevant Wages Board Gazettes (e.g., dated 07.12.2009 and 23.03.2016) and any subsequent legislation, including the National Minimum Wage Act, No. 3 of 2016, together with its amendments, in particular the National Minimum Wage of Workers (Amendment) Act, No. 11 of 2025.
4. The University may determine any additional janitorial points or personnel beyond the approved number, as required to meet its needs.
5. All staff employed by the Bidder must wear the designated uniform and display their official ID cards while on duty.
6. The Bidder must provide all on-duty staff with uniforms and necessary safety equipment.
7. The company's authorized officer must visit the premises at least twice a month to identify and address any requirements.
8. The Bidder must provide all required stationery to their supervisory staff.
9. The University reserves the right to request the removal of any staff member on duty without giving a reason.
10. Staff employed by the bidder at the University shall possess the required maturity, training, and relevant experience, and must submit a Police Clearance Report, a Grama Niladhari Report, and their personal details.
11. Staff on duty must follow University instructions and comply with all existing University rules and regulations.

12. Staff employed by the Bidder must report any matters concerning students, staff, or others to the University authorities through the service provider and must not engage directly with university personnel without prior authorization.
13. The minimum number of janitorial personnel for each subsection is provided to indicate the workload. Bidders are encouraged to inspect the buildings and areas and may propose additional janitorial staff based on their assessment, specifying the proposed number accordingly.
14. The Service Provider shall comply with all applicable labor laws including EPF, ETF, Wages Board Ordinance, Gratuity Act, Workmen’s Compensation Ordinance, and the latest amendments/gazettes as listed in Point 3.
15. Supervisors must conduct at least two daily inspections within their Area of Responsibility (AOR) to ensure cleanliness standards are maintained.
16. Cleaning and Janitorial staff are prohibited from participating in trade union activities. The contractor will be responsible for any property damage on University premises resulting from such activities and must compensate the University for any losses.

B – Details of Payments and Performance Evaluation

B.1. Performance Evaluation

To evaluate the monthly performance of the Service Provider, a report will be obtained from the relevant divisional heads or officials of the Employer to verify whether the cleaning staff have been deployed as prescribed.

The following criteria will be discussed at the meeting, and the performance of the Service Provider shall be evaluated accordingly.

- (a) Quality of the Service
- (b) Allocation of Janitorial/ Cleaning persons for each section
- (c) Instance of service failure
- (d) Any other pertinent matters related to the services provided

In the event of any loss or damage to the property and premises for which the Company/Firm has been engaged to provide Cleaning, Janitorial, and Garden Maintenance Services, the Company/Firm shall be responsible for reimbursing the Employer for any expenses incurred to rectify such loss or damage, which may be deducted from the due monthly payments.

The primary purpose of the performance evaluation is not to downgrade the service provided, but to improve it through discussions and alignment with the Employer’s requirements.

B.2 Schedule of payment

Payments will be made monthly. The Service Provider must submit the invoice for each month in the following month, based on actual work performed, along with proof of paid salaries, EPF, and ETF for their staff. Details of the first month shall be included with the third month’s invoice.

If the Service Provider’s overall performance—measured by actual payments against the monthly values in the Activity Schedule—**falls below 60% for three consecutive months**, the Employer may terminate the Contract under Clause 2.6 of the Conditions of Contract.

C – Other Requirements to be Complied with by the Bidder

17. The bidder shall be a registered and experienced company providing Cleaning and Janitorial Services, or a similar service category acceptable to the Procurement Committee, with at least three (03) years of experience in providing services to a government or semi-government institution. The bidder must have managed not less than seventy-five (75) workers at a single site and shall complete Form D, attaching letters or certified copies issued by clients confirming the services provided and past performance.
18. The bidder shall submit duly completed Bid Documents, ensuring clarity and accuracy of information, inclusion of the bid security, and the bidder’s signature on the Form of Bid and all other required sections.
19. Bid documents shall be prepared neatly and free from arithmetic errors. Bidders shall complete both columns of the BOQ—per day and per year (365 days)—in accordance with the Conditions of Contract (half-day payment applies for workers on Sundays and public holidays).
20. The bidder shall demonstrate sufficient financial stability to pay employee salaries for at least three (03) months without relying on payments from the client. The bidder shall submit supporting documents to assess financial capacity, including audited financial statements indicating an annual turnover of more than LKR 30 million, credit facilities of LKR 5 million available exclusively for this service, and banker’s details.
21. The following words shall be clearly written, as appropriate, on the top left-hand corner of both the ORIGINAL and COPY of the envelopes:

“Outsourcing of Cleaning, Janitorial, and Garden Maintenance Services with Manpower Provision – 2026/2027 - Sabaragamuwa University of Sri Lanka”

22. No changes shall be permitted under any circumstances.
23. The successful bidder shall commence the contract within one (01) week of notification. Failure to do so will result in forfeiture of the Performance Bond, and the University may award the contract to the next eligible bidder.
24. If the contractor fails to provide services as required by the University, the University may impose fines or deduct the full or partial amount from the BOQ. Such action shall be based on the recommendation of the Vice-Chancellor, Deans, Registrar, Bursar, Librarian, Directors, Heads of Departments, Medical Officer, Curator, Deputy/ Senior/ Assistant Registrars, PHI, or any officer authorized by the Vice-Chancellor to assess cleaning service performance.

If the contractor fails to provide any of the following services, a fine shall be imposed as specified.

| | |
|---------------------------------|---|
| Garbage Removal | Rs. 100.00 per dustbin, up to a maximum of Rs. 10,000.00 per day. |
| Labourer/ Supervisor | Daily absence: Deduction of full daily payment per absent labourer/supervisor. |
| | Half-day attendance: Deduction of half the daily payment per labourer/supervisor. |

25. Machinery shall be used to maintain lawns, floors, and other areas as specified in Form B. Bidders must indicate the number of available machines in Form B.

26. Consumables and other items required for the service shall be used as specified in Form E. Bidders must provide details of the consumables and items available in their organization in Form E.
27. Annual costs for labor, materials/consumables, and overheads shall be as specified in Form F. Bidders must submit the detailed cost information in Form F.
28. The bidder shall provide a suitable four-wheel vehicle (tractor) with two trailers—one trailer partitioned into three compartments for garbage removal and landscaping—and a three-wheeler for transport, or equivalent vehicles. Bidders must submit the vehicle numbers available for use. Garbage removal shall follow instructions from the PHI or other relevant officer.
29. The contractor shall use standard, biodegradable cleaners, disinfectants, fragrances, polishes, and waxes (SLS/ISO certified). Quality reports and Material Safety Data Sheets (MSDS) shall be provided upon request by the University.
30. The contractor shall collect and dispose of all non-biodegradable waste on University premises—including polythene, glass, paper, empty toners, unserviceable bulbs, tube bulbs, sanitary pads, and pillows —offsite, subject to the following conditions:
 - (a). Disposal must follow environmentally friendly and legally approved methods.
 - (b). The contractor or subcontractor must hold a valid license/permit from the Central Environmental Authority for waste disposal.
 - (c). Garbage removal must be carried out by the contractor or subcontractor under the supervision or with the permission of the Medical Officer of Health (MOH) for the area.
31. Non-biodegradable waste (polythene, plastics, glass, etc.) shall be removed from the University premises at least twice a month or as required. In the event of non-compliance, the University reserves the right to impose a penalty of Rs. 50,000.00 per month on the contractor.
32. Burning of garbage is strictly prohibited on university premises.
33. The contractor shall dig a suitable pit for biodegradable waste in consultation with the University PHI, install a fence to prevent animal access, and maintain it properly throughout the contract period.
34. Bidders are advised to inspect all University buildings and areas by appointment before submitting their quotations/ bids to gain a general understanding of the premises. Bidders must also be thoroughly familiar with the University system, including semesters, vacation periods, and student activities.
35. The bidder shall maintain a one-month stock of consumables, including equipment, floor polish, wax, disinfectants, fragrances, and similar items.
36. The bidder shall be thoroughly familiar with all University premises, including land, buildings, gardens, playgrounds, roads, hostels (internal and rented), canteens, libraries, and offsite University-owned or rented properties (e.g., Faculty of Medicine at Ratnapura, Batuhena, Non-Perial staff quarters). A detailed list of buildings and areas is provided in Form C.
37. The bidder shall be solely responsible for paying all remuneration and legal benefits to its staff, including compensation for any injury or death incurred while on duty.

38. The bidder shall submit details of public liability and workmen's compensation insurance, attaching certified copies of the relevant documents as proof.
39. The contractor shall employ workers who are between 18 and 65 years of age, healthy, and efficient.
40. The University may change employee working hours for special occasions. The contractor shall provide services throughout the month, including weekends and public holidays. Any staff leave on public holidays (e.g., New Year, Poya days) must be approved by the University.
41. The contractor shall ensure that storage, supply, sale, or use of drugs, alcohol, cigarettes, or other intoxicants is strictly prohibited within SUSL premises. Violations by employees will be subject to legal penalties.
42. The bidder shall be personally liable for any loss or damage to university property caused by the negligence of the contractor, its staff, or equipment. The University may deduct the claimed amount from the monthly payment due to the contractor.
43. The contractor shall be responsible for any damage or loss to university employees' or stakeholders' (students, visitors) property on university premises caused by the negligence of the contractor, its staff, or equipment. The cost of such damage or loss will be charged to the contractor.
44. The bidder shall not transfer the contract to a third party. However, the contractor may engage a third-party service for removing non-biodegradable waste (polythene, glass, paper, empty toners, unserviceable bulbs, tube bulbs, sanitary pads and pillows) in compliance with the conditions stated in Clause 30.
45. All workers must record their arrival and departure times using the fingerprint machine, punch card, or attendance register, under the supervision of a university officer.
46. Workers and supervisors shall be present on university premises during normal working hours (7:15 a.m. – 4:30 p.m.) and cooperate harmoniously with the University community. The University may adjust working hours as required.

Working Hours

- Monday – Saturday : 7.15 am to 4.30 pm
- Sundays & Holidays : 7.15 am to 12.30 pm

A 15-minute grace period until 7:30 a.m. is allowed for up to 20% of employees per day. Employees may be late up to 45 minutes if the time is made up in the evening of the same day, with a maximum of 20% of total employees allowed this late arrival. Employees late over 45 minutes will be considered half-day workers, and those late over 4.5 hours will be considered no-pay workers.

Daily working schedule:

- **General cleaning and janitorial work:** 7:15 a.m. – 4:30 p.m.
- **Garbage removal:** 7:15 a.m. until completion
- **Water tank cleaning:** 7:15 a.m. until completion
- **Grass cutting (machinery):** 7:15 a.m. until completion
- **Polishing and waxing:** 7:15 a.m. until completion
- **Gutter and rooftop cleaning:** 7:15 a.m. until completion

- 47. The contractor shall employ the minimum required number of workers on weekdays (including Saturdays) and a reduced number on Sundays and public holidays, as per the University's requirements.
- 48. The daily worker distribution shall follow Form A. In exceptional situations (e.g., drought, vacations, disasters), the University may adjust the number of workers for a day, week, or month and may deduct the full or partial BOQ amount accordingly.
- 49. The bidder shall ensure employee safety by providing protective clothing, gloves, masks, and safe use of tools.
- 50. The bidder shall submit details of the Board of Directors, including names, qualifications, and contact information.

I/We certify that I/We have read and understood the Conditions of Contract. If my/our bid is accepted, I/We undertake to commence the services as stipulated and provide cleaning, janitorial, and garden maintenance services for the contract period.

Authorized signature(s) of Bidder : _____
Name : _____
In the Capacity of : _____
Name of Company/ Firm : _____

Company/ Firm Seal:

SECTION – VII
ACTIVITY SCHEDULE

Form-A

**Daily Workers Distribution Schedule
Cleaning, Janitorial, and Garden Maintenance**

(Approximately)

| No | Place and work | No. of Workers | | | |
|--------------|---|----------------|-----------|------------------------------|-----------|
| | | Weekdays | | Weekends, Public Holidays | |
| | | Female | Male | Female | Male |
| 1. | Hostels & Canteens | 40 | 06 | 40 | 06 |
| 2. | Administration Building, Pre-School, Medical Centre, Computer Centre, Cultural Center, Ayurveda Center, Old Auditorium, Staff Quarters, Guest Houses, Open Air Theater etc. | 18 | 03 | 08 | 03 |
| 3. | Faculty of Agricultural Sciences | 06 | 01 | 03 | 00 |
| 4. | Faculty of Applied Science | 07 | 01 | 03 | 01 |
| 5. | Faculty of Computing | 02 | 00 | 01 | 00 |
| 6. | Faculty of Geomatics | 05 | 01 | 03 | 00 |
| 7. | Faculty of Graduate Studies | 01 | 00 | 00 | 00 |
| 8. | Faculty of Management Studies | 07 | 01 | 03 | 00 |
| 9. | Faculty of Medicine (Ratnapura, Batuhena) (Hostels & Canteens) and Faculty of Graduate Studies at Ratnapura | 25 | 10 | 10 | 10 |
| 10. | Faculty of Social Science & Languages | 07 | 01 | 03 | 00 |
| 11. | Faculty of Technology | 14 | 02 | 05 | 01 |
| 12. | Garbage collection and removal, Cleaning of water tanks, Spray of pesticide to hostels, Cleaning of roof, gutters, Removal of mosquito breeding places, Craning of Drainage system under supervision of PHI (Main premises, Ratnapura, Batuhena, Non-Perial and other). | 00 | 06 | 00 | 06 |
| 13. | Cleaning of Sports Centers (Gymnasiums, Swimming Pool, Grounds and Other Buildings) | 03 | 01 | 02 | 01 |
| 14. | Centre for Open and Distance Learning (CODL) | 02 | 00 | 02 | 00 |
| 15. | Main Library, Reading Hall, NLH | 03 | 00 | 01 | 00 |
| 16. | Grass cutting, removal of trees/branches, watering, pruning of hedges and other landscape works (Main premises, Ratnapura, Batuhena, Non-Perial and other). | 00 | 15 | 00 | 10 |
| 17. | Ground (Pavilion, Ground and Fence) | 00 | 03 | 00 | 01 |
| 18. | Garbage Grading Centre | 00 | 02 | 00 | 02 |
| 19. | Examinations Branch, Kinchigune Staff Quarters and surrounding area. | 01 | 00 | 01 | 00 |
| 20. | Supervisors | 03 | 03 | 02 | 02 |
| Total | | 144 | 56 | 87 | 43 |
| | | 200 | | 130 | |

| No | Place and work | No. of Workers | | | |
|----|---|----------------|------|------------------------------|------|
| | | Weekdays | | Weekends, Public Holidays | |
| | | Female | Male | Female | Male |
| 1. | Extra Nos. of workers (In case of emergency & future requirements as and when required) | 02 | 03 | 02 | 03 |

(Skilled workers shall be made available immediately as required for works planned by the Maintenance Division of the University)

| No | Place and work | No. of Skilled Workers | | | |
|----|----------------------|--|------|------------------------------|------|
| | | Weekdays | | Weekends, Public Holidays | |
| | | | Male | | Male |
| 1. | Maintenance Services | The required number of staff shall be notified from time to time , considering the needs of the Maintenance Division. | | | |

Priced Bill of Quantities

BOQ FOR OUTSOURCING OF CLEANING, JANITORIAL, AND GARDEN MAINTENANCE SERVICES WITH MANPOWER PROVISION – 2026/2027

01. Cleaning of Hostels and Canteen Premises

a. Cleaning of Toilets and Bathrooms

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|---|---------------------------------|--------------------------------|
| 1 | Cleaning of toilets & bathrooms Rate of this item include for | | | |
| | <ul style="list-style-type: none"> • Cleaning of all toilets, urinals, and bathroom gullies. Toilets must be kept dry at all times and maintained with a pleasant fragrance using air fresheners, naphthalene balls, or other suitable means. | Hostel Toilets: To be cleaned once per day between 10.00 a.m. and 2.00 p.m. | | |
| | <ul style="list-style-type: none"> • Cleaning, washing, and disinfection of walls, floors, bowls, washbasins, squatting pans, urinals, and commodes using standard cleaning agents and disinfectants. | Canteen Toilets: To be cleaned three times per day at 7.30 a.m., 11.00 a.m., and 3.30 p.m. | | |
| | <ul style="list-style-type: none"> • Wiping and cleaning of all toilet fittings, including taps, soap holders, mirrors, sinks, and other fixtures. | | | |
| | <ul style="list-style-type: none"> • Cleaning must be carried out every day, including holidays and weekends. | | | |

b. Maintenance of floors

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|---|---------------------------------|--------------------------------|
| 1 | Cleaning of floors Rate of this item include for | | | |
| | <ul style="list-style-type: none"> • Dust mopping to remove dust, soil, dirt, and grime in all hostels and canteens. | Daily (Morning and whenever necessary) | | |
| | <ul style="list-style-type: none"> • Sweeping and cleaning of outdoor areas. | | | |
| | <ul style="list-style-type: none"> • Dusting and cleaning of carpets, doormats, floor mats, and coir mats (manual or vacuum). | | | |
| | <ul style="list-style-type: none"> • Collection and proper disposal of garbage into designated dust bins. | | | |
| | <ul style="list-style-type: none"> • Cleaning and maintenance of kitchen areas in canteens. | | | |
| | <ul style="list-style-type: none"> • Immediate action to eliminate all mosquito breeding sites on the premises. | | | |
| | <ul style="list-style-type: none"> • Machinery polishing and waxing of canteens and common areas of hostels | Per three months | | |

c. Garden Maintenance

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|-----------------|--|---------------------|--|---------------------------------------|
| 1 | Cleaning of garden areas, roadways. Rate of this item include for | daily and as needed | | |
| | <ul style="list-style-type: none"> Daily sweeping of garden areas and roadways, collecting fallen leaves, and disposing of them at the designated collection point. | | | |
| | <ul style="list-style-type: none"> Removal of above-mentioned garbage from the premises. | | | |
| | <ul style="list-style-type: none"> Watering and weeding plant pots, flower beds, the entire garden, and all open areas. | | | |
| | <ul style="list-style-type: none"> Cleaning drains daily. | | | |

d. Miscellaneous

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|-----------------|---|----------------------|--|---------------------------------------|
| 1 | Cleaning of walls, ceilings, electrical fixtures, glass surfaces, and furniture. Rate of this item include for | Weekly and as needed | | |
| | <ul style="list-style-type: none"> Removal of dust, cobwebs, and debris from ceilings and corners (manual or vacuum) | | | |
| | <ul style="list-style-type: none"> Dust mopping to remove dust, dirt, and grime from walls. | | | |
| | <ul style="list-style-type: none"> Removal of marks and stains from walls and name boards. | | | |
| | <ul style="list-style-type: none"> Cleaning of electrical fixtures and fittings, including switches. | | | |
| | <ul style="list-style-type: none"> Washing and cleaning of interior and exterior glass surfaces and aluminum partitions using glass cleaner. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning of furniture in canteens and reading halls. | | | |
| | <ul style="list-style-type: none"> Cleaning and maintenance of drain systems in canteens and hostels. | | | |

Note: Work schedule, number of laborers, polishing cycle, equipment, and other arrangements must be organized in accordance with the requirements of the Senior Assistant Registrar – Student Affairs, Sub-Wardens, or PHI.

02. Cleaning of Administration Buildings, Pre-School, Medical Centre, Computer Centre, Cultural Centre, Ayurveda Centre, Old Auditorium, Staff Quarters, Guest Houses, Open-Air Theatre, Library, Centre for Open & Distance Learning, Examinations Branch, and all other relevant Centers/Buildings.

a. Maintenance of floors

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|-----------------|---|----------------------------------|--|---------------------------------------|
| 1 | Cleaning of floors Rate of this item include for | Daily (Morning and as needed) | | |
| | • Dust mopping and sweeping to remove dust, soil, dirt, and grime in all buildings. | | | |
| | • Sweeping and cleaning of surrounding premises. | | | |
| | • Dusting and cleaning of carpets, doormats, floor mats, and coir mats. | | | |
| | • Collection and proper disposal of garbage into designated dust bins. | | | |
| 2 | Polishing and waxing Rate of this item include for | Per two months and as needed | | |
| | • Machinery polishing and waxing using standard floor polish and wax | | | |
| | • Cleaning frequency may vary according to university requirements, e.g., Council Chamber, Vice-Chancellor's Office, etc. | | | |

b. Cleaning of toilets and bathrooms

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|-----------------|--|---|--|---------------------------------------|
| 1 | Cleaning of toilets & bathrooms Rate of this item include for | All common toilets twice on weekdays & weekends single wash | | |
| | • Cleaning, washing, and disinfection of walls, floors, bowls, washbasins, squatting pans, urinals, and commodes using standard cleaning agents and disinfectants. | | | |
| | • Wiping and cleaning of all toilet fittings, including taps, soap holders, mirrors, sinks, and other fixtures. | | | |
| | • Cleaning of all toilets, urinals, and bathroom gullies. Toilets must be kept dry at all times and maintained with a pleasant fragrance using air fresheners, naphthalene balls, or other suitable means. | | | |

c. Garden Maintenance

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|---------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of garden areas, roadways. Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Daily sweeping of garden areas and roadways, collecting fallen leaves, and disposing of them at the designated collection point. | | | |
| | <ul style="list-style-type: none"> Removal of above-mentioned garbage from the premises. | | | |
| | <ul style="list-style-type: none"> Watering and weeding plant pots, flower beds, the entire garden, and all open areas. | | | |
| | <ul style="list-style-type: none"> Cleaning drains daily. | | | |

d. Miscellaneous

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|---|----------------------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of walls, ceilings, electrical fixtures, glass surfaces, furniture, water tanks, and other relevant areas. Rate of this item include for | Manual weekly and vacuum monthly | | |
| | <ul style="list-style-type: none"> Removal of dust, cobwebs, and debris from ceilings and corners (manual or vacuum). Dust mopping to remove dust, dirt, and grime from walls. | | | |
| | <ul style="list-style-type: none"> Removal of marks and stains from walls and name boards. | | | |
| | <ul style="list-style-type: none"> Cleaning of electrical fixtures and fittings (switches), dust mopping of fans, and disinfection of telephones. | | | |
| | <ul style="list-style-type: none"> Washing and cleaning of interior and exterior glass surfaces and aluminum partitions using glass cleaner. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning of furniture in offices, libraries, lecture halls, guest houses, laboratories, and other areas. | | | |
| | <ul style="list-style-type: none"> Wiping and cleaning of aluminum and timber windows, doorframes, and doors. | | | |
| | <ul style="list-style-type: none"> Cleaning of water purification centers. | | | |
| | <ul style="list-style-type: none"> Wiping and cleaning of whiteboards | | | |

Note: Work schedule, number of labourers, polishing cycle, Equipment, etc. should be arranged as per the requirement of the Section Heads/PHI.

03. Faculty of Agricultural Sciences Premises (including Mugastenna and Farm premises)

a. Maintenance of floors

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|------------------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of floors Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Dust mopping, vacuum and sweeping to remove dust, soil, dirt, and grime in all buildings. | | | |
| | <ul style="list-style-type: none"> Sweeping and cleaning of all courtyards and surrounding premises. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning of carpets, doormats, floor mats, and coir mats. | | | |
| 2 | Polishing and waxing Rate of this item include for | Per two months and as needed | | |
| | <ul style="list-style-type: none"> Machinery polishing and waxing using standard floor polish and wax, as per instructions provided by the faculty. | | | |

b. Cleaning of toilets and bathrooms

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|---|---|---------------------------------|--------------------------------|
| 1 | Cleaning of toilets & bathrooms Rate of this item include for | All common toilets twice on weekdays & Weekends single wash | | |
| | <ul style="list-style-type: none"> Cleaning, washing, and disinfection of walls, floors, bowls, washbasins, squatting pans, urinals, and commodes using standard cleaning agents and disinfectants. | | | |
| | <ul style="list-style-type: none"> Wiping and cleaning of all toilet fittings, including taps, soap holders, mirrors, sinks, and other fixtures. | | | |
| | <ul style="list-style-type: none"> Cleaning of all toilets, urinals, and bathroom gullies. Toilets must be kept dry at all times and maintained with a pleasant fragrance using air fresheners, naphthalene balls, or other suitable means | | | |

c. Garden Maintenance

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|-----------------|--|---------------------|--|---------------------------------------|
| 1 | Cleaning of garden areas, roadways. Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Daily sweeping of garden areas and roadways, collecting fallen leaves, and disposing of them at the designated collection point. | | | |
| | <ul style="list-style-type: none"> Removal of above-mentioned garbage from the premises. | | | |
| | <ul style="list-style-type: none"> Watering and weeding plant pots, flower beds, the entire garden, and all open areas. | | | |
| | <ul style="list-style-type: none"> Cleaning drains daily. | | | |

d. Miscellaneous

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|---|--|----------------------|--|---------------------------------------|
| 1 | Cleaning of Walls, Ceiling, Electrical fixtures, Glass, Doors, Curtains, Furniture, Whiteboards Rate of this item include for | Weekly and as needed | | |
| | <ul style="list-style-type: none"> Removal of dust, cobwebs, and debris from ceilings and corners (manual or vacuum) | | | |
| | <ul style="list-style-type: none"> Dust mopping to remove dust, dirt, and grime from walls. | | | |
| | <ul style="list-style-type: none"> Removal of marks and stains from walls and name boards. | | | |
| | <ul style="list-style-type: none"> Cleaning of electrical fixtures and fittings (switches), dust mopping of fans, and disinfection of telephones. | | | |
| | <ul style="list-style-type: none"> Washing and cleaning of interior and exterior glass surfaces and aluminum partitions using glass cleaner. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning of furniture in offices, libraries, canteens, lecture halls, laboratories, and other areas. | | | |
| | <ul style="list-style-type: none"> Wiping and cleaning of aluminum and timber windows, doorframes, and doors. | | | |
| <ul style="list-style-type: none"> Wiping and cleaning of whiteboards. | | | | |

Note: Work schedule, number of laborers, polishing cycle, equipment, and other arrangements must be organized in accordance with the requirements of the Dean of the Faculty, Heads of Departments, and the Assistant Registrar.

04. Faculty of Applied Sciences Premises and Kumbalgama Premises

a. Maintenance of floors

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|------------------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of floors Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Dust mopping, vacuum and sweeping to remove dust, soil, dirt, and grime in all buildings. | | | |
| | <ul style="list-style-type: none"> Sweeping and cleaning of all courtyards and surrounding premises. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning of carpets, doormats, floor mats, and coir mats. | | | |
| 2 | Polishing and waxing Rate of this item include for | Per two months and as needed | | |
| | <ul style="list-style-type: none"> Machinery polishing and waxing using standard floor polish and wax, as per instructions provided by the Faculty. | | | |

b. Cleaning of toilets and bathrooms

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|---|---|---------------------------------|--------------------------------|
| 1 | Cleaning of toilets & bathrooms Rate of this item include for | All common toilets twice on weekdays & Weekends single wash | | |
| | <ul style="list-style-type: none"> Cleaning, washing, and disinfection of walls, floors, bowls, washbasins, squatting pans, urinals, and commodes using standard cleaning agents and disinfectants. | | | |
| | <ul style="list-style-type: none"> Wiping and cleaning of all toilet fittings, including taps, soap holders, mirrors, sinks, and other fixtures. | | | |
| | <ul style="list-style-type: none"> Cleaning of all toilets, urinals, and bathroom gullies. Toilets must be kept dry at all times and maintained with a pleasant fragrance using air fresheners, naphthalene balls, or other suitable means | | | |

c. Garden Maintenance

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|-----------------|--|---------------------|--|---------------------------------------|
| 1 | Cleaning of garden areas, roadways. Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Daily sweeping of garden areas and roadways, collecting fallen leaves, and disposing of them at the designated collection point. | | | |
| | <ul style="list-style-type: none"> Removal of above-mentioned garbage from the premises. | | | |
| | <ul style="list-style-type: none"> Watering and weeding plant pots, flower beds, the entire garden, and all open areas. | | | |
| | <ul style="list-style-type: none"> Cleaning drains daily. | | | |

d. Miscellaneous

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|-----------------|--|----------------------|--|---------------------------------------|
| 1 | Cleaning of Walls, Ceiling, Electrical fixtures, Glass, Doors, Curtains, Furniture, Whiteboards Rate of this item include for | Weekly and as needed | | |
| | <ul style="list-style-type: none"> Removal of dust, cobwebs, and debris from ceilings and corners (manual or vacuum) | | | |
| | <ul style="list-style-type: none"> Dust mopping to remove dust, dirt, and grime from walls. | | | |
| | <ul style="list-style-type: none"> Removal of marks and stains from walls and name boards. | | | |
| | <ul style="list-style-type: none"> Cleaning of electrical fixtures and fittings (switches), dust mopping of fans, and disinfection of telephones. | | | |
| | <ul style="list-style-type: none"> Washing and cleaning of interior and exterior glass surfaces and aluminum partitions using glass cleaner. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning of furniture in offices, libraries, canteens, lecture halls, laboratories, and other areas. | | | |
| | <ul style="list-style-type: none"> Wiping and cleaning of aluminum and timber windows, doorframes, and doors. | | | |
| | <ul style="list-style-type: none"> Wiping and cleaning of whiteboards. | | | |

Note: Work schedule, number of laborers, polishing cycle, equipment, and other arrangements must be organized in accordance with the requirements of the Dean of the Faculty, Heads of Departments, and the Assistant Registrar.

05. Faculty of Computing

a. Maintenance of floors

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|------------------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of floors Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Dust mopping, vacuum and sweeping to remove dust, soil, dirt, and grime in all buildings. | | | |
| | <ul style="list-style-type: none"> Sweeping and cleaning of surround the premises. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning carpets, doormats, floor mats, coir mats. | | | |
| 2 | Polishing and waxing Rate of this item include for | Per two months and as needed | | |
| | <ul style="list-style-type: none"> Machinery polishing and waxing with standard floor polish and wax as per instruction given by the faculty. | | | |

b. Cleaning of toilets and bathrooms

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|---|---|---------------------------------|--------------------------------|
| 1 | Cleaning of toilets & bathrooms Rate of this item include for | All common toilets twice on weekdays & Weekends single wash | | |
| | <ul style="list-style-type: none"> Cleaning, washing and disinfection of walls, floors, bowls, washbasins, squatting pans, urinals, washings commodes using standard cleansers & disinfectants. | | | |
| | <ul style="list-style-type: none"> Wiping and cleaning of all toilet fittings such as taps, soap holders, mirrors, sink etc. | | | |
| | <ul style="list-style-type: none"> Cleaning of all toilets, Urinals & bathroom gullies. Toilets should be kept dry at all times and should have a pleasant fragrance (By air freshening, Naphthalene balls, etc.). | | | |

c. Garden Maintenance

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|---------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of garden areas, roadways. Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Daily sweeping of garden areas and roadways, collecting fallen leaves, and disposing of them at the designated collection point. | | | |
| | <ul style="list-style-type: none"> Removal of above-mentioned garbage from the premises. | | | |
| | <ul style="list-style-type: none"> Watering and weeding plant pots, flower beds, the entire garden, and all open areas. | | | |
| | <ul style="list-style-type: none"> Cleaning drains daily. | | | |

d. Miscellaneous

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|----------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of Walls, Ceiling, Electrical fixtures, Glass, Doors, Curtains, Furniture Rate of this item include for | Weekly and as needed | | |
| | <ul style="list-style-type: none"> Cleaning removal of dust, Cobweb, etc., ceiling and Corners (Manual/Vacuum) | | | |
| | <ul style="list-style-type: none"> Dust mopping to remove dust, dirt and grime on walls. | | | |
| | <ul style="list-style-type: none"> Remove marks and stains on walls and name boards. | | | |
| | <ul style="list-style-type: none"> Cleaning of electrical fixtures and fittings (switches), Dust mopping of fans, Disinfection of telephones. | | | |
| | <ul style="list-style-type: none"> Washing and cleaning of exterior/ interior glasses/ Aluminum partition using glass cleaner. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning of furniture in the office. | | | |
| | <ul style="list-style-type: none"> Wiping & cleaning of aluminum/ timber windows & doorframes and windows & doors. | | | |
| | <ul style="list-style-type: none"> Wiping and Cleaning of White Boards | | | |

Note: Work schedule, number of labourers, polishing cycle, Equipment, etc. should be arranged as per the requirement of the Dean of the Faculty, Heads of the Departments, and Assistant Registrar.

06. Faculty of Geomatics Premises

a. Maintenance of floors

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|------------------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of floors Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Dust mopping, vacuum and sweeping to remove dust, soil, dirt, and grime in all buildings. | | | |
| | <ul style="list-style-type: none"> Sweeping and cleaning of all courtyards and surround the premises. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning carpets, doormats, floor mats, coir mats. | | | |
| 2 | Polishing and waxing Rate of this item include for | Per two months and as needed | | |
| | <ul style="list-style-type: none"> Machinery polishing and waxing with standard floor polish and wax as per instruction given by the faculty. | | | |

b. Cleaning of toilets and bathrooms

| Item | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|------|---|---|---------------------------------|--------------------------------|
| 1 | Cleaning of toilets & bathrooms Rate of this item include for | All common toilets twice on weekdays & Weekends single wash | | |
| | <ul style="list-style-type: none"> Cleaning, washing and disinfection of walls, floors, bowls, washbasins, squatting pans, urinals, washings commodes using standard cleansers & disinfectants. | | | |
| | <ul style="list-style-type: none"> Wiping and cleaning of all toilet fittings such as taps, soap holders, mirrors, sink etc. | | | |
| | <ul style="list-style-type: none"> Cleaning of all toilets, Urinals & bathroom gullies. Toilets should be kept dry at all times and should have a pleasant fragrance (By air freshening, Naphthalene balls, etc.). | | | |

c. Garden Maintenance

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|---------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of garden areas, roadways. Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Daily sweeping of garden areas and roadways, collecting fallen leaves, and disposing of them at the designated collection point. | | | |
| | <ul style="list-style-type: none"> Removal of above-mentioned garbage from the premises. | | | |
| | <ul style="list-style-type: none"> Watering and weeding plant pots, flower beds, the entire garden, and all open areas. | | | |
| | <ul style="list-style-type: none"> Cleaning drains daily. | | | |

d. Miscellaneous

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|---|--|----------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of Walls, Ceiling, Electrical fixtures, Glass, Doors, Curtains, Furniture Whiteboards Rate of this item include for | Weekly and as needed | | |
| | <ul style="list-style-type: none"> Cleaning removal of dust, Cobweb etc., ceiling and Corners (Manual/Vacuum) | | | |
| | <ul style="list-style-type: none"> Dust mopping to remove dust, dirt and grime on walls. | | | |
| | <ul style="list-style-type: none"> Remove marks and stains on walls and name boards. | | | |
| | <ul style="list-style-type: none"> Cleaning of electrical fixtures and fittings (switches), Dust mopping of fans, Disinfection of telephones. | | | |
| | <ul style="list-style-type: none"> Washing and cleaning of exterior/ interior glasses/ Aluminum partition using glass cleaner. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning of furniture in the office lecture halls /laboratories etc. | | | |
| | <ul style="list-style-type: none"> Wiping & cleaning of aluminum/ timber windows & doorframes and windows & doors. | | | |
| <ul style="list-style-type: none"> Wiping & cleaning of whiteboards. | | | | |

Note: Work schedule, number of labourers, polishing cycle, Equipment, etc. should be arranged as per the requirement of the Dean of the Faculty, Heads of the Departments, and Assistant Registrar.

07. Faculty of Graduate Studies Premises

a. Maintenance of floors

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|------------------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of floors Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Dust mopping, vacuum and sweeping to remove dust, soil, dirt, and grime in all buildings. | | | |
| | <ul style="list-style-type: none"> Sweeping and cleaning of surround the premises. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning carpets, doormats, floor mats, coir mats. | | | |
| 2 | Polishing and waxing Rate of this item include for | Per two months and as needed | | |
| | <ul style="list-style-type: none"> Machinery polishing and waxing with standard floor polish and wax as per instruction given by the Faculty. | | | |

b. Cleaning of toilets and bathrooms

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|---|---|---------------------------------|--------------------------------|
| 1 | Cleaning of toilets & bathrooms Rate of this item include for | All common toilets twice on weekdays & Weekends single wash | | |
| | <ul style="list-style-type: none"> Cleaning, washing and disinfection of walls, floors, bowls, washbasins, squatting pans, urinals, washings commodes using standard cleansers & disinfectants. | | | |
| | <ul style="list-style-type: none"> Wiping and cleaning of all toilet fittings such as taps, soap holders, mirrors, sink etc. | | | |
| | <ul style="list-style-type: none"> Cleaning of all toilets, Urinals & bathroom gullies. Toilets should be kept dry at all times and should have a pleasant fragrance (By air freshening, Naphthalene balls, etc.). | | | |

c. Garden Maintenance

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|---------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of garden areas, roadways. Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Daily sweeping of garden areas and roadways, collecting fallen leaves, and disposing of them at the designated collection point. | | | |
| | <ul style="list-style-type: none"> Removal of above-mentioned garbage from the premises. | | | |
| | <ul style="list-style-type: none"> Watering and weeding plant pots, flower beds, the entire garden, and all open areas. | | | |
| | <ul style="list-style-type: none"> Cleaning drains daily. | | | |

d. Miscellaneous

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|----------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of Walls, Ceiling, Electrical fixtures, Glass, Doors, Curtains, Furniture Rate of this item include for | Weekly and as needed | | |
| | <ul style="list-style-type: none"> Cleaning removal of dust, Cobweb, etc., ceiling and Corners (Manual/Vacuum). | | | |
| | <ul style="list-style-type: none"> Dust mopping to remove dust, dirt and grime on walls. | | | |
| | <ul style="list-style-type: none"> Remove marks and stains on walls and name boards. | | | |
| | <ul style="list-style-type: none"> Cleaning of electrical fixtures and fittings (switches), Dust mopping of fans, Disinfection of telephones. | | | |
| | <ul style="list-style-type: none"> Washing and cleaning of exterior/ interior glasses/ Aluminum partition using glass cleaner. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning of furniture in the office. | | | |
| | <ul style="list-style-type: none"> Wiping & cleaning of aluminum/ timber windows & doorframes and windows & doors. | | | |

Note: Work schedule, number of labourers, polishing cycle, Equipment, etc. should be arranged as per the requirement of the Dean of the Faculty, and Assistant Registrar.

08. Faculty of Management Studies Premises

a. Maintenance of floors

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|------------------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of floors Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Dust mopping, vacuum and sweeping to remove dust, soil, dirt, and grime in all buildings. | | | |
| | <ul style="list-style-type: none"> Sweeping and cleaning of all courtyards and surround the premises | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning carpets, doormats, floor mats, coir mats. | | | |
| 2 | Polishing and waxing Rate of this item include for | Per two months and as needed | | |
| | <ul style="list-style-type: none"> Machinery polishing and waxing with standard floor polish and wax as per instruction given by the faculty. | | | |

b. Cleaning of toilets and bathrooms

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|---|---------------------------------|--------------------------------|
| 1 | Cleaning of toilets & bathrooms Rate of this item include for | All common toilets twice on weekdays & Weekends single wash | | |
| | <ul style="list-style-type: none"> Cleaning, washing and disinfection of walls, floors, bowls, washbasins, squatting pans, urinals, washings commodes using standard cleansers & disinfectants. | | | |
| | <ul style="list-style-type: none"> Wiping and cleaning of all toilet fittings such as taps, soap holders, mirrors, sink etc. | | | |
| | <ul style="list-style-type: none"> Cleaning of all toilets, urinals & bathroom gullies. Toilets should be kept dry at all times and should have a pleasant fragrance (By air freshening, Naphthalene balls, etc.) | | | |

c. Garden Maintenance

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|-----------------|--|---------------------|--|---------------------------------------|
| 1 | Cleaning of garden areas, roadways. Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Daily sweeping of garden areas and roadways, collecting fallen leaves, and disposing of them at the designated collection point. | | | |
| | <ul style="list-style-type: none"> Removal of above-mentioned garbage from the premises. | | | |
| | <ul style="list-style-type: none"> Watering and weeding plant pots, flower beds, the entire garden, and all open areas. | | | |
| | <ul style="list-style-type: none"> Cleaning drains daily. | | | |

c. Miscellaneous

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|-----------------|--|----------------------|--|---------------------------------------|
| 1 | Cleaning of Walls, Ceiling, Electrical fixtures, Glasses, Furniture, Carpets, Whiteboards Rate of this item include for | Weekly and as needed | | |
| | <ul style="list-style-type: none"> Cleaning removal of dust, cobweb, etc., ceiling and corners (manual/ vacuum) | | | |
| | <ul style="list-style-type: none"> Dust mopping to remove dust, dirt and grime on walls. | | | |
| | <ul style="list-style-type: none"> Remove marks and stains on walls and name boards. | | | |
| | <ul style="list-style-type: none"> Cleaning of electrical fixtures and fittings (switches). Dust mopping of fans, disinfection of telephones. | | | |
| | <ul style="list-style-type: none"> Washing and cleaning of exterior/ interior glass / Aluminum partition using glass cleaner. | | | |
| | <ul style="list-style-type: none"> Cleaning of wood and aluminum hand rails. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning of furniture in the office/ library/ canteens/ lecture halls, Wiping & cleaning of aluminum/ timber windows & doorframes and windows & doors. | | | |
| | <ul style="list-style-type: none"> Wiping & cleaning of whiteboards. | | | |

Note: Work schedule, number of labourers, polishing cycle, Equipment, etc. should be arranged as per the requirement of the Dean of the Faculty, Heads of the Departments, and Assistant Registrar.

09. Faculty of Medicine (Ratnapura and Batuhena)

a. Maintenance of floors

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|------------------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of floors Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Dust mopping, vacuum and sweeping to remove dust, soil, dirt, and grime in all buildings. | | | |
| | <ul style="list-style-type: none"> Sweeping and cleaning of surround the premises. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning carpets, doormats, floor mats, coir mats. | | | |
| 2 | Polishing and waxing Rate of this item include for | Per two months and as needed | | |
| | <ul style="list-style-type: none"> Machinery polishing and waxing with standard floor polish and wax as per instruction given by the faculty. | | | |

b. Cleaning of toilets and bathrooms

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|---|---|---------------------------------|--------------------------------|
| 1 | Cleaning of toilets & bathrooms Rate of this item include for | All common toilets twice on weekdays & Weekends single wash | | |
| | <ul style="list-style-type: none"> Cleaning, washing and disinfection of walls, floors, bowls, washbasins, squatting pans, urinals, washings commodes using standard cleansers & disinfectants. | | | |
| | <ul style="list-style-type: none"> Wiping and cleaning of all toilet fittings such as taps, soap holders, mirrors, sink etc. | | | |
| | <ul style="list-style-type: none"> Cleaning of all toilets, Urinals & bathroom gullies. Toilets should be kept dry at all times and should have a pleasant fragrance (By air freshening, Naphthalene balls, etc.). | | | |

c. Garden Maintenance

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|---------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of garden areas, roadways. Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Daily sweeping of garden areas and roadways, collecting fallen leaves, and disposing of them at the designated collection point. | | | |
| | <ul style="list-style-type: none"> Removal of above-mentioned garbage from the premises. | | | |
| | <ul style="list-style-type: none"> Watering and weeding plant pots, flower beds, the entire garden, and all open areas. | | | |
| | <ul style="list-style-type: none"> Cleaning drains daily. | | | |

d. Miscellaneous

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|----------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of Walls, Ceiling, Electrical fixtures, Glass, Doors, Curtains, Furniture Rate of this item include for | Weekly and as needed | | |
| | <ul style="list-style-type: none"> Cleaning removal of dust, Cobweb, etc., ceiling and Corners (Manual/Vacuum). | | | |
| | <ul style="list-style-type: none"> Dust mopping to remove dust, dirt and grime on walls. | | | |
| | <ul style="list-style-type: none"> Remove marks and stains on walls and name boards. | | | |
| | <ul style="list-style-type: none"> Cleaning of electrical fixtures and fittings (switches), Dust mopping of fans, Disinfection of telephones. | | | |
| | <ul style="list-style-type: none"> Washing and cleaning of exterior/ interior glass/ Aluminum partition using glass cleaner. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning of furniture in the office. | | | |
| | <ul style="list-style-type: none"> Wiping & cleaning of aluminum/ timber windows & doorframes and windows & doors. | | | |
| | <ul style="list-style-type: none"> Wiping and Cleaning of White Boards | | | |

Note: Work schedule, number of labourers, polishing cycle, Equipment, etc. should be arranged as per the requirement of the Dean of the Faculty, Heads of the Departments, and Assistant Registrar.

10. Faculty of Social Sciences and Languages Premises

a. Maintenance of floors

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|------------------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of floors Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Dust mopping, vacuum and sweeping to remove dust, soil, dirt, and grime in all buildings. | | | |
| | <ul style="list-style-type: none"> Sweeping and cleaning of all courtyards and surround the premises. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning carpets, doormats, floor mats, coir mats. | | | |
| 2 | Polishing and waxing Rate of this item include for | Per two months and as needed | | |
| | <ul style="list-style-type: none"> Machinery polishing and waxing with standard floor polish and wax as per instruction given by the Faculty. | | | |

b. Cleaning of toilets and bathrooms

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|---|---|---------------------------------|--------------------------------|
| 1 | Cleaning of toilets & bathrooms Rate of this item include for | All common toilets twice on weekdays & Weekends single wash | | |
| | <ul style="list-style-type: none"> Cleaning, washing and disinfection of walls, floors, bowls, washbasins, squatting pans, urinals, washings commodes using standard cleansers & disinfectants. | | | |
| | <ul style="list-style-type: none"> Wiping and cleaning of all toilet fittings such as taps, soap holders, mirrors, sink etc. | | | |
| | <ul style="list-style-type: none"> Cleaning of all toilets, Urinals & bathroom gullies. Toilets should be kept dry at all times and should have a pleasant fragrance (By air freshening, Naphthalene balls, etc.). | | | |

c. Garden Maintenance

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|---------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of garden areas, roadways. Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Daily sweeping of garden areas and roadways, collecting fallen leaves, and disposing of them at the designated collection point. | | | |
| | <ul style="list-style-type: none"> Removal of above-mentioned garbage from the premises. | | | |
| | <ul style="list-style-type: none"> Watering and weeding plant pots, flower beds, the entire garden, and all open areas. | | | |
| | <ul style="list-style-type: none"> Cleaning drains daily. | | | |

d. Miscellaneous

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|---|--|----------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of Walls, Ceiling, Electrical fixtures, Glasses, Doors, Curtains, Furniture, Whiteboards Rate of this item include for | Weekly and as needed | | |
| | <ul style="list-style-type: none"> Cleaning removal of dust, cobweb etc., ceiling and corners (manual/Vacuum). | | | |
| | <ul style="list-style-type: none"> Dust mopping to remove dust, dirt and grime on walls. | | | |
| | <ul style="list-style-type: none"> Remove marks and stains on walls and name boards. | | | |
| | <ul style="list-style-type: none"> Cleaning of woods and aluminum hand rails. | | | |
| | <ul style="list-style-type: none"> Cleaning of electrical fixtures and fittings (switches), Dust mopping of fans, Disinfection of telephones. | | | |
| | <ul style="list-style-type: none"> Washing and cleaning of exterior/ interior glass/ Aluminum partition using glass cleaner. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning of furniture in the office, lecture halls. | | | |
| | <ul style="list-style-type: none"> Wiping & cleaning of aluminum/ timber windows & doorframes and windows & doors. | | | |
| <ul style="list-style-type: none"> Wiping & cleaning of whiteboards. | | | | |

Note: Work schedule, number of labourers, polishing cycle, Equipment, etc. should be arranged as per the requirement of the Dean of the Faculty, Heads of the Departments, and Assistant Registrar.

11. Faculty of Technology Premises

a. Maintenance of floors

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|------------------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of floors Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Dust mopping, vacuum and sweeping to remove dust, soil, dirt, and grime in all buildings. | | | |
| | <ul style="list-style-type: none"> Sweeping and cleaning of surround the premises. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning carpets, doormats, floor mats, coir mats. | | | |
| 2 | Polishing and waxing Rate of this item include for | Per two months and as needed | | |
| | <ul style="list-style-type: none"> Machinery polishing and waxing with standard floor polish and wax as per instruction given by the Faculty. | | | |

b. Cleaning of toilets and bathrooms

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|---|---|---------------------------------|--------------------------------|
| 1 | Cleaning of toilets & bathrooms Rate of this item include for | All common toilets twice on weekdays & Weekends single wash | | |
| | <ul style="list-style-type: none"> Cleaning, washing and disinfection of walls, floors, bowls, washbasins, squatting pans, urinals, washings commodes using standard cleansers & disinfectants. | | | |
| | <ul style="list-style-type: none"> Wiping and cleaning of all toilet fittings such as taps, soap holders, mirrors, sink etc. | | | |
| | <ul style="list-style-type: none"> Cleaning of all toilets, Urinals & bathroom gullies. Toilets should be kept dry at all times and should have a pleasant fragrance (By air freshening, Naphthalene balls, etc.). | | | |

c. Garden Maintenance

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|---------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of garden areas, roadways. Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Daily sweeping of garden areas and roadways, collecting fallen leaves, and disposing of them at the designated collection point. | | | |
| | <ul style="list-style-type: none"> Removal of above-mentioned garbage from the premises. | | | |
| | <ul style="list-style-type: none"> Watering and weeding plant pots, flower beds, the entire garden, and all open areas. | | | |
| | <ul style="list-style-type: none"> Cleaning drains daily. | | | |

d. Miscellaneous

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|----------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of Walls, Ceiling, Electrical fixtures, Glass, Doors, Curtains, Furniture Rate of this item include for | Weekly and as needed | | |
| | <ul style="list-style-type: none"> Cleaning removal of dust, Cobweb, etc., ceiling and Corners (Manual/Vacuum). | | | |
| | <ul style="list-style-type: none"> Dust mopping to remove dust, dirt and grime on walls. | | | |
| | <ul style="list-style-type: none"> Remove marks and stains on walls and name boards. | | | |
| | <ul style="list-style-type: none"> Cleaning of electrical fixtures and fittings (switches), Dust mopping of fans, Disinfection of telephones. | | | |
| | <ul style="list-style-type: none"> Washing and cleaning of exterior/ interior glasses/ Aluminum partition using glass cleaner. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning of furniture in the office & Lecture Halls | | | |
| | <ul style="list-style-type: none"> Wiping & cleaning of aluminum/ timber windows & doorframes and windows & doors. | | | |
| | <ul style="list-style-type: none"> Wiping & Cleaning of White Boards | | | |

Note: Work schedule, number of labourers, polishing cycle, Equipment, etc. should be arranged as per the requirement of the Dean of the Faculty, Heads of the Departments, and Assistant Registrar.

12. Garbage collection and removal, cleaning of water tanks, spray of pesticide to hostels, cleaning of roof, gutters, removal of mosquito breeding places, cleaning of drainage system (Main premises, Ratnapura, Batuhena, Nonperial and other).

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|---|---------------------------------|--------------------------------|
| 1 | Remove litter/ Garbage Rate of this item include for | Daily (As per direction of PHI under the special supervision of the cleaning service) | | |
| | <ul style="list-style-type: none"> Sweeping, collection, and remove litter/ garbage from university premises and transport to dumping site. | | | |
| | <ul style="list-style-type: none"> Garbage bags (03 Colours) (Polythene) must use when necessary. | | | |
| | <ul style="list-style-type: none"> Collection of garbage from dust bins and remove. | | | |
| | <ul style="list-style-type: none"> Cleaning of dustbins and spray disinfection. | | | |
| 2 | Cleaning of water tanks Rate of this item include for | Once a month (As per direction of PHI/Sub-wardens) | | |
| | <ul style="list-style-type: none"> Cleaning of interior/exterior of shell tanks/ cement tanks. | | | |
| 3 | Cleaning of drainage system, spray of chemicals Rate of this item include for | When necessary | | |
| | <ul style="list-style-type: none"> Should be taken immediate action to remove all mosquito breeding place in the premises. | | | |
| | <ul style="list-style-type: none"> Cleaning of roof top, gutters in buildings as scheduled by PHI. | | | |
| | <ul style="list-style-type: none"> Cleaning of drainage system. | | | |

Note: Work schedule, number of labourers, equipment, etc. should be arranged as per the requirement of the PHI/ Sub-wardens.

13. Cleaning of Sports Centers (Pavilion, Gymnasiums, Swimming Pool, Ground and Other Buildings)

a. Maintenance of floors

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|---|------------------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of floors Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Dust mopping, vacuum and sweeping to remove dust, soil, dirt, and grime in all buildings. | | | |
| | <ul style="list-style-type: none"> Sweeping and cleaning of surround the premises. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning carpets, doormats, floor mats, coir mats. Collection/ separation of garbage to dust bins. | | | |
| 2 | Polishing and waxing Rate of this item include for | Per two months and as needed | | |
| | <ul style="list-style-type: none"> Machinery polishing and waxing with standard floor polish and wax. | | | |
| 3 | Play Ground Grass cutting | When it is needed. | | |

b. Cleaning of toilets and bathrooms

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|---|--|---------------------------------|--------------------------------|
| 1 | Cleaning of toilets & bathrooms Rate of this item include for | All common toilets twice a day & Gymnasiums & Pavilion three times per day (8.00 a.m., 12.00 noon and 3.30 p.m.) | | |
| | <ul style="list-style-type: none"> Cleaning, washing and disinfection of walls, floors, bowls, washbasins, squatting pans, urinals, washings commodes using standard cleansers & disinfectants. | | | |
| | <ul style="list-style-type: none"> Wiping and cleaning of all toilet fittings such as taps, soap holders, mirrors, sink etc. Cleaning of all toilets, Urinals & bathroom gullies. Toilets should be kept dry at all times and should have a pleasant fragrance (By air freshening, Naphthalene balls, etc.) | | | |

c. Garden Maintenance

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|---------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of garden areas, roadways. Rate of this item include for | Daily and as needed | | |
| | <ul style="list-style-type: none"> Daily sweeping of garden areas and roadways, collecting fallen leaves, and disposing of them at the designated collection point. | | | |
| | <ul style="list-style-type: none"> Removal of above-mentioned garbage from the premises. | | | |
| | <ul style="list-style-type: none"> Watering and weeding plant pots, flower beds, the entire garden, and all open areas. | | | |
| | <ul style="list-style-type: none"> Cleaning drains daily. | | | |

d. Miscellaneous

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|---|----------------------|---------------------------------|--------------------------------|
| 1 | Cleaning of Walls, Ceiling, fixtures, Glass, Furniture, etc. Rate of this item include for | Weekly and as needed | | |
| | <ul style="list-style-type: none"> Cleaning removal of dust, Cobweb, etc., ceiling and corners (Manual/ vacuum). Dust mopping to remove dust, dirt and grime on walls. | | | |
| | <ul style="list-style-type: none"> Remove marks and stains on walls and name boards. | | | |
| | <ul style="list-style-type: none"> Cleaning of electrical fixtures and fittings (switches), Dust mopping of fans, Disinfection of telephones. | | | |
| | <ul style="list-style-type: none"> Washing and cleaning of exterior/ interior glasses/ Aluminum partition using glass cleaner. | | | |
| | <ul style="list-style-type: none"> Dusting and cleaning of furniture in the office/ library/ lecture halls/ guest houses/ laboratories/ etc. | | | |
| | <ul style="list-style-type: none"> Wiping & cleaning of aluminum/ timber windows & doorframes and windows & doors. | | | |

Note: Work schedule, number of labourers, polishing cycle, Equipment, etc. should be arranged as per the requirement of the Section Heads.

14. Maintenance of Gardens and Lawns (Grass cutting, removal of trees, branches, watering, pruning of hedges and other landscape works (Main premises, Ratnapura, Batuhena, Non-periel, Kumbalgama and others)

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|--|---|--|---------------------------------|--------------------------------|
| 1 | Moving of lawn sand weeding Rate of this item include for | Twice a month (In drought and rainy seasons it can vary) | | |
| | <ul style="list-style-type: none"> Grasses cutting twice in a month. But it can be varying on climate and instruction given by the Curator. | | | |
| | <ul style="list-style-type: none"> Machinery should be used to maintain the lawn and manual grass cutter are not allowed for grass cutting. | | | |
| | <ul style="list-style-type: none"> All and trimmed grass shall be sweep/ rake and removed. | | | |
| 2 | Pruning trees and maintenance of garden | As per the request of Curator | | |
| | <ul style="list-style-type: none"> Pruning/ Cutting trees/ branches above the building, roads etc., removing of all fallen branches and trees, clearing of small bushes etc. | | | |
| | <ul style="list-style-type: none"> Base of trees should be kept clean with scraping of 0.25 m belts around trees and grass cutting of the drainage. | | | |
| | <ul style="list-style-type: none"> Removal of creeper on fences, walls Creation of fire belts to protect premises when requested. | | | |
| (maximum safety measures to be taken by the contractor to provide safety for human and property and contractor to deploy a boom truck when the service is required). | | | | |
| 3 | Landscaping Rate of this item include for | Daily On the direction of Curator | | |
| | (Five male labors must report daily to the curator in weekdays and three labourers in weekends and holydays with equipment- | | | |
| | Watering, weeding, and cleaning of all flower pots, flower trough, flower beds, trees, and nursery. | | | |
| | <ul style="list-style-type: none"> Manure ring, spray of agro chemicals, to flower pots, flower trough, flower beds, nursery, and trees (Labourers only) | | | |
| | <ul style="list-style-type: none"> Improvements/ Preparation of flower trough, flower beds, lawns, planting trees (Labourers only). | | | |
| <ul style="list-style-type: none"> Pruning of all hedges, bushes, creepers. | | | | |
| <ul style="list-style-type: none"> Cleaning of ponds and fountains. | | | | |

Note: Work schedule, number of labourers, equipment, etc. should be arranged as per the requirement of the Curator.

15. Removal of risky Bee, Wasps, and Hornets (Main premises, Ratnapura, Batuhena, Non-periel and other)

| Item No. | Description | Frequency | Amount per year without VAT(Rs) | Amount per day without VAT(Rs) |
|----------|--|---|---------------------------------|--------------------------------|
| 1 | Removal of risky Bee, Wasps and Hornets Rate of this item include for | When needed, under the direction of PHI | | |
| | <ul style="list-style-type: none"> Removal of risky Bee, Wasps, and Hornets (<i>Meemesi, Bambara, Debara</i>) colonial nests. | | | |

Note: Work schedule, number of labourers, equipment, etc. should be arranged as per the requirement of the PHI

Form-B**Vehicle, Machineries and Equipment expected to be used**

| No. | Vehicles, Machineries and Equipment | Expected Minimum number | Proposed number by the contractor | Type |
|-----|---|-------------------------|-----------------------------------|------|
| 1. | Four-wheel tractor with two tailors. <ul style="list-style-type: none"> • One tailor for collecting tree branches, and leaves etc. • One tailor should be partition in to three in order to collect dustbin garbage separately. (For collection of garbage in standard of PHI and Curator) | 01 | | |
| 2. | Three-wheeler or suitable vehicle | 01 | | |
| 3. | Bush Cutters with fuel | 06 | | |
| 4. | Chain Saw | 02 | | |
| 5. | Industrial polishers | 05 | | |
| 6. | Vacuum cleaners (Industrial) | 04 | | |
| 7. | 1/2" hose pipes (100 ft. rolls) | 15 | | |
| 8. | Wheelbarrows | 04 | | |
| 9. | 20' Ladders | 02 | | |
| 10. | Spray tank (16 L) | 02 | | |
| 11. | Heavy-duty nylon Ropes (100 ft.) | 02 | | |
| 12. | High Pressure guns | 02 | | |
| 13. | Movable Scaffolding and other special equipment needed for cleaning | 02 | | |
| | | 48 | | |

WORK PROGRAMME

Please mention your work summary as below:

01. Number of Janitorial labourers to be employed

- a. Male -
- b. Female -

02. Number of Supervisors to be employed

- a. Male -
- b. Female -

PRICE SCHEDULE

01. Rate of wages **per day** for **janitorial laborers**, inclusive of ETF and EPF contributions.

| | Wages for Weekday & Saturday (Rs.) (Per day) | Wages for Holiday / Sunday (Per Day) | Overtime rate per hour (if any) | |
|-----------------|--|--------------------------------------|---------------------------------|------------------|
| | | | Weekday & Saturday | Sunday / Holiday |
| Male Labourer | | | | |
| Female Labourer | | | | |

- Please mention the wages for public holidays, Poya days and Sundays separately.

02. Rate of wages **per day** for **Skilled Workers**, inclusive of ETF and EPF contributions.

| | Wages for Weekday & Saturday (Rs.) (Per day) | Wages for Holiday / Sunday (Per Day) | Overtime rate per hour (if any) | |
|-------------|--|--------------------------------------|---------------------------------|------------------|
| | | | Weekday & Saturday | Sunday / Holiday |
| Mason | | | | |
| Carpenter | | | | |
| Plumber | | | | |
| Electrician | | | | |

- Please mention the wages for public holidays, Poya days and Sundays separately.

02. Rate of wage **per day** for **Supervisor**, including ETF and EPF

| | Wages for Weekday & Saturday (Rs.) (Per day) | Wages for Holiday / Sunday (Per Day) | Overtime rate per hour (if any) | |
|------------|--|--------------------------------------|---------------------------------|------------------|
| | | | Weekday & Saturday | Sunday / Holiday |
| Supervisor | | | | |

03. Rate of wages per day for additional labourers to be supplied for special situations (When request by the Registrar of the university). You should have the ability to supply 5 to 10 workers, even for a very short notice.

| | Wages for Weekday & Saturday (Rs.) (Per day) | Wages for Holiday / Sunday (Per Day) | Overtime rate per hour (if any) | |
|-------------------|--|--------------------------------------|---------------------------------|------------------|
| | | | Weekday & Saturday | Sunday / Holiday |
| Male Labourer | | | | |
| Female Labourer | | | | |
| Sanitary Labourer | | | | |

04. Other details (If any):
-

05. Total sum of Sri Lanka Rupees **per day** without VAT:

(Amount in Words)
.....
.....

(Amount in numeric) Rs.

06. Total sum of Sri Lanka Rupees **for the year** without VAT:

(Amount in Words).....
.....
.....

(Amount in numeric) Rs

Date/...../2026

.....
Signature of Bidder

Witness (1)

Signature :
Name :
NIC No. :
Address :
.....
Date :

Form-C

List of buildings (Approximate areas and numbers)

| No | Buildings to be cleaned | Floor Area to be Cleaned (m ²) | Floor Area to be Polished (m ²) | No. of Toilets | No. of Bathrooms | No of Urinals | No. of Sinks |
|-----|--|--|---|----------------|------------------|---------------|--------------|
| 1. | Book Shop & Student Council Unit | 313 | - | 02 | - | - | - |
| 2. | Canteen/ Library (Agriculture) | 800 | 500 | 10 | - | 06 | 05 |
| 3. | Career Guidance Unit Building | 123 | 123 | 02 | - | - | - |
| 4. | Centre for Open Distance Learning (CODL) | 436 | 436 | 06 | - | - | 02 |
| 5. | Computer Center G | 130 | 130 | 01 | - | - | 01 |
| 6. | Computer Center H | 130 | 130 | 01 | - | - | 01 |
| 7. | Council Chamber | 263 | 130 | 04 | - | 01 | 03 |
| 8. | Examinations Branch | 371 | 371 | 02 | 01 | - | 04 |
| 9. | Faculty of Agricultural Sciences - Faculty building | 6300 | 2000 | 22 | 03 | 07 | 09 |
| 10. | Faculty of Applied Sciences | | | | | | |
| | a. Main premises – Stage I | 7085 | 5000 | 20 | 06 | 09 | 10 |
| | b. Main premises – Stage II | 8920 | - | 12 | 04 | 06 | 15 |
| | c. Outdoor Recreation Centre (Kumbalgama) | 160 | - | 04 | 02 | - | 04 |
| | d. Innovation Center | 390 | - | 06 | 01 | 03 | 10 |
| 11. | Faculty of Computing | 500 | 100 | 20 | - | 05 | 10 |
| 12. | Faculty of Geomatics | 7790 | 5515 | 60 | 08 | 34 | 21 |
| 13. | Faculty of Graduate Studies buildings | 853 | 853 | 04 | - | 02 | 05 |
| 14. | Faculty of Medicine (Batuhena & Main Premises) with Laboratory | 4047 | 1268 | 30 | 19 | 05 | 20 |
| | Rathnapura Hostels (Internal & Outside) | 37612 | - | 34 | 00 | 29 | 51 |
| 15. | Faculty of Management Studies & Auditorium | 7850 | 5000 | 42 | 01 | 23 | 49 |
| 16. | Faculty of Social Sciences & Languages & Auditorium | 8364 | 5000 | 56 | 29 | 20 | 86 |
| 17. | Faculty of Technology | 12016 | 872.3 | 75 | 04 | 45 | 101 |
| 18. | Finance Branch | 168 | 168 | 02 | - | - | 02 |
| 19. | Garage (02 nos.) | 50 | | 02 | | | 01 |
| 20. | Guest Houses | 200 | 200 | 06 | 06 | - | 04 |
| 21. | Gymnasium | 305 | - | 02 | 02 | 02 | 01 |
| 22. | Hall V, Hall W | 364 | - | - | - | - | - |
| 23. | Health Center & Audit Office | 170 | 170 | 02 | - | - | - |
| 24. | Hostel - 28 Nos of Hostels (Private Rented out Hostels) | 8500 | - | 257 | 120 | - | 94 |
| 25. | Hostel - Samanala i - Internal (Girls) | 310 | - | 12 | 10 | - | 06 |
| 26. | Hostel - Samanala ii - Internal (Girls) | 848 | - | 12 | 03 | - | 15 |
| 27. | Hostel - Samanala iii - Internal (Girls) | 892 | - | 12 | 03 | - | 15 |
| 28. | Hostel – Sinharaja i - Internal (Boys) | 310 | - | 10 | 05 | - | 05 |
| 29. | Hostel - Sinharaja ii - Internal (Boys) | 682 | - | 12 | 03 | 06 | 06 |
| 30. | Hostel - Sinharaja iii - Internal (Boys) | 682 | - | 12 | 03 | 06 | 06 |
| 31. | Hostel - Sinharaja iv - Internal (Boys) | 800 | - | 25 | 04 | 10 | 10 |
| 32. | Hostel - Sinharaja Reading Room | 120 | - | - | - | - | - |
| 33. | Hostel - Sinharaja v | 1200 | - | 40 | 08 | 16 | 16 |
| 34. | Hostel - Sinharaja vi - Internal (Boys) | 1200 | - | 40 | 08 | 16 | 16 |

| No | Buildings to be cleaned | Floor Area to be Cleaned (m ²) | Floor Area to be Polished (m ²) | No. of Toilets | No. of Bathrooms | No of Urinals | No. of Sinks |
|-----|---|--|---|----------------|------------------|---------------|--------------|
| 35. | Hostel - Walawa Hostel Complex (A, B, C) / Canteen | 3600 | - | 126 | 144 | - | 152 |
| 36. | Internal Road and Drainage System | 6 km | | | | | |
| 37. | Japanese Language Centre | 89 | - | 01 | - | - | 02 |
| 38. | Kinchigune Staff Quarters | 1558 | - | 18 | 06 | 24 | 18 |
| 39. | Languages Dept. building | 342 | - | 04 | - | - | 04 |
| 40. | Lecture hall at Farm and Cabana | 360 | 360 | 10 | 05 | - | 10 |
| 41. | Lecturer Hall X | 90 | - | - | - | - | - |
| 42. | Lecturer Hall Y | 191 | - | 02 | - | - | - |
| 43. | Lecturer Hall Z-1, Z-2 | 100 | - | 06 | - | - | 02 |
| 44. | Lecturer Hall Z-3, Z-4 | 100 | - | - | - | - | - |
| 45. | Lecturer Hall Z-5 | 185 | - | 02 | - | - | 02 |
| 46. | Lecturer Hall Z-8 | 164 | - | - | - | - | - |
| 47. | Lecturer Hall Z-9 | 192 | - | - | - | - | - |
| 48. | Library | 1296 | 1296 | 10 | - | - | 12 |
| 49. | Main Administration Building | 195 | 195 | 02 | - | - | 01 |
| 50. | Main Administration Building (FF) | 185 | 185 | 02 | - | - | 03 |
| 51. | Main Stores and Academic Establishment Branch | 244 | 150 | 02 | - | - | 02 |
| 52. | Maintenance Branch | 102 | 102 | 02 | - | - | 03 |
| 53. | New Gymnasium | 120 | - | - | - | - | - |
| 54. | New Lecture Hall (NLH) | 250 | - | - | - | - | - |
| 55. | Non-Perial Housing Scheme | 300 | - | 24 | 18 | - | 32 |
| 56. | Open Air Theater | 400 | 400 | 04 | - | - | - |
| 57. | Physical Education Centre | 183 | 183 | 05 | 02 | - | 02 |
| 58. | Play Ground Pavilion | - | 100 | 05 | 02 | 04 | 02 |
| 59. | Pre-school | 62 | 62 | 01 | 01 | - | 01 |
| 60. | Staff Accommodation: Kinchigune (Outside and Common Wash Rooms) | 1000 | 1000 | 30 | 24 | 10 | 10 |
| 61. | Staff Accommodation (B rooms) outside only | | | | | | |
| 62. | Staff Accommodation (Drivers' Accommodation Building and NERD Building) bathrooms/toilets and outside only. | | - | 12 | 04 | | |
| 63. | Staff Canteen | 360 | - | | 02 | - | 03 |
| 64. | Student Canteen & old Auditorium | 700 | 700 | 06 | - | 02 | 02 |
| 65. | Supplies & Academic Student Services Branch | 528 | | | | | |
| 66. | Vice Chancellor's Office | 262 | 262 | 04 | - | - | 02 |
| 67. | Water Purification Unit/ Pipe Line Hirikatu-Oya | | | | | | |

3. Financial capability

All financial aspects including the annual turnover and other financial information of the bidder during the past three years will be evaluated. Hence bidder should provide;

- a. Audited financial statements for last three years
- b. Credit facilities of Rs. 5 million (exclusively for this service)
- c. Details of bankers

4. Work Plan

Provide a brief report (maximum 1,500 words) explaining the site work plan and management mechanism to provide an efficient service to the employer. Facilities cum equipment which will be availed to provide a better service.

I declared that above information are true and accurate.

Name of the Bidder:

Signature of the Bidder:

Date/...../2026

Form-E**Consumable and other items requirement per year**

The following cleaning chemicals, consumables, and cleaning accessories shall be provided on a mandatory basis. Kindly specify the quantities that your company can supply.

Chemicals, consumable for cleaning

| No. | Product | Brand Name | Total Quantity | Remarks |
|-----|-----------------------------------|------------|----------------|---------|
| 1. | Surfactant | | | |
| 2. | Toilet cleaner | | | |
| 3. | Surface disinfectant | | | |
| 4. | Other category of disinfectant | | | |
| 5. | Air Fresheners (Solid and Liquid) | | | |
| 6. | Dish Wash (Bar/ Liquid) | | | |
| 7. | Garbage Bags | | | |
| 8. | Bleaching Powder/ Liquid | | | |
| 9. | Polish | | | |
| 10. | Wax | | | |
| 11. | Soap | | | |
| 12. | Toilet papers | | | |
| 13. | Others: | | | |
| 14. | | | | |
| 15. | | | | |
| 16. | | | | |

Cleaning accessories

| No. | Product | Total Quantity | Remarks |
|-----|----------------------|----------------|---------|
| 1. | Brooms | | |
| 2. | Rubber Viper | | |
| 3. | Mops and buckets | | |
| 4. | Toilet brush | | |
| 5. | Small Cleaning brush | | |
| 6. | Mamoties | | |
| 7. | Shovels | | |
| 8. | Knives big and small | | |
| 9. | Buckets | | |
| 10. | Pruners/ Secateurs | | |
| 11. | Rakes | | |
| 12. | Other Items if any | | |

** All chemicals used shall comply with Sri Lanka Standards (SLS) and other recognized safety and quality standards. The bidder shall clearly specify the details of the chemicals proposed to be used in the bid submission. Fuel required for operating grass-cutting machines shall be provided by the bidder.

** If space is not sufficient, please attach a separate sheet. All other cleaning consumables and accessories/ tools other than mentioned above should be provided by the Service provider when required.

Form-F**Cost for the laborers, materials/consumables, and overheads requirement
for the Year 2026/2027**

| | | Cost of Labor | Cost of Material | Cost of Overhead |
|-----|---|----------------------|-------------------------|-------------------------|
| 1. | Hostels & Canteens | | | |
| 2. | Administration Building, Medical Centre, Computer Centre, Cultural Center, Ayurveda Center, Old Auditorium, Staff Quarters, Guest Houses, Open Air Theater etc. | | | |
| 3. | Faculty of Agricultural Sciences | | | |
| 4. | Faculty of Applied Science | | | |
| 5. | Faculty of Computing | | | |
| 6. | Faculty of Geomatics | | | |
| 7. | Faculty of Graduate Studies (Belihuloya) | | | |
| 8. | Faculty of Management Studies | | | |
| 9. | Faculty of Medicine (Ratnapura, Batuhena) (Hostels & Canteens) and Faculty of Graduate Studies at Ratnapura | | | |
| 10. | Faculty of Social Sciences & Languages | | | |
| 11. | Faculty of Technology | | | |
| 12. | Garbage collection and removal, Cleaning of water tanks, Spray of pesticide to hostels, Cleaning of roof, gutters, Removal of mosquito breeding places, Craning of Drainage system under supervision of PHI (Main premises, Ratnapura, Batuhena, Non-periel and other). | | | |
| 13. | Cleaning of Sports Centers (Gymnasiums, Swimming Pool, Grounds and Other Buildings) | | | |
| 14. | Centre for Open and Distance Learning (CODL) and Pre-School | | | |
| 15. | Main Library, Reading Hall, NLH | | | |
| 16. | Grass cutting, removal of trees/branches, watering, pruning of hedges and other landscape works (Main premises, Ratnapura, Batuhena, Non-periel and other). | | | |
| 17. | Ground (Pavilion, Ground and Fence) | | | |
| 18. | Garbage Grading Centre | | | |
| 19. | Examinations Branch, Kinchigune Staff Quarters and surrounding area | | | |
| | Total | | | |

Schedule G

Information of Firm / Company
(To be completed and attached to the Bid)

- 01. Name of the Firm / Company:
- (a) Official Address:
- (b) Full Name of the Proprietor:
- (c) Phone No. (d) Fax No.:
- (e) Mobile No. (e) E-mail address:
- 02. Business Registration No. (Please attach a certified Photostat copy):
- (a) Date of Business Registration:
- (b) Expiry Date: (c) Date of Renewal:
- 03. VAT Registration No.: (Attach the copy of the VAT registration. If no VAT registration, please attach a copy of the letter of VAT exemption obtained from the Department of Inland Revenue):
- 04. Information of the Staff:
 - (a) Number of cleaning workers in the Company/ Firm:
 - (b) Number of skilled workers in the Company/ Firm:
- 05. How will you discharge services when there is a strike or when a curfew/lockdown is imposed?
Please give details:
.....
.....
.....

Authorized Signature(s) of Bidder:

Date:

Designation(s):

SECTION – VIII

FORMS OF SECURITIES

Bid Security (Bank Guarantee)

(Validity from to, 2026)

Whereas, *[name of Bidder]* (hereinafter called “the Bidder”) has submitted his Bid dated *[date]* for providing Services for *[name of Contract]* (hereinafter called “the Bid”).

Know all people by these presents that We *[name of Agency]* having our registered office at *[address]* (hereinafter called “the Bank”) are bound unto *[name of Employer]* (hereinafter called “the Employer”) in the sum of *[The Bidder should insert the amount of the Guarantee in words and figures]* for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this *[day]* day of *[month]*, *[year]*.

The conditions of this obligation are:

- (1) If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid; or
- (2) If the Bidder having been notified of the acceptance of his Bid by the Employer during the period of Bid validity:
 - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
 - (c) does not accept the correction of the Bid Price pursuant to Clause 22,

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer’s having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him is due to him owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date 119 days after the deadline for submission of bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

Date

Signature of the Authorized Person (Bank)

Seal

Witness

.....

.....

[Signature, name, and address]

Performance Bank Guarantee (Unconditional)

To: *[name and address of Employer]*

Whereas *[name and address of Service Provider]* (hereinafter called “the Service Provider”) has undertaken, in pursuance of Contract No. *[number]* dated *[date]* to execute *[name of Contract and brief description of Services]* (hereinafter called “the Contract”);

And whereas it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

And whereas we have agreed to give the Service Provider such a Bank Guarantee;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Service Provider, up to a total of *[amount of Guarantee]* *[amount in words]*, such sum being payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[amount of Guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contractor of the Services to be performed there under or of any of the Contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification. This Guarantee shall be valid until a date 28 days from the end of Contract Period as specified in the Contract Data.

Signature and seal of the Guarantor:

Name of Bank

Address

.....

.....

Date

CHECK LIST

| No. | Attachments | Relevant documents attached | | Page No | Remark |
|-----|---|-----------------------------|----|---------|--------|
| | | Yes | No | | |
| 1. | Tender Receipt | | | | |
| 2. | Bid Guarantee | | | | |
| 3. | Conditions of Contract | | | | |
| 4. | Form of Bid | | | | |
| 5. | Information on Janitorial firm | | | | |
| 6. | Certificate of incorporation and business registration | | | | |
| 7. | Present client list and references | | | | |
| 8. | Past client references (past performance) | | | | |
| 9. | VAT Registration | | | | |
| 10. | Board of Directors list | | | | |
| 11. | Proof of staff for 2 years (2023, 2024) – List of Confirmed Employees (C Forms) | | | | |
| 12. | Evidence of EPF and ETF contributions | | | | |
| 13. | Insurance public liability | | | | |
| 14. | Insurance workman's compensation | | | | |
| 15. | Audit financial statements | | | | |
| 16. | Corporate Profile | | | | |

All copies of attachments, except original documents, shall be certified as true copies by an authorized person.