



EASTERN UNIVERSITY, SRI LANKA

BIDDING DOCUMENT

**PROVISION OF OUTSOURCING SERVICES FOR CLEANING, JANITORIAL
& GARDEN MAINTENANCE CUM PROVIDING MANPOWER AT FACULTY
OF HEALTH CARE SCIENCES (PILLAYARADI)**

YEAR 2022/2023

**CONTRACT NUMBER
EUSL/FHCS/GSD/JS/2022**

EMPLOYER:

**Vice Chancellor,
Eastern University, Sri Lanka
Vantharumoolai
Chenkalady**

Issued by: Deputy Registrar/GSD.....

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Section I

INVITATION FOR BIDS

INVITATION FOR BIDS



EASTERN UNIVERSITY, SRI LANKA

INVITATION FOR BIDS (IFB)

PROVISION OF OUTSOURCING SERVICES FOR CLEANING JANITORIAL AND GARDEN MAINTENANCE CUM PROVIDING MANPOWER AT FACULTY OF HEALTH CARE SCIENCES (PILLAYARADI) – 2022/2023

The Chairman, Department Procurement Committee on behalf of the Eastern University, Sri Lanka invites sealed bid from eligible and qualified bidders for Outsourcing Services of Providing Manpower Cum Cleaning janitorial and Garden Maintenance for Faculty of Health Care Sciences, Pillayaradi at the Eastern University, Sri Lanka.

A complete set of bidding documents in English may be purchased by interested bidders or Bidders' representatives on the submission of a written application to Deputy Registrar, General Service Division, Eastern University, Sri Lanka and upon payment of a non-refundable fee of LKR 12,000.00 per bid document, **from 9.00 am to 3.00 pm up to 21/11/2022**. The mode of payment shall be a bank draft drawn in favor of "Bursar, Eastern University, Sri Lanka or credit to the Peoples Bank Account No 227100140000024 or via <http://pay.esn.ac.lk/>.

The bidders can also download the bidding documents from the University website **www.esn.ac.lk**. Those who obtain the bidding documents from the University website should submit the completed documents along with a Bank Draft or deposit slip or Online Payment Receipt.

The Bidders are also invited for a pre bid meeting scheduled to be held at 01.00 p.m. on 15/11/2022 in the **Board Room** of the Faculty of Health-Care Sciences (Pillaiyaradi, Batticaloa), Eastern University, Sri Lanka, Vantharumoolai.

Interested bidders may obtain further information from the Deputy Registrar, General Services Division (065-2241518) or Works Engineer (065-2240582) or Assistant Registrar/FHCS (065-2227025) of the Eastern University, Sri Lanka, Vantharumoolai, Chenkalady, inspect of the bidding document at the free of charge during any working days from 10.00 a.m. to 03.00 p.m.

Bid marked as "**Provision of Cleaning Services to the Faculty of Health Care Sciences**" in the bidding document on the top left corner of the envelope should be sent by registered post to reach the address given below or deposited in the Bid Box kept at the Office of the Registrar, EUSL before 02.00 p.m. on 22/11/2022. Late bids will not be accepted.

Bids will be opened at the address given below soon after closing the time and the date of the bids in the presence of the bidders or their representatives who choose to attend.

The bidders shall also register themselves with the Registrar of Public Contracts, Sri Lanka in terms of the Public Contract Act No. 03 of 1987. The Original Certificate of Registration (PCA 03) shall be submitted with the bid. The Contract shall not be awarded to any bidder unless such bidder had submitted the PCA 03 certificate.

Bids shall be valid for 91 calendar days (up to 21/02/2023) from the date of closing of bids. All bid shall be accompanied by a Bid Security Rs. 400,000.00 obtained from any commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka. Bid Security shall be valid for 119 calendar days (up to 21/03/2023) from the date of closing of bids.

Chairman,
Department Procurement Committee
Eastern University, Sri Lanka
Vantharumoolai, Chenkalady
Date 30/10/2022

Section II

INSTRUCTIONS TO BIDDERS (ITB)

INSTRUCTIONS TO BIDDERS (ITB)

A.

General

- 1. Scope of Bid**
 - 1.1 The Employer, as defined in the Bidding Data, invites bids for the Services, as described in the Section VII – Employer’s Requirements. The name and identification number of the Contract is provided in the Bidding Data Sheet.
 - 1.2 The successful Bidder will be expected to provide the Services for the Contract Period given in the Bidding Data Sheet (Section IV).
- 2. Qualification and Experience of the Bidder**
 - 2.1 All bidders shall provide properly filled and signed Form of Bid given in the Section V - Forms of Bid and Qualification Information in the Section VI.
 - 2.2 All bidders shall include the information and documents with their bids as stated in the Bidding Data Sheet.
- 3. Cost of Bidding**
 - 3.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, including visits the Sites of required Services, and the Employer will in no case be responsible or liable for those costs.
- 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 in to 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 with the documents listed below:

Section I	Invitation for Bid
Section II	Instructions to Bidders
Section III	Conditions of Contract
Section IV	Bidding Data
Section V	Bidding Forms
Section VI	Evaluation and Qualification Criteria
Section VII	Employer's Requirements
Section VIII	Contract Data

- 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 Bidder shall submit the Bid under two separately sealed envelopes as ORIGINAL and COPY.
- 8.2 The two covers shall then be sealed in an outer Envelope All inner and outer envelopes/covers shall:
- (a) be addressed to the Employer at the address provided in the Bidding Data; and
 - (b) bear the name and identification number of the Contract as defined in Bidding Data.

- 9. Bid Prices** 9.1 The Contract shall be for the Services, as described in the Section VII - Employer's Requirements, based on the priced Activity Schedule submitted by the Bidder.

9.2 The Bidder shall submit the daily attendance of the Services per month, described in the Section VII - Employer's Requirements, and listed in the Section VII - Activity Schedule. 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 covered by the other rates and prices in the Activity Schedule.

9.3 All duties, taxes, and other levies payable by the Service Provider under the Contract, or for any other cause, as of the date 21 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.

10. Currency of Bid and Payment

10.1 All prices quoted by the Bidder shall be in Sri Lankan Rupees.

11. Bid Validity

11.1 Bids shall remain valid for the period specified in the Bidding Data.

11.2 In exceptional circumstances, the Employer may request that the bidders to Extend the period of validity of the bid 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 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 12 in all respects.

12. Bid Security

12.1 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.

12.2 If a Bid Security is requested under sub-clause 12.1 above, any bid not accompanied by an acceptable Bid Security shall be rejected by the Employer.

12.3 The Bid Security of unsuccessful bidders will be returned within 28 days of the end of the Bid validity period specified in Sub-Clause 12.1.

12.4 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).

- 12.5 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 22; or
 - (c) in the case of a successful Bidder, if the Bidder fails within the specified time limit to
 - (i) sign the Contract; or
 - (ii) Furnish the required Performance Security (if required).

**13. Format and
Signing of Bid**

- 13.1 The Bidder shall prepare one original of the documents comprising the Bid as described in Clause 8 of these Instructions to Bidders.
- 13.2 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.
- 13.3 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

The outer envelope prepared in accordance with sub-clause 8.2

**14. Sealing and
Marking of Bids**

- 14.1 shall:
- (a) be addressed to the Employer at the address provided in the Bidding Data,
 - (b) bear the name and identification number of the Contract as defined in the Bidding Data; and
- 14.2 In addition to the identification required in Sub-Clause 14.1, the envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened if required.

14.3 If the envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.

**15. Deadline for
Submission of Bids**

15.1 Bids shall be delivered to the Employer at the address specified in the Invitation for Bid no later than the time and date specified in the Bidding Data.

15.2 Employer may extend the deadline for submission of bids by issuing an amendment, in which case all rights and obligations of the parties previously subject to the original deadline will then be subject to the new deadline.

16.Late Bid

Any Bid received by the Employer after the deadline prescribed in Clause 15 will be rejected.

E. Bid Opening and Evaluation

17. Bid Opening

17.1 The Employer will open the envelope marked, “**ORIGINAL**”, in the presence of 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.

17.2 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.

18. Clarification of Bids

18.1 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 22.

19. Examination of Bids and Determination of Responsiveness

19.1 Prior to the detailed evaluation of bids, using the information provided in ORIGINAL, 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 bidding documents.

19.2 A substantially responsive Bid is one which conforms to all the terms, conditions, and Employer's Requirements of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

19.3 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.

20. Evaluation of Qualification and Experience

20.1 The Employer will evaluate and compare only the Bids determined to be substantially responsive in accordance with Clause 19.

20.2 Before evaluating the ORIGINAL Bid, the Employer will determine whether the Bid is signed properly. **If the Bid is not signed properly it will be rejected at this stage.**

The Employer evaluates the ORIGINAL Bid on the basis of their responsiveness to the Employer's Requirements, applying the evaluation criteria.

20.3 During the evaluation of ORIGINAL Bid, the Employer will determine whether the Bidders are qualified and whether the service is substantially responsive to the requirements set forth in the Bidding Document. In order to reach such a determination, the Employer will examine the information supplied by the Bidders, and other requirements in the Bidding Document, taking into account the factors outlined in the Bidding Data.

21. Evaluation of Financial Qualifications

21.1 Employer will determine for each Bid the Evaluated Bid Price by adjusting the Bid Price as follows:

- a) excluding Provisional Sums and the provision, if any;
- b) correcting the arithmetical errors in-pursuant to Clause 22;
- c) making an appropriate adjustment on sound technical and/or financial grounds for any other quantifiable acceptable variations, deviations or alternative offers; and
- d) applying any discounts offered by the Bidder.

21.2 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, alternative offers, and other factors that are in excess of the requirements of the Bidding document shall not be taken into account in Bid evaluation.

- 22. Correction of Errors**
- 22.1 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:
- (a) 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;
 - (b) if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.
- 22.2 The amount stated in the Form of 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 12.5.

F. Award of Contract

- 23. Award Criteria**
- 23.1 Subject to Clause 24, the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and from the bidders who have offered the lowest evaluated Bid prices using the selection criteria given in Bidding Data.
- 24. Employer's Right to Accept any Bid and to Reject any or all Bids**
- 24.1 Notwithstanding Clause 23, the Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.

- 25. Notification of Award and Signing of Agreement**
- 25.1 The Bidder who's Bid has been accepted will be notified in writing, of the award by the Employer prior to expiration of the 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 Conditions of Contract (hereinafter and in the Conditions of Contract called the "Contract Price").
- 25.2 The notification of award will constitute the formation of the Contract.
- 25.3 The Contract, in the form provided in the bidding documents, will incorporate all agreements between the Employer and the successful Bidder.
- 26. Performance Security**
- 26.1 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 Conditions of Contract.

Section III

CONDITIONS OF CONTRACT (CC)

CONDITIONS OF CONTRACT (CC)

1. 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 the Bid;
- (b) “Contract Period” means the period the Services to be provided 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 (under the Conditions of Contract);
- (e) “Employer” means the party who employs the Service Provider;
- (f) “Party” means the Employer or the Service Provider, as the case maybe, 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 Bills of Quantities included in the Service Provider’s Bid.

- 1.2 Applicable Law** The Contract shall be interpreted in accordance with the laws of the Democratic Socialist 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.

2. Commencement, Completion, Modification, and Termination of Contract

- 2.1 Effectiveness of Contract** This Contract shall come into effect on the date the Contract is signed by either parties or such other later date as may be stated in the Contract Data.
- 2.2 Starting Date** The Service Provider shall start carrying out the Services fourteen (14) days after the date the Contract becomes effective, or at such other date as maybe specified in the Contract Data.
- 2.3 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.

2.4 Force Majeure

2.4.1 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.

2.4.2 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.

2.4.3 Payments During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall not be entitled to be paid for such period under the terms of this Contract, as well as to be reimbursed for additional costs incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.5 Termination

2.5.1

By the Employer

The Employer may terminate this Contract, by not less than seven (07) 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 2.5.1 and twenty-eight (28) days’ in the case of the event referred to in (f):

- (a) if the Service Provider do not remedy a failure in the performance of their obligations under the Contract, within seven (07) days after being notified or within any further period as the Employer may have subsequently approved in writing;
- (b) if the Service Provider did not provide the Service completely for a period of 3 days;
- (c) if the Service Provider does not maintain a Performance Security in accordance with Clause 3.4;

- (d) if the Service Provider become insolvent or bankrupt;
- (e) if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than twenty-eight (28) Days; or
- (f) if the Employer, in its sole discretion, decides to terminate this Contract.

If the Contract has been terminated by the Employer under any of one reason given under (a) to (d) above the Performance Security may be forfeited by the Employer.

**2.5.2
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 2.5.2:

- (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 8 within sixty (60) 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 sixty (60) days.
- (c) if the Service Provider, in its sole discretion, decides to terminate this Contract without 3 months notice.

If the Contract has been terminated by the Service Provider under reason (c) above the Performance Security may be forfeited by the Employer.

**2.5.3 Payment
upon
Termination**

Upon termination of this Contract pursuant to Clauses 2.5.1 or 2.5.2, 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;

3. Obligations of the Service Provider

3.1 General

- (a) The Service Provider shall perform the Services in accordance with the Employer's Requirements and the Bills of Quantities, 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.
- (b) The Service Provider 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 third parties.
- (c) The Service Provider is not allowed for entering into subcontract for whole or any part of the Service.

3.2 Confidentiality

The Service Provider and his personnel 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

Operation without the prior written consent of the employer.

The Service Provider shall obtain the Employer's prior approval in writing before taking any of the following actions:

- (a) changing the Program of activities; and
- (b) any other action that may be specified in the Contract Data.

3.4 Performance Security

The Service Provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of Acceptance and in an amount equal to the amount as given in Contract Data. The Performance Security shall be issued in an amount and form and by a bank approved by the Central Bank of Sri Lanka. The performance Security shall be valid until a date 28 days from the end of the Contract Period.

4. Service Provider's Personnel

4.1 Description of Personnel

The names, addresses, identity card numbers, job descriptions, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Personnel should be submitted to the Employer within seven (07) Days of signing the Agreement.

4.2 Removal and/or Replacement of Personnel

- (a) In case of replacement of personnel or engaging new personnel the Service Provider should acknowledge the Employer with all relevant details given under clause 4.1 before replacement or engaging.
- (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.

5. Obligations of the Employer

5.1 Assistance and Exemptions

The Employer shall use its best efforts to ensure that the Service Provider shall be provided assistance and exemptions as specified in the Contract Data if any.

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 Clauses 6.2.

6. Payments to the Service Provider

- 6.1 Monthly Remuneration** The Service Provider's monthly remuneration shall not exceed the total amount per month as given in the Activity 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 6.3.
- 6.2 Contract Price** The Contract Price is set forth in the Contract Data.
- 6.3 Payment for Additional Services** For the purpose of determining the remuneration due for additional Services, a breakdown should be agreed upon both Parties, based on Services in similar nature in the Activity Schedule.
- 6.4 Terms and Conditions of Payment** Payments will be made to the Service Provider according to the payment schedule stated in the Section VIII - Contract Data
- 6.5 Interest on Delayed Payments** If the Employer has delayed payments beyond sixty (60) days after the submission of monthly statement by the Service Provider, interest shall be paid to the Service Provider for each day of delay at the rate stated in the Contract Data.

7. Quality Control

- 7.1 Identifying Defects** The Employer shall check the Service Provider's performance and notify him of any Defects that are found.
- 7.2 Correction of Defects, and Lack of Performance Penalty**
- (a) The Employer shall give notice to the Service Provider of any Defects at any time of the Service.
 - (b) Every time notice of a Defect is given; the Service Provider shall correct the notified Defect as soon as possible.
 - (c) If the Service Provider has not corrected Defects, the Employer will assess the percentage of lack of performance at the monthly review meetings as described under Section VII – Employer's Requirements and the monthly remuneration shall be calculated accordingly.

8. Settlement of Disputes

- 8.1 Amicable Settlement** The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

8.2 Dispute Settlement

- (a) 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.
- (b) The arbitral tribunal shall consist of a sole arbitrator, who shall be appointed in the manner provided under sub clause (c) below.
- (c) 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.

Section IV
Bidding Data

Bidding Data

Clause Reference	Amendments or Supplements to Clauses in the Instructions to Bidders
	The Employer is the Vice Chancellor, Eastern University, Sri Lanka.
(1.1)	The name and identification number of the Contract is: Name: PROVISION OF OUTSOURCING SERVICES FOR CLEANING JANITORIAL AND GARDEN MAINTENANCE CUM PROVIDING MANPOWER AT FACULTY OF HEALTH CARE SCIENCES (PILLAYARADI) – 2022/2023 Contract No.: EUSL/FHCS/GSD/JS/2022
(1.2)	The Intended Contract Period is 365 Days from the Start Date
(1.3)	<p>The information required from bidders in Sub-Clause 2.2 is:</p> <p>The bidder is required to submit the following information</p> <ul style="list-style-type: none"> • Certified copy of the Business Registration • Last five years' experience in similar work using the format given in Section VI, Schedule A • Client reference using the format given in Section VI, Schedule C. Every reference should be proved by a copy of the letter from the client and if not attached it will not be considered for evaluation. • List of Ongoing contracts using the format given in Section VI, Schedule F • Signatory of the bid should be duly authorized. Copy of the Board Resolution or Power of Attorney for organizations other than sole proprietor should be submitted along with the bid • Proof for paying EPF & ETF for at least 75 employees for the last one year should be attached. • The present labour force of the firm (Number of employees presently working at the firm). • Certified copies of Audited Financial Accounts for the last three years. • Details of Bankers. • Credit facilities for Rs. 7.5 million available to the bidder from a bank or recognized financial institution. It should be addressed to the Vice Chancellor, Eastern University, Sri Lanka and should be exclusively for this service. • List of Vehicles, Machineries and equipment proposed to be used in carrying out the work. • List of Disinfectants/Chemicals intend to use for cleaning. • Work plan and methodology. • Administrative structure of Organization. (with key staff details) • PCA 03 Certificate issued by the Registrar of Public Contracts. The contract will be awarded to a contractor only after this certificate is submitted.

Clause Reference	Amendments or Supplements to Clauses in the Instructions to Bidders
(1.4)	The address for clarifications is: Deputy Registrar, General Service Division, Eastern University Sri Lanka, Vantharumoolai, Chenkalady (T. P. 065-2241518) (E-Mail dr_gsd@esn.ac.lk)
(2.1)	The period of Bid validity shall be for 91 days (up to 21/02/2023) from the closing date.
(2.2)	The amount of Bid Security shall be Rs. 400,000.00
	The bid security issued by a commercial bank registered with the Central Bank of Sri Lanka using the format given in Section V and it should be valid for 119 days (up to 21/03/2023. from the closing date.
(2.3)	The Employer's address for the purpose of Bid submission is Chairman, Department Procurement Committee, Eastern University Sri Lanka, Vantharumoolai, Chenkalady.
	For identification of the bid, the envelopes should indicate: Name: PROVISION OF OUTSOURCING SERVICES FOR CLEANING JANITORIAL AND GARDEN MAINTENANCE CUM PROVIDING MANPOWER AT FACULTY OF HEALTH - CARE SCIENCES (PILLAYARADI) – 2022/2023 Bid /Contract Number: EUSL/FHCS/GSD/JS/2022
(2.4)	The deadline for submission of bids is 2:00 p.m. on 22/11/2022
(2.5)	Bids will be opened immediately after the closing of bid at the following address. Board Room, Eastern University, Sri Lanka Vantharumoolai, Chenkalady.
(2.6)	Criteria for Evaluation of Bids: The Details of criteria for evaluation of bids are given Section VI
(2.7)	The Performance Security shall be 5% percent of the Initial Contract Price. The Standard Form of Performance Security acceptable to the Employer shall be a Bank Guarantee from a Bank operating in Sri Lanka approved by the Central Bank of Sri Lanka. Insurance will not be accepted for this purpose.

Section V

Bidding Forms

1. FORM OF BID	-	Page - 23
2. LETTER OF ACCEPTANCE	-	Page - 24
3. FORM OF CONTRACT	-	Page – 25
4. BID SECURITY	-	Page - 27
5. PERFORMANCE BANK GUARANTEE-		Page - 28

FORM OF BID

To:
Chairman,
Department Procurement Committee,
Eastern University, Sri Lanka,
Vantharumoolai.

PROVISION OF OUTSOURCING SERVICES FOR CLEANING, JANITORIAL AND GARDEN MAINTENANCE CUM PROVIDING MANPOWER AT FACULTY OF HEALTH - CARE SCIENCES (PILLAYARADI) – 2022/2023

- 01. Having examined the conditions of contract, specifications and bill of quantities for execution of the above named work, we the undersigned offer to execution and complete such work and remedy any defect therein in conformity with the conditions of contract, specifications and bill of quantities for the sum of Sri Lankan Rupees..... Per year (SL Rs. per year)
- 02. We undertake, if our bid is accepted to commence the work as soon as reasonably possible after the receipt of the Employer’s notice to commence, and to complete the whole contained in the Contract within the time stated in the bid documents.
- 03. We agree to abide by the conditions of this bid for one year from the date fixed receiving or extended period and it shall remain binding upon us may be accepted at any time before the expiration of that period.
- 04. Unless a formal agreement is prepared and executed this bid, together with your written acceptance thereof, shall constitute a binding contract between us.
- 05. We understand that you are not bound to accept the lowest or any bid you may receive. Dated thisday of 2022 in the capacity of the duly authorized to bids for and on behalf of

Signature..... Date :.....

Address:
.....
.....

Witness: Date:.....

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: _____

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:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract :
 - (a) The Conditions of Contract;
 - (b) The Contract Data;
 - (c) The Form of Bid;
 - (d) Qualification Specification;
 - (e) Letter of Acceptance
 - (f) The Priced Activity Schedule;
 - (g) The Employer’s Requirements;
2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:
 - (a) the Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) The Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

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

For and on behalf of Eastern University, Sri Lanka

[Authorized Representative]

For and on behalf of *[name of Service Provider]*

[Authorized Representative]

BID SECURITY

[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]
----- *[insert issuing agency’s name, and address of issuing branch or office]* -----

***Beneficiary:** ----- *[name and address of employer]*

Date: ----- *[insert (by issuing agency) date]*

BID GUARANTEE No.: ----- *[insert (by issuing agency) number]*

We have been informed that ----- *[insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners]* (hereinafter called "the Bidder") has submitted to you its bid dated ----- *[insert (by issuing agency) date]* (hereinafter called "the Bid") for the supply of *[insert name of Supplier]* under Invitation for Bids No. ----- *[insert IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- *[insert name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- *[insert amount in figures]* ----- *[insert amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the employer during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ----- *(insert date)* Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date.

[signature(s) of authorized representative(s)]

Performance Bank Guarantee

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

-----[Issuing Agency's Name, and Address of Issuing Branch or Office]

***Beneficiary: Vice Chancellor, Eastern University, Sri Lanka**

Date: -----

PERFORMANCE GUARANTEE No.: -----

We have been informed that ----- *[name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. ----- *[reference number of the contract]* dated----- with you, for the ----- Supply of ----- *[name of contract and brief description]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we ----- *[name of Agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- *[amount in figures]* (-----) *[amount in words]*, such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of, 20.... *[insert date, 28 days beyond the scheduled completion date including the warranty period]* and any demand for payment under it must be received by us at this office on or before that date.

Section VI

Evaluation and Qualification

1. Evaluation and Qualification Criteria	-	Page - 30
2. Qualification Information	-	Page - 31
3. Schedule A – Experience in Similar Assignments	-	Page - 32
4. Schedule B – Key Staff	-	Page - 33
5. Schedule C – Client’s Reference	-	Page - 34
6. Schedule D – Details of Vehicle, Equipment	-	Page - 35
7. Schedule E – List of Disinfectants / Chemical	-	Page - 35
8. Schedule F – Ongoing Contracts	-	Page - 36

and Disinfectants/Chemicals intend to use for cleaning

Evaluation and Qualification Criteria

This Section compliments the Instruction to Bidders. It contains the criteria that the Employer uses to evaluate a bid and determine whether a Bidder has the required qualifications.

The bidders will be evaluated using the following criteria

1. Fully compliance with the requirements & all other conditions mentioned in the bidding document.
2. The Bidder should be a registered business entity.
3. Signatory of the bid should be duly authorized. Copy of the Board Resolution or Power of Attorney for organizations other than sole proprietor should be submitted along with the bid.
4. The bidder should meet the minimum wage requirement of the Government of Sri Lanka.
5. The bidder should have paid statutory payments such as ETF, and EPF for at least of 75 employees monthly for the last 12 months.
6. The Employer shall evaluate all items detailed in the bill of quantities in Section VII as a single lot and take into account the lowest-evaluated bid for the lot. However the rates quoted for supplying of Skilled and unskilled Labourers will not be considered during the Bid evaluation
7. Post qualification requirements;
After determining the lowest-evaluated bid in accordance with ITB Sub-Clause 20.3, the Employer shall carry out the post qualification of the Bidder using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the bidder's post qualifications.
 - 9.1 Experience;
 - a. The bidders should have at least five years' experience in providing cleaning and janitorial service.
 - b. Experience in a similar project of worth at least Rs.30 million within the last 3 years.
 - c. Satisfactory Client's reference.
 - 9.2 Financial capacity;
The bidder should have credit facilities to Rs. 7.5 million. It should be addressed to the Vice Chancellor, Eastern University, Sri Lanka and should be exclusively for this service.
 - 9.3 The Average turnover for the last three years is more than Rs. 30 million.
 - 9.4 Bids will be rejected as non-responsive if documentary evidence in proof of above has not been provided.

Qualification Information

Notes on Form of Qualification Information

The information to be filled by bidders in the following pages will be used for purposes of bid valuation as described in the Instructions to Bidders.

Attach additional pages as necessary.

(to be completed by the bidder and submitted with the Bid)

Description	Bidder's Qualification
Business Registration or Company Registration name	
Registration number	
Specialty	
VAT Registration Number	
Legal status (public company / Private Company/ partnership/Sole proprietor)	
Company Registration No for EPF	
Company Registration No for ETF	
No of employees contributing for EPF & ETF under your firm (provide 2020 statistics)	
Experience and any other qualifications (Please use a separate sheet, if the space provided is insufficient)	
Authentication signatory	
PCA 03 Certificate issued by the Registrar of Public Contracts.	

Signature of the Bidder :.....

Date :.....

- * Certified copies of the documents in respect of the company registration, VAT registration certificate, one year receipts of the payment to the Employees provident Fund, Trust Fund. Certificates proving service experience and documents proving the enough workforce should be annexed to the bid application.

Schedule A –Last Five Years Experience in Similar Assignments

Every assignment should be proved by a relevant document and if not attached, will not be considered for evaluation.

Period	Employer (Name and Address)	Description of Works	No. of labours assigned	Amount per Month (Rs.)

Schedule B – Key Staff

Bidder should provide details of the allocated number of labours as given in section VII.

1. Site Organization (Provide details of supervisory staff, their responsibilities, authorities, duties etc.)
2. Number of labours required per day, their age, experiences in similar assignment etc.

Schedule C – Client’s Reference

Provide a list of Client References in below table. Every reference should be proved by a certified copy of the letter obtained from the client and if not attached will not be considered for evaluation.

Client Name	Address	Contact Person	Contact Number	Description of Service Provided	Period	Bidder’s comment on the Service Provided

- Please attach additional sheets, if needed.

Schedule D

Details of Vehicles, Machineries and equipment proposed to be used

No	Vehicles, Machineries and Equipment	Required minimum Quantity	Available Number	Type
1	Four wheel tractor (<i>For collection of garbage in stranded of PHI and landscape</i>)			
2	Industrial polishers	01		
3	Vacuum cleaners	10		
4	1" hose pipes (100 ft rolls)	05		
5	Grass Cutter	04		
6	Lawn Mover	02		
7	Bush cutters	02		
8	Chain saw	01		
9	Rotary mowers	01		
10	Any other (specify if any)			

Schedule E

List of Disinfectants/Chemicals intend to use for cleaning

	Disinfectants /Chemicals	Volume (for a month)
1		
2		
3		
4		
5		
6		
7		

Schedule F

List of Ongoing Contracts

Schedule F –List of Ongoing Contracts				
Every assignment should be proved by a relevant document and if not attached, will not be considered for evaluation.				
Period	Employer (Name and Address)	Description of Works	No. of labours assigned	Amount per Month (Rs.)

Section VII

EMPLOYER’S REQUIREMENTS

- | | | |
|---|---|-----------|
| 1. Description of the Services | - | Page - 38 |
| 2. Activity Schedule (Bill of quantities) | - | Page – 40 |
| 3. Work Calendar and Labour Requirement | - | Page - 55 |
| 4. Building details | - | Page – 59 |
| 5. Lay out | - | Page - 60 |

Description of the Services

Scope of the work

- 01 Bidders should quote their costs in the Activity Schedule under Section VII – Employer’s Requirements.
- 02 The Service Provider should supply all labourers, consumables, tools, equipment and SLS/ISO certified consumables should be used (antiseptics and detergents) for providing the service. The disinfectants/chemicals are required to be used with the approval of the Works Engineer/EUSL.
- 03 Any staff to be deployed by the selected bidder should not be a person who had involved in criminal activity and they are required to submit the Police Clearance before assuming duty in the University.
- 04 A garbage bag should be provided to each dustbin used for collecting garbage daily. Garbage should be collected and disposed using separate bins as per government regulation.
- 05 All workers should be provided by the selected Service Provider with uniforms, company identity card, required safety materials, such as gloves, sanitizer and mask etc.
- 06 The Service Provider will be responsible for insuring all workers against all risks of accidents and injuries. The Selected is expected to obtain an insurance coverage in this regard before commencing the work.
- 07 Service Provider is also responsible for any damage/injury that is caused to the property of the University or any third party or to any person in the performance or in consequence of the performance of the contract. The cost of the damages/injury caused by the workers will be deducted from the Service Provider’s monthly bill.
- 08 The Service Provider should personally be liable for any direct or indirect negligence of its employees and such amount claimed will be deducted from the monthly bill payable by University. The amount to be claimed will be decided by the Deputy Registrar / General Services Division.
- 09 Monthly bill should be submitted along with a statement of the Service provided during the particular month.
- 10 Service Provider should submit daily progress report to the Works Engineer/EUSL through relevant Heads of Department/Center/Unit/Section.
- 11 Increase of prices will not be permitted under any circumstances during the contractual period.
- 12 The Service Provider should comply with the provisions of Wages Board Ordinance, Workman’s Compensation Act, Employees Provident Fund (EPF) & Employees Trust Fund (ETF) Act, and other statutory requirements pertaining to Provision of Cleaning, Janitorial Services and Gardening.
- 13 The workers employed by the Service Provider should be capable, very efficient and healthy, and above 18 and below 60 years old.

- 14 The University reserves the right to change the working hours as required in special occasions. The Service Provider should supply its services for all the calendar days in a month **as detailed in BOQ**. If the Service Provider wishes to grant special leave for his employee on public holidays (New Year /Poya days, etc,) bidder should take prior permission from the University.
- 15 If the University decides to employ more workers for any reason, the Service Provider should be able to provide extra workers in terms of the contract to the rate agreed at the time of signing the contract. The Service Provider should also provide the service on holidays if requested by the University.
- 16 The Provision of Cleaning, Janitorial and Garden Maintenance shall not be sub-contracted by the Service Provider to any other party without the approval of the University.
- 17 If any misconduct/misbehavior is committed by the staff to be deployed by the service provider, the University has the rights for legal action.
- 18 Working hours are from 7.15 am to 4.15 pm with lunch time.
- 19 University has the rights to reduce/ increase the frequency of an activity or remove or add any activity or part of the activity with one month's notice to the contractor.
Payment will be adjusted based on the quoted rate.
- 20 **Performance evaluation**
 - A. Daily performance/progress of the services will be reviewed by the relevant Heads of Department/Center/Unit/Section and the report should be submitted to the Works Engineer/EUSL.
 - B. As per the performance/progress report, a review meeting with Service Provider or his authorized representatives and his supervisors will be held if needed. These meetings will be chaired by the Registrar or Deputy Registrar of the University.
- 21 In case the contractor is unable to provide services as per the University requirement, the penalty will be levied by the University for the full amount of BOQ, on the recommendation of Heads of Departments/Divisions/Sections/Units Further contractor is unable to provide services in the following items the penalty will be,

ACTIVITY SCHEDULE (BILL OF QUANTITIES)

ACTIVITY SCHEDULE AND BILL OF QUANTITIES

A. Cleaning Inside and Around the Buildings

Item	Description of the works	Frequency
A.1	Cleaning of toilets	
A.1.1	Toilets should be kept clean, disinfected and dry condition all times and should have a pleasant fragrance (By air freshening, Naphthalene balls, etc)	Daily
A.1.2	Ceramic fittings and accessories such as bowls, washbasins, squatting pans, urinals, and commodes should be brushed and washed using standard cleansers & disinfectants (Ex: Harpic, Phenol etc.)	Daily
A.1.3	Do not wash the plastic, stainless steel, alloy steel, aluminum, and chromium plated fittings and accessories using harpic or any acidity chemicals. Instead, those accessories should be cleaned using vinegar, soap shampoo or suitable cleanser.	Daily
A.1.4	Mopped the toilet floors using disinfection chemicals such as Lysol, phenol, Dettol or any approved material. Instead mop the floor twice a day with disinfectants. (Lysol, tile cleaners etc)	Twice a day
A.1.5	Removing and deposited away the solid waste from the building in Manholes and gullies as directed. The contractor is fully responsible for remove the blocks in waste water /sewerage line. Keep a dustbin inside every wash rooms. (Quantity of dustbins will be given under annexure-B)	Daily/ Based on necessity
Note	<ol style="list-style-type: none"> <i>1. Do not remove any wash room fitting or accessories such as shower heads, bidet spray hose/ head, tap, and gully covers for any reason.</i> <i>2. If any blockage/damage in waste water or sewerage line reported due to improper practices of janitor will be charged from the contractor.</i> <i>3. Do not sweep and drop the solid waste inside the commode, squatting pan or gully box.</i> <i>4. Avoid washing the toilet floors using huge quantity of water.</i> <i>5. Sufficient safety wears such as face mask, hand gloves, full apron and workable tools such as mop brush, wiper, brooms, and sponge, wipe cloths, polish cloths, tissues to be given to the janitor.</i> <i>6. Removable sign boards may use during cleaning to avoid disturbances.</i> <i>7. Use of appropriate quality and quantity cleanser and disinfectors is the responsible of the contractor. If any damages to the accessories reported such as colour fading, rusty or become fragile quickly will be charged from the contractor.</i> 	

Item	Description	Frequency
A.2	Cleaning of canteen	
A.2.1	<ul style="list-style-type: none"> • Sweep and mop using Lysol all the floor areas. • polishing and waxing of necessary floor areas • Brushing, wiping and washing wash basins, kitchen sink, lab sinks, work tops, tables and chairs. • Floors always keep disinfected and dry condition. 	Thrice a day & Necessity
A.2.2	<ul style="list-style-type: none"> • Dusting, wiping and cleaning of all aluminum fittings, wall, slab, beams, ceilings, doors and windows reveals. • The glass portions in partitions and windows should be wiped, polished using glass cleaners. • All electrical and plumbing accessories to be wiped and polished using cloths and appropriate cleaners. 	Daily
A.2.2	Collecting, separating and depositing all garbage to the colour code dust bins (100 liter) and removing to solid waste storage as directed. (Quantity of dustbins will be given under annexure- B)	Daily Before 8.30 a.m
A.2.3	Cleaning carpets, doormats, floor mats, coir mats with machinery such as vacuum cleaners. Washed, dried and replaced if necessary or directed.	Weekly/ necessary/ Directed
A.2.4	Dusting and removing spider webs in roof, ceiling, beams, reveals, electrical fittings	Twice in a month
A.2.5	Use appropriate air fresheners and keep the inside and surroundings pleasant fragrance.	Daily
A.2.6	Should be taken immediate action to remove all mosquitos breeding place inside the building premises every day.	Frequently in a month
	<ol style="list-style-type: none"> 1. <i>The janitor should wear clean dress/uniform with white full apron during work time. Also should wear face mask, hand glove and clean foot wears.</i> 2. <i>Works should be performed without any harm to the students, staff and the environment.</i> 3. <i>If any blockage/damage in waste water line reported due to improper practices or failure of duty of janitor will be charged from the contractor.</i> 4. <i>Sufficient workable tools such as mop brush, wiper, brooms, sponge, wipe cloths, polish cloths, tissues to be given to the janitor.</i> 5. <i>Removable sign boards may use during cleaning to avoid disturbances.</i> 6. <i>Use of appropriate quality and quantity cleanser and disinfectors is the responsible of the contractor. If any damages to the accessories reported such as colour fading, rusty or become fragile quickly will be charged from the contractor</i> 	

Item	Description	Frequency
A.3	Cleaning of office rooms, lecture halls, conference halls, auditorium, corridors, stair cases and other floor areas inside the buildings	
A.3.1	<ul style="list-style-type: none"> • Sweep and mop using Lysol all the floor areas. • polishing and waxing of necessary floor areas • Dusting, wiping and polishing tables, chairs, cupboards, almerahs, racks, cabins, electronic equipment, doors and windows Floors always keep disinfected and dry condition. 	Daily Before 8.30 am
A.3.2	Wash the floors with appropriate disinfection liquids without any damages to the office documents, furniture's, equipment and other accessories. With direct observation of a permanent employee of the Campus who assigned by the Head.	Once a month or required/ directed
A.3.3	<ul style="list-style-type: none"> • Clean, remove dust and Animal/pigeon droppings inside the ceiling, overhead free beams, roof truss, purlins using manual/air compressors as directed • Collecting, separating and depositing all garbage to the colour code dust bins (100 liter) and removing to solid waste storage as directed. (Quantity of dustbins will be given under annexure- B) 	Once in three month or required/ directed
A.3.4	Clean, sweep, wipe, disinfection inside passenger lift all times and should have a pleasant fragrance by air freshener	Daily
A.3.5	Cleaning and dusting Electrical panel boards, fire reels, duct rooms, Pump rooms, with the direct inspection of Electrician/ Plumper or any person assigned by Officer in charge.	Once in a month
	<ol style="list-style-type: none"> 1. <i>The janitor should wear clean dress/uniform during work time. Also, should wear face mask, hand glove and clean foot wears.</i> 2. <i>Use clean clothes to clean and wipe the accessories.</i> 3. <i>Works should be performed without any harm to the students, staff and the environment.</i> 4. <i>Sufficient workable tools such as mop brush, wiper, brooms, sponge, wipe cloths, polish cloths, tissues to be given to the janitor.</i> 5. <i>The schedule may vary subject to the direction of in charge officer.</i> 6. <i>Use of appropriate quality and quantity cleanser and disinfectors is the responsible of the contractor. If any damages to the accessories reported such as colour fading, rusty or become fragile quickly will be charged from the contractor</i> 	

Item	Description	Frequency
A.4.	Cleaning, water tanks, water sumps, roof slabs, roof gutters, inside roof ceiling, waste water/ storm water drainages, manholes, motor room, and passenger lift and around the buildings etc. Rate of this item include for	
A.4.1	Cleaning water tank, water sumps, roof slabs and balconies using chlorine or approved materials.	Every 3-month intervals
A.4.2	Clean, remove blockages in internal and external waste/storm water lines, lined/unlined drainages, manholes, gully line, roof gutters, downpipes if necessary.	Once a month or required/ directed
A.4.3	<ul style="list-style-type: none"> • Clean, remove dust and animal waste over the roof gutter, overhead tanks, roof truss, purlins using manual/air compressors as directed. • Collecting, separating and depositing all garbage to the colour code dust bins (100 liter) and removing to solid waste storage as directed. (Quantity of dustbins will be given under annexure-B) 	Once in three month or required/ directed
A.4.4	Clean, sweep, wipe, disinfection inside passenger lift all times and should have a pleasant fragrance by air freshener	Daily
A.4.5	Cleaning and dusting Electrical panel boards, fire reels, duct rooms, Pump rooms, with the direct inspection of Electrician/ Plumber or any person assigned by Officer in charge.	Once in a month
	<ol style="list-style-type: none"> 1. <i>The janitor should wear clean dress/uniform during work time. Also, should wear face mask, hand glove and clean foot wears.</i> 2. <i>The janitor should capable to climb on ladder/scaffolding and work.</i> 3. <i>Works should be performed without any harm to the students, staff and the environment.</i> 4. <i>Use clean clothes to clean and wipe the accessories.</i> 5. <i>Sufficient workable tools such as mop brush, wiper, brooms, sponge, wipe cloths, polish cloths, tissues to be given to the janitor.</i> 6. <i>Required numbers of safety belts, helmets, Independent movable scaffoldings, ladders, manual/mechanical hoist to be provided.</i> 7. <i>Task should be performed under the direction/supervision of any technical staff of the Campus or plumber.</i> 8. <i>Use of appropriate quality and quantity cleanser and disinfectors is the responsible of the contractor. If any damages to the accessories reported such as colour fading, rusty or become fragile quickly will be charged from the contractor</i> 	

B. External works (Outside the buildings within the premises except Landscaping)

Item	Description	Frequency
B-1	Cleaning of Surroundings of the buildings, External Toilets and removal of Garbage whole premises etc.	
B.1.1	Sweep, clean, collect and separate all litter, debris, waste in the zone and deposited as directed. Two sets of Colour code garbage bins (100l) to be placed in every zone. (Quantity of dustbins will be given under annexure- B)	Daily
B.1.2	Machinery should be used to maintain the grass surfaces such as lawn movers, tractor mounted slashers and mechanical petrol grass cutters. The grass surfaces should be kept cleaned and smooth and equivalent height. All the time the premises should be kept in a standard level directed.	Daily
B.1.3	All trimmed grass shall be sweep /rake and removed to the place as directed.	Daily
B.1.4	Base of trees should be kept clean with scraping of 0.25 m belts around trees and grass cutting of the drainage	Daily
B.1.5	Removal of dust, creeper on fences, boundary walls, gates etc. The area of 3m beyond the boundary walls to be kept clean as above.	Daily
B.1.6	Weeding, Watering, and maintaining existing plants and trees and fertilized if directed. (Fertilizer will be provided by the University)	Daily
B.1.7	Pruning trees' branches above the building roads etc. Removing of all fallen branches and trees in the premises.	Daily
B.1.8	Pruning of all hedges, bushes, creepers	Daily
B.1.9	Cleaning of ponds and fountains	Once in two months
B.1.10	Should be taken immediate action to remove all mosquito breeding place in the premises.	Frequently
B.1.11	Proper maintenance of solid waste dumping site. Provide machinery services such as backhoe loader (JCB), tractor whenever necessary/directed.	Daily
	<ol style="list-style-type: none"> 1. <i>The janitor should wear clean dress/uniform during work time. Also, should wear face mask, hand glove and clean foot wears.</i> 2. <i>Works should be performed without any harm to the students, staff and the environment.</i> 	

	<ol style="list-style-type: none"> 3. <i>The janitor should capable to do hard works such as cutting trees, bushes, excavate tranches, removing boulders/stones etc...</i> 4. <i>Sufficient workable tools such as hoe, crow bar, shovel, pickaxe, axe, knife, and long handle knife, garden scissor, rake, wheel etc to be given to the janitor.</i> 5. <i>Required numbers of safety belts, helmets, Independent movable scaffoldings, ladders, manual/mechanical hoist to be provided.</i> 6. <i>Use of appropriate quality and quantity cleanser and disinfectors is the responsible of the contractor. If any damages to the accessories reported such as colour fading, rusty or become fragile quickly will be charged from the contractor</i> 	
B-2	Cleaning of Earth drain, waste water drains, drainage pipes, manholes, pits, Well, water tanks, water sumps	Frequency
B.2.1	<ul style="list-style-type: none"> • Remove all solid wastes inside and deposit away as directed. • Replace the cover of manhole, drains, pit, water tanks and water sump. • Wash thoroughly using chlorine where necessary or directed. 	Once a month/ Necessary/Dire cted
B.2.2	<ul style="list-style-type: none"> • Excavate earth trenches to drain out the water locking areas. 	If directed only
B.2.3	<ul style="list-style-type: none"> • Cleaning, washing and chlorine wells, water tank and water sumps 	Once a 4 month/ Necessary/Dire cted
B.2.4	<ul style="list-style-type: none"> • Remove blockages in external drains, drain pipes, sewer lines whenever needed. 	Necessary/Dire cted
	<ol style="list-style-type: none"> 1. <i>The janitor should wear clean dress/uniform during work time. Also should wear face mask, hand glove and clean gum boots, and goggles.</i> 2. <i>Works should be performed without any harm to the students, staff and the environment.</i> 3. <i>The janitor should have experience in cleaning waste water line, sewerage line and pits.</i> 4. <i>Sufficient workable tools such as hoe, water hose, drain cleaner hose, crow bar, shovel, pickaxe, axe, knife, and long handle knife, garden scissor, rake, wheel etc to be given to the janitor.</i> 5. <i>Janitor should tiding up the area after cleaning</i> 6. <i>Appropriate experienced supervisor for such works should be appointed to guide the janitors.</i> 	

C. Maintenance of gardens, lawns (Bidder shall advice to visit all places before pricing)


Item	Description	Frequency
C-01	<p>Moving of lawns, weeding, grass cutting and Cleaning and Remove litter/ Garbage/Sweeping and removing garbage at whole premises with University Ground</p> <p>Rate of this item include for</p> <ul style="list-style-type: none"> • Two grasses cutting in a month. But it can be vary on climate and instruction given by the Curator/Landscape Supervisor. <p>Note:- Machinery should be used to maintain the lawn and manual grass cutter are not allowed for grass cutting.</p> <ul style="list-style-type: none"> • All trimmed grass shall be sweep /rake and removed. • Base of trees should be kept clean with scraping of 0.25 m belts around trees and grass cutting of the drainage • Creation of fire belts to protect premises when requested. Sweeping, collection, and remove litter/ garbage from university premises and transport to dumping site. • Collection, /separation of garbage from dust bins and remove. • Scraping, cleaning and removing collected soil and debris in drainage channels of in the premises • Should be taken immediate action to remove all mosquito breeding places along the drainage channels by chlorination or any other standard prevention methods. • Cleaning of dustbins and spray disinfection • Proper maintenance of solid waste dumping site. Should use JCB machine when necessary. 	<p>Two times per month (In drought and rainy seasons it can vary)</p>

C-02	<p>Landscaping</p> <p>Rate of this item include for</p> <p>(Landscaping relative labours and Landscaping supervisors should be deployed for this activities)</p> <ul style="list-style-type: none"> • Watering, weeding, and cleaning of all flower pots, flower trough, flower beds, trees, and nursery. • Manuring, spray of agro chemicals, to flower pots, flower trough, flower beds, nursery, and trees (Rate including of fertilizer, necessary chemicals, cow dung, etc. as per the instruction by Curator/landscaping Supervisors. Generally: Cow Dung - one time per month, Uria – two times per month, Admior – two time per month, Medzicrops - three time per month, Bluestar – two time per month, Boom flower – two times per month). • Improvements /Preparation of flower trough, flower beds, lawns, planting trees (Labours only). • Scraping cleaning and removing collected soil and debris in drainage channels of in the premises and should be taken immediate action to remove all mosquito habitual places along the drainage channels by chlorination or any other standard prevention methods. • Pruning trees branches above the building roads etc., Removing of all fallen branches and trees in the premises. • Pruning of all hedges, bushes, creepers • Cleaning of ponds and fountains 	<p>Daily On directed by the Curator</p>
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D. Maintenance of Sewerage Treatment Plant and Sewerage networking system
(Bidder shall advice to visit all places before pricing)

Item	Description	Frequency
D.01	Cleaning, maintaining Sewerage Treatment plant system including manholes, sewerage lines, storage tank, collecting pits ect.	Every day
D-02	Removing and disposing of sludge/waste from collecting tanks through gully bouser with coordinate local authorities.	As per requirement/directed

Note: Maintenance should be done as per attached MBBR STP Operation Check list

MBBR STP Operation Check List				Wk No		Location				EP Unit	
Daily	ITEM	Day		1	2	3	4	5	6	7	
1	Balancing Tank to ExtraPac Flow Rate										
	# Flow rate into the ExtraPac should appear similar to the flow shown in the photo										
	^ Pumps should run minimum of 18hr/day										
	^ If different, adjust using valves in inlet pipes or measuring flow rate. It should NOT exceed 3.2m ³ /hr (use bucket of known volume & check time to fill bucket)										
	^ If both feed pumps are running, reduce the flow rate (the balancing tank high level alarm will sound)										
^ Refer to the O&M manual further guidance											
2	Reaction Tanks 1 & 2										
# Ensure water levels in tanks 1 & 2 are the same level or tank 1 level is not more than 8cm higher than tank 2	Note:- If tank 1 level is found to be higher reduce the flow rate										
3	MBBR Media										
# Check if media in both tanks 1 & 2 are moving at correct speed	Note:- If they are not, adjust the valves (see the O&M manual for further guidance)										
4	Plate Settler										
# Check for floating solids in the plate settler compartment and under the saran screen - clean as necessary	Note:- If excessive solids are found regularly, refer to the O&M manual section 3.3. and Troubleshooting points 10 & 11										
5	Sludge Tank Pumps	a	Clear water								
	Set sludge tank pump A to manual and run for 1 min, observe colour and smell of Decant water spray at tank 1, if outcome is b or d desludge the sludge tank.	b	Dark Colour								
		c	No Smell								
		d	Foul Smell								
6		Air Blowers									
Only one blower should work continuously at any one time	Working blower	A									
	Working blower	B									
7	Chlorine Contactor & Content										
	Number of Chlorine tablets in each tube	Contacteur Tube	1								
		Contacteur Tube	2								
		Contacteur Tube	3								
		Contacteur Tube	4								
Chlorine content in effluent	Should be < 0.5ppm Cl										
8	Filter Basket										
Check and clean filter basket											

Weekly		Week No							
1	Air Blowers								
	Clean air filter and refit Note: clean the non-running filter first	Blower	A						
		Blower	B						
2	Control Panel								
	Change Balancing Tank Pump in use	Blower	A or B						
	Change Sludge Decant Pump in use	Pump	A or B						
	Change Air Blower in use	Pump	A or B						
3	Grease Traps								
Inspect and clean all external grease traps and external screens	Number all external grease traps and screens and place clear sinage to identify location								

Monthly								
1	Inspect decant pumps only and if only there is a problem with the pumps	The lid to this chamber should be shut "air tight" at all times.	Jan	Feb	Mar	Apr	May	Jun
			Jul	Aug	Sep	Oct	Nov	Dec
2	Effluent from each STP unit should be tested using a testing lab approved by the CEA to check if discharge complies to set local standards and reports circulated to all including ICC Smart Eco Solutions	If discharge from any unit does NOT meet required standards, immediate action should be taken to rectify the unit and at the same time all management including ICC Smart Eco Solutions should be kept informed	Jan	Feb	Mar	Apr	May	Jun
			Jul	Aug	Sep	Oct	Nov	Dec

Supplying of Skilled and Unskilled Labors (Rate only)

Item	Description	Frequency	Amount per Day without VAT(Rs)
1	<p>Following Skilled, Semi-Skilled, Un Skilled labours to be deployed on request of Registrar Skilled grade labours (Rate Only)</p> <p>Skilled labours –Category I</p> <ul style="list-style-type: none"> • Carpenters • Electricians • Masons • Welder • Plumbers • Painters • A/C Technicians • Generator Operator • Pump Operator • Mechanics • Laboratory Technicians • Drivers • Management Assistant (MA) <p>Semi-Skilled Labours (Rate Only)</p> <p>Un Skilled Labours (Rate Only)</p>	<p>Rate per day per one Skilled</p> <p>Rate per day per one Skilled</p> <p>Rate per day per one Semi Skilled</p> <p>Rate per day per one Un skilled</p>	<p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>

BILLS OF QUANTITIES

General Note: *The rate shall be included all the cost related to fulfill the employer's requirements such as the wages for the janitors including EPF & ETF, tools, machine, equipment, fuels, administration, machines, material and chemicals which are proposed to each building and zones.*

A: Cleaning of Inside and Around the Buildings

No.	Name of the Building	Monthly amount (Ex VAT)	Annual Amount (Ex. VAT) (Monthly amount x 12)
A	Library and Self Learning Facilities		
B	Administration Block		
C	Academic Departments (Dep. of Primary Health and Dep. of Medical Education)		
D	Academic Departments (Dep. of Clinical Sciences and Dep. of Supplementary Health Sciences)		
E	Academic Departments (Dep. of Human Biology and Dep. of Pathophysiology)		
F	Lecture Hall (200 seats)		
G	Student Center with Cafeteria		
H	Primary Health Care Center		
J	Dean's Bungalow		
K	Academic Staff Quarters (Bachelor's)		
L	Academic Staff Quarters (Family)		
M	Guest House		
N	Non-Academic Staff Quarters		
Q	Female Student Hostel-01		
R	Male Student Hostel-01		
S	Auditorium		
T	Main Entrance Gate way and Security		
U	Male Student Hostel-02		
V	Female Student Hostel-02		
	Total Annual Amount –A (Brought to the price schedule)		

B: External works (Outside the buildings within the premises except Landscaping)

Location/Zone	Approximate land area (Acres)	Monthly amount (Ex VAT)	Annual Amount (Ex. VAT) (Monthly amount x 12)
Lot-01 (see attached drawing)	30 Acres		
Total annual amount- B (Brought to final price schedule)			

C. Maintenance of gardens, lawns (Landscaping)

Location/Zone	Approximate land area (Acres)	Monthly amount (Ex VAT)	Annual Amount (Ex. VAT) (Monthly amount x 12)
Lot 02 (see attached drawing)	04 Acres		
Total annual amount- C (Brought to final price schedule)			

D. Maintenance of Sewerage Treatment Plant and Sewerage networking system (Bidder shall advice to visit all places before pricing)

No.	Name of the Work	Monthly amount (Ex VAT)	Annual Amount (Ex. VAT) (Monthly amount x 12)
1	Maintenance of Sewerage Treatment Plant and Sewerage networking system		
	Total Annual Amount –D (Brought to the price schedule)		

SUMMARY OF THE PRICE SCHEDULE

Category	Total Annual Amount
Total Annual Amount- A : Cleaning Inside and Around the Buildings	
Total Annual Amount -B : External works (Outside the buildings within the premises except Landscaping)	
Total Annual Amount- C : Maintenance of gardens, lawns (Bidder shall advice to visit all places before pricing)	
Total Annual Amount – D : Maintenance of Sewerage Treatment Plant and Sewerage networking system	
Annual tender value (Excluding VAT) Bid price	
Add: VAT 12%	
Annual tender value (Including VAT)	

- **Total sum of Sri Lankan Rupees per year without VAT (Rs in word)**
.....
.....
(SL Rs.)
- Rate of wage for normal working day for a **labourer per day** : Rs.....
- Rate of wage for normal working day for a **supervisor per day**:Rs.....
- Date

Signature of Bidder

Witness 1) :.....

2) :.....

Date :

Date:

Important: Under special circumstances additional works University will make prior notice.

Schedule of Required Labours

TABLE (A1) Cleaning Inside and Around the Buildings

Item no	Location	No of working days				Minimum No of Labours allocated		Minimum no of supervisors allocated	
		We ek day s	Week ends		Public holi days				
			Saturda y	Sunday		Male	Female	Male	Female
A	Library and Self Learning Facilities	√	√	√	√		1		
B	Administration Block	√	√			1	1		1
C	Academic Departments (Dep. of Primary Health and Dep. of Medical Education)	√	√	√			2		1
D	Academic Departments (Dep. of Clinical Sciences and Dep. of Supplementary Health Sciences)	√	√	√		1	2		1
E	Academic Departments (Dep. of Human Biology and Dep. of Pathophysiology)	√	√	√		1	2		1
F	Lecture Hall (200 seats)	√	√				1		
G	Student Center with Cafeteria	√	√	√	√		2		1
H	Primary Health Care Center	√	√	√	√	1	1		
J	Dean's Bungalow	√	√	√			1		
K	Academic Staff Quarters (Bachelor's)	√	√	√	√		1		1
L	Academic Staff Quarters (Family)	√	√	√	√				
M	Guest House	√	√	√	√	1	1		
N	Non-Academic Staff Quarters	√	√	√	√		1		
Q	Female Student Hostel	√	√	√	√		2		1
R	Male Student Hostel	√	√	√	√	2		1	
S	Auditorium	√	√	√	√		1		
T	Main Entrance Gate way and Security	√	√	√	√				
U	Male Student Hostel-01	√	√	√	√	2		1	
V	Female Student Hostel-02	√	√	√	√		2		1
Total						9	21	2	8
						30		10	

TABLE (A2) Maintenance of gardens, lawns

Landscaping					
Item No	Location	Minimum No of Labours		Minimum No of Supervisors	
		Male	Female	Male	Female
I	Zone - 01	2	1	1	
J	Zone - 02	1	1	1	
K	Zone - 03	2	-		
Total		5	2	2	
		07		2	

Bush Cutter	1
Tractor Operator	1

TABLE (A3) Maintenance of Sewerage Treatment Plant and Sewerage networking system

Cleaning of Waste water Treatment Plant					
Item No	Location	Minimum No of Skill Labours		Minimum No of Supervisors	
		Male	Female	Male	Female
	Lot 01				
		1			
Total		1			
		1			

Section VIII
CONTRACT DATA

CONTRACT DATA

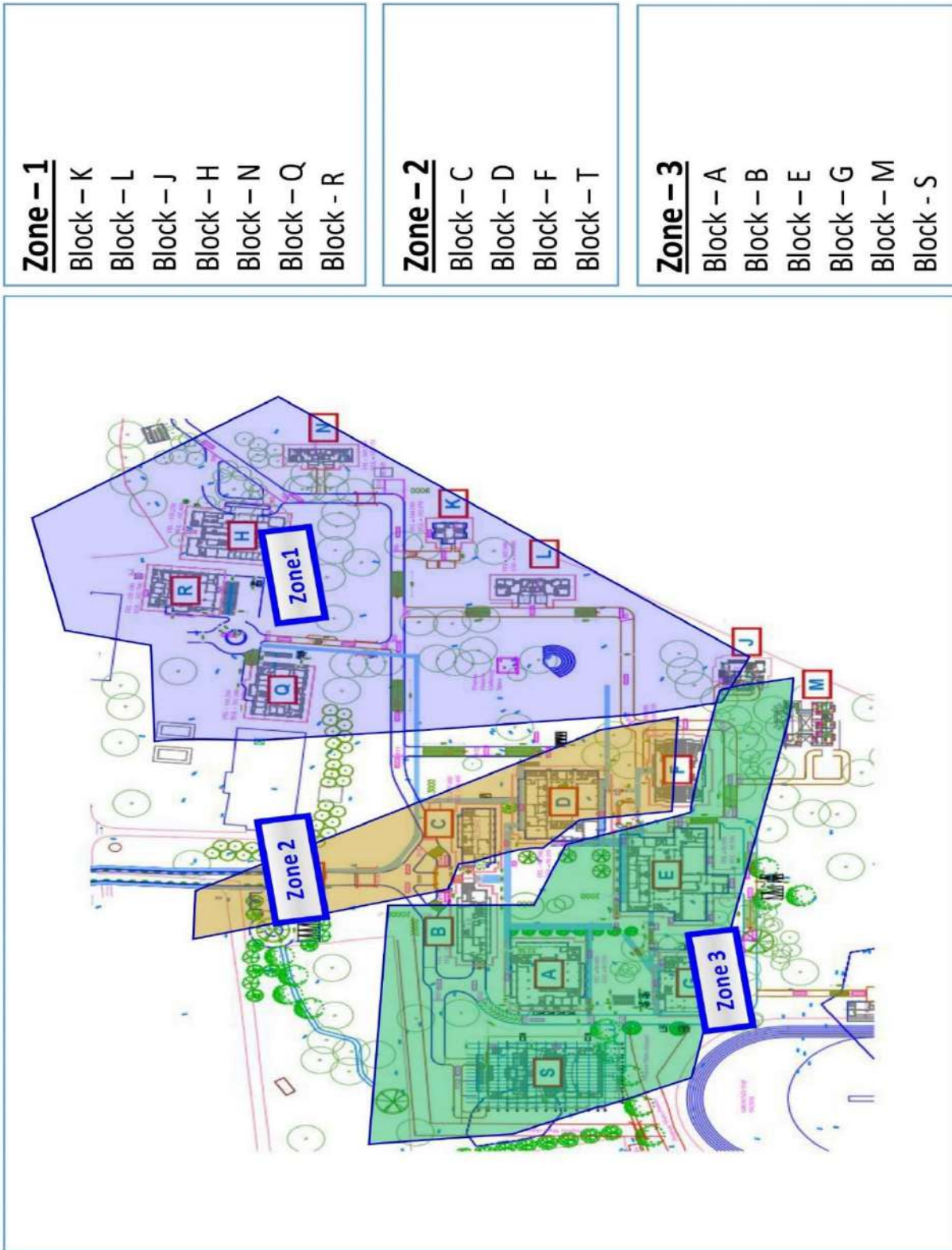
Conditions of Contract Clause	Amendments or Supplements to, Clauses in the Conditions of Contract
1.1(e)	The contract name is PROVISION OF OUTSOURCING SERVICES FOR CLEANING, JANITORIAL AND GARDEN MAINTENANCE CUM PROVIDING MANPOWER AT FACULTY OF HEALTH CARE SCIENCES, PILLAYARADI -2022/2023
1.1(f)	The Employer is: Vice Chancellor, Eastern University, Sri Lanka
1.1(h)	The Service Provider is: <i>To be filled after selection</i>
1.4	The addresses are: Employer: Vice Chancellor, Eastern University, Sri Lanka Vantharumoolai Chenkalady
1.6	The Authorized Representatives are:
	For the Employer: Deputy Registrar (General Service Division) Eastern University, Sri Lanka Tel: 065-2241518 & Works Engineer 065-2240582 & Asst Registrar /FHCS 065-2227025
	For the Service Provider: <i>To be filled after selection</i>
2.1	The date on which this Contract shall come into effect is <i>To be filled after selection</i>
2.2.1	The Starting Date for the commencement of Services is <i>To be filled after selection</i>
2.3	The Intended Completion Date is <i>To be filled after selection</i>
3.4	Performance Guarantee shall be five percent (05%) of the Contract Price
4.1	The selected service provider should not recruit laboures of any other service providers or contractors. 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 the Condition of Contract in removing of such laboures.
6.2	The Contract Price is Rupees <i>To be filled after selection</i>
6.4	Monthly bill should be submitted by the Service Provider according to the actual work done. Payments shall be made on monthly basis according to the satisfaction of quality of Service, Service Provider's performance and allocation of laboures 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%.

BUILDING DETAILS

Table 1

No.	Name of the Building	No. of Floors	Parking	Floors Area including toilets and bath room (Sq.m)							Floor Area in Toilet & Bathrooms (Sq.m)	No of Toilets	No of Bath area	No. of Water closets	No of Wash basin	No of sink	No of Urinals
				GF	1st	2nd	3rd	4th	5th	Total Floor Area							
A	Library and Self Learning Facilities	G+1	-	1180.50	859.00	-	-	-	-	-	-	-	8.00	8.00	-	2.00	
B	Administration Block	G+2	465.00	480.00	486.00	-	-	-	-	-	-	2.00	12.00	14.00	5.00	4.00	
C	Academic Departments (Dep. of Primary Health and Dep. of Medical Education)	G+3	-	472.00	442.00	442.00	508.00	-	-	-	-	-	23.00	24.00	3.00	1.00	
D	Academic Departments (Dep. of Clinical Sciences and Dep. of Supplementary Health Sciences)	G+5	-	1144.00	1257.00	1258.00	1258.00	1257.00	466.00	-	-	-	70.00	93.00	8.00	23.00	
E	Academic Departments (Dep. of Human Biology and Dep. of Pathophysiology)	G+4	-	1731.60	1580.00	1580.00	1580.00	1580.00	20.50	-	-	230.00	56.00	67.00	4.00	12.00	
F	Lecture Hall (200 seats)	G	-	893.70	-	-	-	-	-	-	-	43.00	5.00	6.00	-	2.00	
G	Student Center with Cafeteria	G+1	-	782.00	839.00	-	-	-	-	-	-	74.00	15.00	15.00	11.00	6.00	
H	Primary Health Care Center	G+1	-	957.80	508.00	-	-	-	-	-	-	54.00	11.00	29.00	2.00	2.00	
J	Dean's Bungalow	G+1	-	275.00	144.00	-	-	-	-	-	-	17.00	5.00	5.00	1.00	-	
K	Academic Staff Quarters (Bachelor's)	G+1	-	167.70	181.00	-	-	-	-	-	-	34.00	10.00	10.00	2.00	-	
L	Academic Staff Quarters (Family)	G+1	-	387.00	389.00	-	-	-	-	-	-	30.00	8.00	8.00	4.00	-	
M	Guest House	G+1	-	476.00	282.00	-	-	-	-	-	-	43.00	11.00	11.00	1.00	-	
N	Non-Academic Staff Quarters	G+1	-	245.80	272.80	-	-	-	-	-	-	23.00	8.00	8.00	4.00	-	
Q	Female Student Hostel	G+3	-	609.00	609.00	609.00	609.00	-	-	-	-	216.00	23.00	23.00	3.00	-	
R	Male Student Hostel	G+3	-	609.00	609.00	609.00	609.00	-	-	-	-	216.00	23.00	23.00	3.00	21.00	
S	Auditorium	G+1	-	1334.00	1103.00	-	-	-	-	-	-	107.00	14.00	20.00	-	4.00	
T	Main Entrance Gate way and Security	G	-	162.70	-	-	-	-	-	-	-	8.00	2.00	2.00	-	-	
U	Male Hostel-02	G+3	-	-	-	-	-	-	-	-	-	200.00	43.00	43.00	-	-	
V	Female Hostel-02	G+2	-	-	-	-	-	-	-	-	-	180.00	25.00	25.00	-	-	

Layout Plan



SITE LAYOUT

Total floor area : 366,680 sqft, in 17 buildings

