



**BIDDING DOCUMENT FOR
PROVISION OF CLEANING & JANITORIAL SERVICES**

2026

**AT THE UNIVERSITY OF VAVUNIYA PAMPAIMADU, VAVUNIYA
(BID/CS/UOV/2026/01)**

Procurement of Non-Consultant Services

Check List for filling the Bidding Document (Please tick (√) at relevant(page))				
No	Criteria/Item	Annexed / Filled		Page no.
		Yes	No	
1	Annexed the bid security of Rs. 350,000.00 from a Commercial Bank Registered Under the CBSL.			
2	Provide evidence to prove " Experience in similar Assignments ". * As per section 20.3 (a) under the " <u>Instructions to Bidders</u> " of the Bidding Document.			
3	Provide evidence to prove " Key Staff ". * As per section 20.3(b) under the " <u>Instructions to Bidders</u> " of the Bidding Document.			
4	Provide the " Clients Reference ". (Annex the letters) * As per section 20.3(c) under the " <u>Instructions to Bidders</u> " of the Bidding Document.			
5	Provide " Financial Capability " Audited accounts for the years. * As per the section 20.3(d) under the " <u>Instructions to Bidders</u> " of the Bidding Document.			
	2024/2025			
	2023/2024			
	2022/2023			
	2021/2022			
	2020/2021			
6	Provide evidence to prove " Provincial wide Service " with supporting Document. * As per section 20.3 (e) under the " <u>Instructions to Bidders</u> " of the Bidding Document.			
Note: In addition to this check list, It's the responsibility of the bidder to complete the bidding document clearly according to the instructions given in the bidding document. Supporting documents should be annexed, wherever necessary.				

SECTION – 1

INVITATIONA FOR BIDS
&
INSTRUCTIONS TO BIDDERS



INVITATION FOR BIDS

PROVISION OF CLEANING & JANITORIAL SERVICES -2026

BID/CS/UOV/2026/01

1. On behalf of The University of Vavuniya, the Chairman of the Department Procurement Committees invite sealed quotations from suitably qualified applicants for the providing **“Provision of cleaning & Janitorial Service for the University of Vavuniya for the year - 2026”**.
2. The service is expected to be provided for a period of one year, subject to a three-month probationary period.
3. The Bidding procedure will be conducted in accordance with the National Competitive Bidding (NCB).
4. Procurement documents can be inspected free of charge and obtain from the General Administration Division of the University of Vavuniya (Tel: 024 2223316) from 15-11-2025 to 05-12-2025 on regular working days, between 9:00 a.m. to 3:00 p.m. Tender documents will be issued only until 3:00 p.m. on 03-12-2025.
5. Bidding documents of English Language could be obtained from **15.11.2025 to 05.12.2025** between 09.00 a.m to 3.00 p.m on working days from the office of the **Assistant Registrar, General Administration Branch, University of Vavuniya, Pampaimadu, Vavuniya** on producing the receipt for the cash payment of a non-refundable fee of **Rs.3,500/-** made to the Shroff of the University of Vavuniya, or application forms could be downloaded from the **University of Vavuniya** website (<http://www.vau.ac.lk>) and should submit the completed documents by accompanying the payment of non-refundable fee of **Rs.3,500/-** paid to any branch of the Bank of Ceylon by using the Bank of Ceylon cash deposit slip drawn in favor of **University of Vavuniya** in the **Bank of Ceylon Account No. 0002364602** (Vavuniya Branch).
6. The pre bid meeting will be held on 26-11-2025 at 10.30 a.m. **at the Board Room of the IT Centre, University of Vavuniya, Pampaimadu, Vavuniya.**
7. All tenders must be submitted along with a **Bid Security of Rs. 350,000.00**, payable unconditionally as specified in the bidding document, valid for a period of 119 days from the Bid closing date (until 30-04-2026). This Bid Security must be obtained from a commercial bank registered under the Central Bank of Sri Lanka in the name of the **“Vice Chancellor, the University of Vavuniya”** or be paid in cash to the University Shroff.
8. Sealed Bids in duplicate must be delivered and reached to the address below on or before **3.00 p.m. on 05.12.2025**. The original of the bid should be enclosed in a cover & marked **“Original”**. Duplicate of the bid should be enclosed in a separate cover and marked **“Duplicate”**. Both the original and the duplicate of the bid should be enclosed in one cover and top left hand corner shall be marked **“Invitation for bids Provision of Cleaning & janitorial Services - 2026”**. The name & address of the firm submitting the bid should appear in the cover.

9. Bid shall be closing and reached to the address below on or before 3.00 pm on 05.12.2025
10. Late bids will not be accepted and return unopen.
11. Bids will be opened immediately after **3.00 p.m.** on **05.12.2025** in the presence of the Bidders' representatives who choose to attend in person at the address given below.
12. Before submitting the bid, the Bidder can visit the field sites and attach the duly completed form with signature of the officer mentioned in the form.
13. Items for which no rate or price is entered by the Bidder will not be paid for by the Client when executed and shall be deemed covered by the other rates and prices in the Activity Schedule.
14. Further clarifications can be obtained from the Assistant Registrar/General Administration of the University of Vavuniya during official hours.

**Vice-chancellor,
Chairman, Department Procurement Committee,
University of Vavuniya,
Pampaimadu, Vavuniya.
15-11-2025**

SECTION 1
INSTRUCTIONS TO BIDDERS

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 Appendix A to the Contract. The name and identification number of the Contract is provided in the Bidding Data.
- 1.2 The successful Bidder will be expected to complete the performance of the Services by the Intended Completion Date provided in the Bidding Data.
- 2. Qualification and given in Experience of the bidder**
- 2.1 All bidders shall provide in Section III, Forms of Bid and Qualification and Experience Information, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
- 2.2 If stated in the Bidding Data, all bidders shall include the following information and documents with their bids in Section III:
- a) List of Services performed for each of the last five years;
 - c) Experience in Services of a similar nature for each of the last three years, and details of Services under way or contractually committed; and names and addresses of clients who may be contacted for further information on those contracts;
 - d) Work plan and methodology
 - e) list of major equipment proposed to carry out the Contract;
 - f) qualifications and experience of key staff proposed for the Contract;
 - g) any other if listed in the Bidding Data.
- 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.
- 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.
- 4.2 The Bidders shall contact the Assistant Registrar/Administration Branch for inspection and for further details.

B. BIDDING DOCUMENTS

- 5. Content of Bidding Documents** 5.1 The set of bidding documents comprises the documents listed below,
Volume 1

Section I Instructions to Bidder
Section IV Condition of Contract
Section VII Forms of Securities

Volume 2

Section II Bidding Data
Section III Forms of Bid and Qualification Information
Section V Contract Data
Section VI Employer's Requirements
Section VIII Activity Schedule

- 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 of Bid** 8.1 The Bidder shall submit the Bid in duplicate in sealed envelope as Marked
"Bid for Provision of cleaning & Janitorial Service – 2026."
- 8.2 The envelope shall include the originals of the following document.,
(i) The Original Bidding Document (Inclusive of rate and annual price),
(ii) Bid Security, (Original)
(iii) Duly filled 'A' schedules," Qualification and Experience Information,"
(iv) Other information listed in Bidding Data: and,
(v) Any other information, bidder may wish to include
(vi) Activity Schedule.
- 9. Bid Prices** 9.1 The Contract shall be for the Services, as described in the Employer's Requirements, Section VI, based on the priced Activity Schedule submitted by the Bidder.

9.2 The Bidder shall fill in rates and prices for all items of the Services described in the in-Employer's Requirements, Section VI and listed in the Activity Schedule, Section VIII. 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 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.

10. Currency of bid and payment

10.1 The price quote by the Bidder shall be in Sri Lanka 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 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 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.

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.

**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

**14.Sealing and
Marking of
Bids**

14.1 The outer envelope prepared in accordance with sub-clause 8.1 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,
- c. provide a warning not to open before the specified time and date for Bid opening as defined in the Bidding Data

14.2 In addition to the identification required in Sub-Clause 14.2, 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 above 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 Bids 16.1 Any Bid received by the Employer after the deadline prescribed in Clause 15 will be returned unopened to the Bidder.

E. BID OPENING AND EVALUATION

17.Bid Opening 17.1 The employer will open the envelope in the presence of Bidders designated representatives who choose to attend, at the time, date and location stipulated in the Invitation to 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 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, the employer will determine whether each Bid (a) is accompanied by the required securities and (b) is substantially responsive to the requirements of the bidding documents.

19.2 A substantially responsive Bid is the 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 the one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, (Consistent 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 The employer may or may not adopt the evaluation criteria and point system specified in the document.

20.3 The employer will determine whether the Bid is signed properly. If the Bid is not signed properly it will be rejected at this stage.

20.4 In evaluating the 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 22,

(b) making an appropriate adjustment on sound technical and/or financial grounds for any other quantifiable acceptable variations, deviations or alternative offers.

(c) applying any discounts offered by the Bidder.

20.5 The employer reserves the right to accept or reject any variation, deviation, or alternative offers. 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.

**21.Correction of
Errors**

21.1 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: 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.

21.2 The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited in accordance with Sub-Clause 12.5.

F. AWARD OF CONTRACT

22. Award Criteria

22.1 Subject to Clause 24, the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who have offered the lowest evaluated Bid prices.

23. Employer's Right to Accept any Bid and to Reject any or all Bids	23.1 Notwithstanding Clause 23, the Employer reserves the right to accepts 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.
24. Notification of Award and Signing of Agreement	<p>24.1 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 conditions of contract (hereinafter and in the conditions of "contract price"</p> <p>24.2 The notification of award will constitute the formation of the Contract.</p> <p>24.3 The Contract, in the form provided in the bidding documents, will incorporate all agreements between the Employer and the successful Bidder.</p>
25. Performance Security	25.1 If requested in the Bidding Data, within 14 days after receipt of the letter of Acceptance, the successful Bidder shall deliver to the Client a performance Security in the amount of 5% of the total Contract sum of and in the form (Unconditional on demand 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 condition of contract section IV.
26. Appealing procedure	Appealing procedure relating to this procurement shall conduct according to Procurement Guideline 2024 and Procurement Manual 2024

Section II

Bidding Data

Section II - Bidding Data

Instructions to Bidders

- (1.1)** The Employer is the **Vice Chancellor, University of Vavuniya**.
The name and identification number of the Contract is **“Provision of cleaning & Janitorial Service for the University of Vavuniya (BID/CS/UOV/2026/01)”**.
- (1.2)** The Intended Contract period is 365 Days from the Start Date of the Contract subject to an initial three months period of probation
- (2.2)** The information required from bidders in Sub-Clause 2.2 is:
- (I) Following Details relevant to evaluate bidder’s capacity.
- a.** List of Services in similar size and projects/contracts performed for each of **the last five years**.
 - c.** Experience in service of a similar nature for each of the last five years, and details of services under way or contractually committed: and names and address of clients who may be contracted for further information on those contracts.
 - d.** Reference letters from clients on bidder’s past performances.
 - e.** Qualifications and experience of key staff proposed for the services; and the Bidders should also confirm to the statutory requirements where payments are made to its employees under the Wages Board Ordinance, EPF and ETF.
 - f.** Registration with relevant authority regarding contribution of EPF / ETF.
 - g.** Details of VAT Registration – If the bidder has not registered for the collection of VAT a letter stating that the bidder has exempted for collection of VAT from the Commissioner of the Department of Inland Revenue should be submitted with his Bid.
- (II) Details relevant to evaluate the financial capacity of the bidder - audited accounts turnover within recent last five years. Banker’s details etc.
- (4.0)** Pre-Bid meeting will be held at 10.30 a.m., on 26.11.2025 at the Board Room, IT Centre, University of Vavuniya.
- (8.4)** The address for clarifications is.
**ASSISTANT REGISTRAR / GENERAL ADMINISTRATION DIVISION,
UNIVERSITY OF VAVUNIYA,
PAMPAIMADU, VAVUNIYA. (024 2223316)**
- 11.1** The period of Bid validity shall be up to 01-04-2026 (91 days from the date of Bid closing).
- 12.1** The amount of Bid Security shall be – Rs. 350,000.00 The bid security shall be valid Up to 29-04-2026.

- 14.2** The Employer's address for the purpose of Bid submission is,
**VICE-CANCELLOR,
CHAIRMAN – DEPARTMENT PROCUREMENT COMMITTEE,
UNIVERSITY OF VAVUNIYA,
PAMPAIMADU, VAVUNIYA.**

For identification of the bid, the envelopes should indicate: **PROVISION OF CLEANING AND JANITORIAL SERVICE FOR UNIVERSITY OF VAVUNIYA (2026)**

- 15.1** The deadline for submission of bids shall be 3.00 p.m. on 05-12-2025.
- 17.1** Bid will be opened soon after the closing of bids on 05-12-2025 at 03.00 p.m. in the following address,
**Board Room,
IT Centre,
University of Vavuniya,
Pampaimadu, Vavuniya**

20.3 Criteria for Evaluation of Qualification and Experience:

	Criteria	Maximum Points	Minimum Required
a	Experience in Similar Assignments	40	30
b	Key Staff	10	6
c	Equipment	15	9
d	Clients' Reference	15	9
e	Financial capability	20	16
	Total	100	70

a. Experience in similar assignments: (Maximum – 40 Marks)

The determination will take into account the Bidder's involvement in the similar assignments currently.

- a) 10 marks to a contract currently being carried out by the company with more than **30 Sanitary Laboure's** per day. (10 x 1 = 10)
- b) Another 10 marks to contract carried out by the company within last five years with more than **30 Sanitary Laboure's per day**. (10 x 2 = 20)
- c) 5 marks to contracts to similar nature carried out within last five years with the same condition with more than **20 Sanitary Laboure's..** (5 x 2 = 10)

[Please refer to schedule A of page no 19 and use the same format to submit the above details of Experience in similar assignments.]

b. Key Staff: (Maximum – 10 Marks)

Only the Key staff proposed by the bidder will be evaluated.

a) If following Key Staff available in the Company – (One mark per one key staff positions)

- i. Managing Director
- ii. Director
- iii. Director / Operation or equivalent
- iv. Operational Manager or equivalent
- v. Visiting Officer or equivalent
- vi. Head / Human Resource or equivalent
- vii. Accountant or equivalent
- viii. Any other key staff position similar to the above capacity accepted by the University (Maximum 3 positions)

Details of hierarchical order with organizational chart to be submitted.

[Please refer to schedule B of page no 19 and use the same format to submit the above details of Key Staff.]

c. Equipment: (Maximum – 15 Marks)

The adequacy of the equipment proposed by the bidder will be evaluated.

Availability of **Hand Grasscutters, Tractor with grass mover, High Pressure guns, Floor Cleaning machine, Portable Vacuum cleaners, Carpet Vacuum cleaner (Large), Ladders (20ft), Ladder (30ft), Hand Cart, Movable Scaffolding and other special equipment** needed for cleaning etc. (1.5 mark per each item)

[Please refer to schedule B of page no 20 and use the same format to submit the above details of Equipment.]

d. Client's Reference: (Maximum – 15 Marks)

The references made by previous clients for the contracts carried out during **the last 10 years (Public Service such as Hospital, Bank, Airport, University, other Educational Institution and reputed private sector organization etc.)** about the quality of the Services provided by the bidder will be evaluated. (3 marks per one client).

[Please refer to schedule B of page no 20 and use the same format to submit the above details of Client's Reference.]

e. Financial Capability: (Maximum – 20 Marks)

All financial aspects, including the annual turnover and other financial information audit reports will be evaluated. Audited reports for the last five years to be submitted and the annual turnover for every year to be **more than Rs. 30 million. (04 marks per one year)**

[Please refer to schedule B of page no 20 and use the same format to submit the above details of Financial Capability.]

Important Note: If not attached the above supporting documents, Bids will be rejected.

26.0 The Performance Security acceptable to the Employer shall be an unconditional form of guarantee for an amount equal to 5% of the Contract Price.

SECTION III
FORMS OF BID, QUALIFICATION
INFORMAATION, LETTER OF ACCEPTANCE,
AND CONTRACT

Section III. Forms of Bid, Qualification Information, Letter of Acceptance, and Contract

Form of Bid

To: Vice Chancellor,
University of Vavuniya,
Pampaimadu,
Vavuniya.

Having examined the bidding documents, we offer to “**Provision of Cleaning and Janitorial Service for University of Vavuniya BID/CS/UOV/2026/01)**” in accordance with the Conditions of Contract, Employer’s Requirements, drawings and activity schedule accompanying this Bid for the Contract Price of(amount in numbers).....(amount in words) or any other sum derived in accordance with the said documents.

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

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

Authorized Signature:_____

Name and Title of Signatory:_____

Name of Bidder:_____

Address:_____

Qualification Information

Notes on Form of Qualification Information

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

20.3 - Schedule A

Experience in Similar Assignments last five years

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

<i>Item</i>	<i>Employer</i>	<i>Number of employees employed</i>	<i>Contract Period</i>	<i>Contract Value</i>	<i>Mention the page numbers where the evidence is attached</i>
a)					
b) i					
ii					
c)					

20.3 - Schedule B

Key Staff

<i>Position</i>	<i>Name</i>	<i>NIC Number</i>	<i>EPF No</i>	<i>ETF No</i>	<i>Task</i>	<i>Mention the page numbers where the evidence is attached</i>

20.3 - Schedule E EUIPMENT				
<i>No</i>	<i>Equipment</i>	<i>Qty</i>	<i>Supporting Documents if any</i>	<i>Mention the page numbers where the evidence is attached</i>

20.3 Schedule C CLIENT'S REFERENCE			
<i>Client name & contact details</i>	<i>Contract Period</i>	<i>Reference Issued Date</i>	<i>Mention the page numbers where the evidence is attached</i>

20.3 - SCHEDULE D FINANCIAL CAPABILITY			
<i>Year</i>	<i>Turnover</i>	<i>Audited report attached or not</i>	<i>Mention the page numbers where the evidence is attached</i>
<i>2024/2025</i>			
<i>2023/2024</i>			
<i>2022/2023</i>			
<i>2021/2022</i>			
<i>2020/2021</i>			

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 Clause 25 of the Instructions to Bidders. This Standard Form of Letter of Acceptance should be filled in and sent to the successful Bidder only after evaluation of bids has been completed.

[date]

To: *(name and address of the Service provider)*

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

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

Authorized Signature:

Name and Title of Signatory:

Name of Agency:

Form of Contract

This CONTRACT (hereinafter called the "Contract") is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Employer]* (hereinafter called the "Employer") and, on the other hand, *[name of Service Provider]* (hereinafter called the "Service Provider").

WHEREAS

- (a) the Employer has requested the Service Provider to provide certain Services as defined in the Conditions of Contract and Contract Data attached to this Contract (hereinafter called the "Services");
- (b) the Service Provider, having represented to the Employer that they have the required skills, and personnel and resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

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

- (a) The Conditions of Contract;
- (b) The Contract Data;
- (c) The Form of Bid;
- (d) The Priced Activity Schedule;
- (e) The Employer's Requirements
- (f) The following Appendices: [Note: If any of these Appendices are not used, the words "Not Used" should be inserted below next to the title of the Appendix and on the sheet attached hereto carrying the title of that Appendix.]

Appendix A: Description of the Services

Appendix B: Schedule of Payments

Appendix C: Key Personnel

Appendix D: Breakdown of Contract Price

Appendix E: Services and Facilities Provided by the Employer

2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:

- (a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
- (b) the Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

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

For and on behalf of *[name of the Employer]*

.....
[Authorized Representative]

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

[Authorized Representative]

SECTION IV

CONDITIONS OF CONTRACT

Section IV. Conditions of Contract

1. General Provisions

1.1 Unless the context otherwise requires, the following terms
Definitions 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;
- (d) “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 Appendix A; and in the Employer’s Requirements and Schedule of Activities included in the Service Provider’s Bid.

1.2 Applicable Law The Contract shall be interpreted in accordance with the laws of the Socialist Democratic 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 send by registered mail, to such Party at the address Specified in the Contract Data.
- 1.5 Location** The Services shall be performed at such locations as are specified in Appendix A, in the Employer's Requirements and, where the location of a particular task is not so specified, at such locations, as the Employer may approve.
- 1.6 Authorized or permitted Representatives** Any action required or permitted to be taken, and any document required to be executed, under this Contract by the Employer or the Service Provider may be taken or executed by the officials specified in the Contract Data.

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

- 2.1 Effectiveness of Contract** This contract shall come into effect on the date the contract is signed by either parties or such other later date as may be stated in the Contract Data.
- 2.2 Starting date** The Service Provider shall start carrying out the Services seven (07) days after the date the Contract becomes effective, or at such other date as may be specified in the Contract Data.
- 2.3 Contract Period** Unless terminated earlier pursuant to Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is specified in the Contract Data. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.
- 2.5 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 Payment	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	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):
2.6.1 By the Employer	<ul style="list-style-type: none"> a) if the Service Providers do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Employer may have subsequently approved in writing; b) if the Service Provider become insolvent or bankrupt; c) if, as the result of Force Majeure, the Service Provider/s are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or d) if the Service Provider does not maintain a Performance Security in accordance with Clause 3.9; e) if the 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 3.8.1 and the Contract Data.; f) if the Employer, in its sole discretion, decides to terminate this Contract.
2.6.2 By the Service Provider	<p>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 2.6.2:</p> <ul style="list-style-type: none"> a) If the Employer fails to pay any monies due to the service Provider pursuant to this contract and not subject to 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 fifty-six (56) days.

2.6.3 Payment upon the Termination	<p>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:</p> <p>a) remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination;</p> <p>(b) except in the case of termination pursuant to paragraphs (a), (b), (d), of Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract</p>
3. Obligations of the Service Provider	
3.1 General	<p>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.</p>
3.2 Confidentiality	<p>The Service Provider and the 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.</p>
3.3 Service Providers' Actions Requiring Employer's Prior Approval	<p>The Service Providers shall obtain the Employer's prior approval in writing before taking any of the following actions:</p> <p>(a) entering into a subcontract for the performance of any part of the Services,</p> <p>(b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Subcontractors"),</p> <p>(c) changing the Program of activities; and</p> <p>(d) any other action that may be specified in the Contract Data.</p>
3.4 Reporting Obligations	<p>The Service Providers shall submit to the Employer the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.</p>
3.5 Documents Prepared by the Service	<p>All plans, drawings, Employer's Requirements, designs, reports, and other documents and software submitted by the Service Providers in accordance with Clause 3.6 shall become and remain the property of the Employer, and the Service Providers shall, not</p>

Providers to Be the Property of the Employer	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	All the B.O.Q. items are weighted equally. Therefore if any item has not been completed by the Contractor, the quoted amount for such item will be reduced from the monthly bill concerned. If the non-completion of the same work is repeated twice or more within contract period, 25% of the total quoted monthly payment will be reduced from respective bills. For the absentees the quoted rate for such person will be deducted for the number of days absent from the monthly bill concerned.
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	<p>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.</p> <p>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</p>
3.7 Performance Security	The service provider shall provide the performance Bond to the Client no later than the date specified in the letter of acceptance the Performance Bond shall be issued to a sum of 5% of the total Contract sum and from and by a bank acceptable to the Client. The performance Bond shall be valid until end of 28 days from the Completion date of the Contract.
4. Service Provider's Personnel	
4.1 Description of Personnel	The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix C are hereby approved by the Employer.

- 4.2 Removal and/or Replacement of Personnel**
- 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.

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 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 Clauses 6.2 (a) or (b), as the case may be.
- 5.3 Services and Facilities** The Employer shall make available to the Service Provider the Services and Facilities listed under Appendix F.

6. Payments to the Service Provider

- 6.1 Lump-Sum 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 Appendix A. 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, and Performance Incentive Compensation	6.3.1 For the purpose of determining the remuneration due for additional Services as may be agreed under Clause 2.4, a breakdown of the lump-sum price is provided in Appendices D.
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 Payments	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.

7. Quality Control

7.1 Identifying Defects	The Employer shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities.
7.2 Correction of Defects, and Lack of Performance Penalty	<p>a) The Employer shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected...</p> <p>b) Every time notice a Defect is given; the Service Provider shall correct the notified Defect within the length of time specified by the Employer's notice.</p> <p>c) If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, the Employer will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in clause 3.8.</p>

8. Settlement of Disputes

8.1 Amicable Settlement

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

8.2 Dispute Settlement

8.2.1 Any dispute arises between the Employer and the Service Provider in connection with, or arising out of, the Contract or the provision of the Services, whether during carrying out the Services or after their completion, which was not settled amicably in accordance with sub clause 8.2.1 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 five 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 V

Contract Data

Section V. Contract Data

Clauses in brackets are optional; all notes should be deleted in final text.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1 (e)	The contract name is “ Provision of Cleaning and Janitorial Service off the University of Vavuniya [2026]. ”
1.1(f)	The Employer is “Vice Chancellor, the University of Vavuniya.”
1.1 (h)	The Service Provider is [Insert name]
1.4	<p>The addresses are:</p> <p>Employer Vice Chancellor University of Vavuniya Pampaimadu, Vavuniya.</p> <p>Service Provider: <i>To be filled after selection:</i></p> <p>Attention:</p> <p>Tele:</p> <p>Facsimile:</p>
1.6	<p>The Authorized Representatives are,</p> <p>For the Employer: Assistant Registrar /General Administration</p> <p>For the Service Provider:</p>
2.1	The date on which this Contract shall come into effect is [date].
2.3	The Intended Completion Date is 365 days from the stated date.
3.5 (a)	The Contractor shall not allow the contract to subcontract the whole or any portion of the work stipulated in this Contract. The University reserves itself the right to refuse or recognize the power of attorney issued by a Contractor to any person authorizing him to carry out the Contractor's behalf.

- 3.9** As security for the due and punctual performance Contractor should undertake either furnish a Bank Guarantee in favor of the Vice-chancellor of the University of Vavuniya with a Commercial bank registered under the Central Bank of Sri Lanka as a Performance Bond for a period of one year and twenty-eight days (i.e., 5% of the tendered amount) or to deposit such a sum with the University.
- 4.2 (a)** The selected service provider should not recruit Sanitary Labourers of any of other service providers or contractors who are doing contracts in the University of Vavuniya. If it was done by the service provider and due to that the other service provider's or contractor's work was affected.
- 5.1** Not Applicable.
- 6.2** The rates mention in the financial bid. (All rates quoted by the Contractor shall be firm and not subject to variation during the contractual period of the contract.)
- 6.4** Payments shall be made on a monthly basis according to the attendance of employees provided by the service provider (relevant UOV authorized Officer certified attendance).

APPENDICES

Appendix A – Description of the Service

The University of Vavuniya is inviting qualified and experienced Janitorial service providers to submit quotations “Provision of Cleaning and Janitorial Service of the University of Vavuniya - 2026”. Accordingly, we are seeking a reliable partner to maintain the cleanliness, hygiene, and overall maintenance of our premises, ensuring a safe and pleasant environment for all employees, students and visitors.

Scope of Services Required:

The selected Provision of Cleaning and Janitorial Service provider will be responsible for the following services of the University of Vavuniya :

- (1) The premises owned by University of Vavuniya situated at
- a. Inner Circular Road, Vavuniya.
 - b. Model Tenement Road, Kurumankadu.
 - c. Park Road, Vavuniya.
 - d. Pambaimadu.
 - i. University Premises
 - ii. Hostel & Residential Premises

General Cleaning:

- Daily cleaning of the buildings. [Entrance, lobbies, corridors, staircases, and elevators (as per requirement)]
- Sweeping, removing cobwebs, mopping, and vacuuming all floors including carpeted and non-carpeted areas.
- Special attention to areas prone to spills and dirt ensuring cleanliness floors.
- Regular cleaning of meeting rooms, common areas and other rooms.
- Dusting and wiping desks, chairs, tables, and shelves & etc.

Cleaning of Washrooms:

- Thorough cleaning and sanitizing of all commodes, sinks, mirrors, walls, and floors, three times per day. (Cleaning of toilets to be done at 7.30 a.m., 11.00 a.m., 2.30 p.m.)

Other Conditions

1. Work should commence **at 7.30 a.m., and it continue up to 4.30 p.m.** for all working days including Saturday, Sunday and other holidays. ***(Except special University holidays, Tamil Thai Pongal Day, National Day, Sinhala Hindu New Year's Day, May Day, Vesak Poya Day, Milad un-Nabi, Christmas Day)***
2. The Sanitary Laborer on duty shall comply with instructions issued by Public Health Inspector of the University or authorized officers of the University of Vavuniya.
3. The Contractor should undertake the performance of the Contract during the period of the Contract in accordance with the schedule of work (BOQ).
4. The contractor should always consult the PHI of UOV regarding the work relating to this contract.
5. The contractor shall be responsible for ensuring the proper conduct of its employees within the University premises.
6. The staff employed on duty shall comply with the instructions issued by the University authorities.
7. The Contractor shall, if any part of the work carried out by him is reported by the Public Health Inspector/ UOV to be unsatisfactory or improperly done or is incomplete, re-do the said items of work according to the advice received from such officers whether orally or in writing.
8. Contractor is expected to visit each building and have an idea about the extent and scope of the work before bidding. If a bidder leaves space in the contract form or mentions "free of charge" instead of quoting, it will be considered that the contractor offers such line items free of charge.
9. Either party may, prior to the expiration of the contract period, terminate the agreement by giving the three months' notice in writing. However, if the service of the second party (Contractor) is unsatisfactory, University of Vavuniya has the sole authority to terminate the contract without prior notice.

Appendix B – Schedule of Payments and Reporting Requirements

Payment will be made monthly based on satisfactory performance, as verified by the UOV Public Health Inspector's report. Deductions will be made for any un-attended or partially completed tasks, as recommended by the PHI/ UOV regardless of the reason, including worker absence.

The agreed number of Sanitary labourers must be present daily to provide Janitorial services. For each absent worker, the following deductions will apply:

a) The equipment of one day's wage for the absent worker

b) An additional penalty of Rs. 500/- per absent worker per day.

These deductions are in addition to any reduction for un-attended or partly completed work.

Appendix C – Key Personal

1. All employees engaged by the Contractor must always be in uniform provided by Contractors. Identity Card badges must be worn at all times.
2. The Contractor shall execute the specified work on working days, holidays and weekends without interfering with the normal activities of the offices, subject however, to alteration of dates and times as may be advised by the Public Health Inspector / UOV or an authorized officer, either orally or in writing.
3. The bidder shall also ensure that their staff conducts themselves in an exemplary manner while on duty and not consume any alcoholic beverage / drugs within any premises of the University and shall not create disputes with the students or employees of the University of Vavuniya.
4. The University reserves the right to conduct body search and other security verifications of employees.

Appendix D – Services and Facilities Provided by the Employer

All cleaning-related equipment, chemical liquids and other materials should be provided by the contractor.

A list of equipment that would be used in order to carry out the cleaning work should be attached to the bidding document. The equipment mentioned in the list should be available in the university on the day of work.

The Contractor shall provide the Public Health Inspector/ UOV or an authorized officer, all proper and reasonable facilities for inspecting and testing the work done and/or being done by the Contractor as well as inspecting and testing all materials and equipment used for the contract work. The approval should be obtained from the PHI for the chemicals and utensils prior to the usage.

Section VI
EMPLOYER'S REQUIREMENT AND
DRAWINGS

Section VI - EMPLOYER'S REQUIREMENT AND DRAWINGS

CONDITIONS OF CONTRACT

1. The period of the contract shall be 365 days (One year) subject to 90 days probationary period from the starting date of the contract. The Contract may be extended for the balanced period, provided that the performance during the probationary period is satisfactory. The University of Vavuniya reserves the sole authority to extend the period of service.
2. The selected bidder should agree to provide Supervisors / Sanitary laborers on the request of the University.
3. Bidders should produce the following Certificate and approvals.
 - I. Certificate of Business Registration under which they have registered, whether as an individual business, partnership, or a company.
 - II. Attach certified copy of license by the Ministry of Defense.
 - III. A copy of the VAT Registration & letter of current VAT activation.
 - IV. Copy of the EPF / ETF Registration.
 - V. Latest payment slips of the key staff.
 - VI. Letter of authorization of signatory to sign the bid.
4. The Contractor shall ensure that his workmen carry out the work with due regard to the safety of property and personnel and will be liable for any damages to property and injury or death to persons caused by his workmen in the course of their work in the University of Vavuniya as the indicated in contract agreement.
5. In case of losses or damages which have occurred to the said property and premises which the contractor has been engaged to guard and protect, the said contractor shall agree to pay the University any expenses incurred to rectify losses or damages from the due monthly payments.
6. University of Vavuniya shall not be held responsible or liable for any damage that may be incurred by the Company/ Firm as a result of war, disturbances, strikes, lockouts, epidemics, earthquake, fire, storms, floods or other circumstances beyond the control of the University.
7. The Contractor shall indemnify the University against any claim by or in respect of any employee of the Contract engaged for the purpose of this contract, under the Workmen's Compensation Ordinance No. 19 of 1934 as amended and statutory amendments, modifications or extensions thereof. The wages should not be less than stipulated in the Wages Board Ordinance as amended by the Extra Ordinary Gazette Notification.

8. The University reserves the undisputed right to request the withdrawal of any person on duty without giving any reasons or cases. The contractor shall comply with such instructions.
9. The contractor shall indemnify the University, against, any claim, by or in respect of any employees of the particular Company/ Firm engaged for the purpose of this contract, under the Workmen's Compensation Ordinance and all statutory amendments, modifications or extension thereof.
10. To evaluate the performance of the Service Provider review meeting with the Service Provider or his authorized representatives and his supervisors will be held as required. These meetings are chaired by the Registrar, with the participations Assistant Registrar/General Administration and Public Health Inspector of the University.
Following criteria will be discussed at the meeting and the performance of the Service Provider shall be evaluated accordingly:
 - (a) Quality of Service
 - (b) Failures of Service.

The Main idea of the performance evaluation is not to down grade the service provided but to improve the service through discussions and matching with the Employer's requirements.

Declaration

I / We/ am / are aware that the conditions of bid governing the submission and the acceptance of the bid are specified above.

Authorized signature(s) of the Bidder

Name(s) and Designation(s)

Date:
Seal of the Company / Firm

Section VIII

ACTIVITY SCHEDULE

Schedule 1

Bill of Quantities for Cleaning & Janitorial Services of the University of Vavuniya

Contract Period: One (01) Year				
I. Vavuniya Town				
1. Center for Distance and Continuing Education (Park Road Premises) (Ground Floor and 1 st floor of the Building including Auditorium, Yard of the premises, Record Rooms , Stores, Documentary Record Room, Lecturer halls and Canteen dining area)				
<u>N o.</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex, using specific calcium stain remover (Ground floor, 1 st Floor and 2 nd Floor)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Cleaning Common Places - Cleaning & Sweeping, Dusting the walls & Ceilings, Washing/mopping the floors using disinfectants the common places & Cleaning The Windows (corridor, staircase, and including yard, Auditorium, Lecturer halls and Canteen dinging and etc.)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
3	Cleaning and sweeping the external premises (yard, access roads) & Keeping the surrounding environment Clean (Removing small bushes, cleaning External Drainage and cleaning removing the garbage between External roads and boundary)	Keep clean (Daily except Sundays & Public Holidays)		
4	Watering and maintaining the plants, Trees, flower beds and pots.	Once in two days		
5	Removing the dry leaves and dust in the gutters and external side of the roofs.	Once in a month		
6	Cleaning the overhead water tank	Once in a month		
7	Internal Cleaning - Cleaning & Sweeping, Dusting the walls & Ceilings, Washing/mopping the floors using disinfectants And Cleaning Windows (Office room, Staff Rooms, Record Rooms, Stores, Auditorium, Lecturer Halls and Documentary Record Room)	Once in a week		
Sub Total - 1				

2. Kurumankadu Premises

<u>N o.</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Cleaning and sweeping the external premises (yard, access roads) & Keeping the surrounding environment Clean (Cutting the grass and small bushes, cleaning External Drainage and cleaning removing the garbage between External roads and boundary)	Keep clean (Daily except Sundays & Public Holidays)		
3	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
4	Removing the dry leaves and dust in the gutters and external side of the roofs.	Once a month		
5	Cleaning the over head water tank	Once a month		
Sub Total - 2				

3. Inner Circular Road Premises

<u>N o.</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Cleaning and sweeping the external premises (yard, access roads) & Keeping the surrounding environment Clean (Cutting the grass and small bushes, cleaning External Drainage and cleaning removing the garbage between External roads and boundary)	Keep clean (Daily except Sundays & Public Holidays)		

3	Cleaning Common Places : Cleaning & Sweeping, Dusting and Cleaning the furniture and other fittings , Cleaning the windows, doors and dusting the walls Ceiling and interior roofs & Washing / mopping the floors using disinfectants the Internal Places & common places (Including yard, lecture halls, Staff Rooms, Student's common Room, and etc.) (Internal Office Should clean once in a week)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
4	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
5	Removing the dry leaves and dust in the gutters and external side of the roofs.	Once a month		
6	Cleaning the overhead water tank	Once a month		
Sub Total - 3				

II. Residential Area, Pampaimadu

1 W. A Hostel

<u>N o.</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean (Daily)		
2	Cleaning Common Places - Sweeping, Dusting, Cleaning and washing the floor, furniture, Cleaning the windows, doors and dusting the walls Ceiling and interior roofs & Mopping the common places, corridors & remove the garbage.	Keep clean (Daily)		
3	Disposal of sanitary napkins from the premises	Daily		
4	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
5	Cleaning the overhead water tank / Bathing tank	Once a month		
6	Cleaning and sweeping the external premises (yard, access roads)	Keep clean (Daily)		
7	Removing grass- one meter from around the building	Keep clean		
Sub Total -4				

2 W. B. Hostel

<u>N o.</u>	<u>Description of work</u>	<u>Frequenc y</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean (Daily)		
2	Cleaning Common Places - Sweeping, Dusting, Cleaning and washing the floor, furniture, Cleaning the windows, doors and dusting the walls Ceiling and interior roofs & Mopping the common places, Study areas, corridors & remove the garbage.	Keep clean (Daily)		
3	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
4	Disposal of sanitary napkins from the premises	Daily		
5	Cleaning the overhead water tank	Once a month		
6	Cleaning and sweeping the external premises (yard, access roads)	Keep clean (Daily)		
	Removing grass- one meter from around the building	Keep clean		
Sub Total - 5				

3 W.C Hostel

<u>N o.</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean (Daily)		
2	Cleaning Common Places - Sweeping, Dusting, Cleaning and washing the floor, furniture, Cleaning the windows, doors and dusting the walls Ceiling and interior roofs & Mopping the common places, corridors & remove the garbage.	Keep clean (Daily)		
3	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
4	Disposal of sanitary napkins from the premises	Daily		
5	Cleaning the overhead water tank	Once a month		
6	Cleaning and sweeping the external premises (yard, access roads)	Keep clean (Daily)		
7	Removing grass- one meter from around the building	Keep clean		
Sub Total - 6				

4. M.A Hostel

<u>No.</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean (Daily)		
2	Cleaning Common Places - Sweeping, Dusting, Cleaning and washing the floor, furniture, Cleaning the windows, doors and dusting the walls Ceiling and interior roofs & Mopping the common places, corridors & remove the garbage.	Keep clean (Daily)		

3	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
4	Cleaning the overhead water tank	Once in a Three month		
5	Cleaning and sweeping the external premises (yard, access roads)	Keep clean (Daily)		
6	Maintenance fo the Constructed Wetland - Inspection should be done weekly to check whether debris (fallen leaves / floating materials) clog the pipe lines, manholes, wetland bed, and the cleaning action should be taken if it is needed.	Every week		
7	Removing grass- one meter from around the building	Keep clean		
Sub Total - 7				

5. Gymnastic Centre

<u>N o.</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
01	Cleaning Common Places - Sweeping, Dusting, Cleaning and washing the floor, furniture, Cleaning the windows, doors and dusting the walls Ceiling and interior roofs, outside roofs & Mopping the common places & corridors , removal of garbage. (Internal Office Should Clean once in a week)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
02	Cleaning and sweeping the external premises (yard, access roads)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
03	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
04	Removing grass- one meter from around the building	Keep clean		
Sub Total - 8				

6. Physical Education Unit & Sports Complex

<u>No.</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
01	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
02	Internal Cleaning - Internal Sweeping & Cleaning the furniture and other fittings & Washing/mopping the floors using disinfectants Office, indoor stadium floor, indoor roofs and windows.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
03	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
04	Cleaning and sweeping the external premises (yard, access roads)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
05	Removing grass- one meter from around the building	Keep clean		
Sub Total - 9				

III. University Premises, Pambaimadu

A. Faculty of Business Studies,

1. Administrative Block and Smart Computer Lab and Lecturer halls (LH 1, LH 6, Language Lab)

<u>N o</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Cleaning Common Places - Cleaning & Sweeping, Dusting and Cleaning the furniture and other fittings, Cleaning the windows, doors and dusting the walls Ceiling and interior roofs Washing/mopping the floors using disinfectants the common places (Including yard, lecture halls, Students Learning Centre, Staff Rooms, Auditorium, Board Room, and etc.) (Internal Office Should Clean once in a week)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
3	Cleaning and sweeping the external premises (yard, laboratory surrounding, access roads and etc.)	Keep clean (Daily except Sundays & Public Holidays)		
4	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
5	Removing the dry leaves and dust in the gutters and external side of the roofs.	Once a month		
6	Cleaning the all over head water tanks.	Once a month		
7	Cleaning the all curtain by using dust blowing machine with steam ironing	Once a month		
8	Removing grass- one meter from around the building	Keep clean		
Sub Total - 10				

2. Balakrishnan Block

<u>N o</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount permon th (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Cleaning Common Places - Cleaning & Sweeping, Dusting and Cleaning the furniture and other fittings , Cleaning the windows, doors and dusting the walls Ceiling and interior roofs Washing/mopping the floors using disinfectants the common places (lecture halls, Staff Rooms, and etc) (Internal Office Should Clean once in a week)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
3	Cleaning and sweeping the external premises (Yard and access roads)	Keep clean (Daily except Sundays & Public Holidays)		
4	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
5	Cleaning the all curtain by using dust blowing machine with steam ironing	Once a month		
6	Cleaning the over head water tanks	Once a month		
7	Removing grass- one meter from around the building	Keep clean		
Sub Total - 11				

3. Soosairatnam Block

<u>N o.</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	Internal Cleaning - Cleaning & Sweeping, Dusting and Cleaning the furniture and other fittings , Cleaning the windows, doors and dusting the walls Ceiling and interior roofs Washing/mopping the floors using disinfectants the internal & common places (Including lecture halls)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Cleaning and sweeping the external premises (Yard and access roads)	Keep clean (Daily except Sundays & Public Holidays)		
3	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
4	Cleaning the all curtain by using dust blowing machine with steam ironing	Once a month		
5	Removing grass- one meter from around the building	Keep clean		
Sub Total - 12				

4. Project Management Building

<u>N o.</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Cleaning Common Places - Sweeping, Dusting, , Cleaning and washing the floor, furniture, Cleaning the windows, doors and dusting the walls Ceiling and interior roofs, Mopping the common places & corridors removal of garbage. (Internal Office Should be Cleaned once in a week)	Keep Clean (Daily except Sundays & Public Holidays)		
3	Cleaning and sweeping the external premises (Yard and access roads)	Keep clean (Daily except Sundays & Public Holidays)		

4	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
5	Cleaning the all curtain by using dust blowing machine with steam ironing	Once a month		
6	Cleaning the over head water tanks	Once a month		
7	Removing grass- one meter from around the building	Keep clean		
Sub Total - 13				

5. Department of English Language Teaching (DELT)

<u>N o.</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Cleaning Common Places - Cleaning & Sweeping, Dusting and Cleaning the furniture and other fittings , Cleaning the windows, doors and dusting the walls Ceiling and interior roofs Washing/mopping the floors using disinfectants the common places (lecture halls, Staff Rooms, Language Laboratory, and etc) (Internal Office Should Clean once in a week)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
3	Cleaning and sweeping the external premises (yard, access roads)	Keep clean (Daily except Sundays & Public Holidays)		
4	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
5	Removing the dry leaves and dust in the gutters and external side of the roofs.	Once a month		
6	Removing grass- one meter from around the building	Keep clean		
Sub Total -14				

B. Faculty of Applied Science

1. Administrative Block

<u>N o.</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Cleaning Common Places - Cleaning & Sweeping, Dusting and Cleaning the furniture and other fittings , Cleaning the windows, doors and dusting the walls Ceiling and interior roofs Washing/mopping the floors using disinfectants the common places (Including lecture halls, smart lecture hall, Staff Rooms, Student's common Room, Board Room and etc.) (Internal Office Should Clean once in a week)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
3	Cleaning and sweeping the external premises (yard, surrounding, access roads and etc.)	Keep clean (Daily except Sundays & Public Holidays)		
4	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
5	Removing the dry leaves and dust in the gutters and external side of the roofs.	Keep clean		
6	Cleaning the all curtain by using dust blowing machine with steam ironing	Once a month		
7	Cleaning the all over head water tanks	Once a month		
8	Removing grass- one meter from around the building	Keep clean		
Sub Total - 15				

2. Department of Bio Science Laboratory Block

No.	Description of work	Frequency	Rate	Amount per Month (Rs.)
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Cleaning Common Places - Cleaning & Sweeping, Dusting and Cleaning the furniture and other fittings, Cleaning the windows, doors and dusting the walls Ceiling and interior roofs Washing/mopping the floors using disinfectants the common places (Including lecture halls, Staff Rooms, Student's common room, Board and etc.) (Internal Office Should Clean once in a week)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
3	Cleaning and sweeping the external premises (Yard, EBL, ECL, Upstairs & Lifts)	Keep clean (Daily except Sundays & Public Holidays)		
4	Cleaning and sweeping the external premises (yogurt production Unit, silage production room, mushroom production room & aquaculture area)	once in a week		
5	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
6	Removing the dry leaves and dust in the gutters and external side of the roofs.	Keep clean		
7	Cleaning the all over head water tanks	Once a month		
8	Constructed Wetland <ul style="list-style-type: none"> Clean the drainage of the constructed wetland, waste water treatment system constructed to treat the laboratories effluence. Watering the treated water to the plants. 	Keep clean (Daily except Sundays & Public Holidays)		
9	Removing grass- one meter from around the building	Keep clean		
Sub Total - 16				

3. Department of Physical Science, Laboratory Block

<u>N o</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Cleaning Common Places - Cleaning & Sweeping, Dusting and Cleaning the furniture and other fittings , Cleaning the windows, doors and dusting the walls Ceiling and interior roofs Washing/mopping the floors using disinfectants the common places (Staff Room, Yard and access roads) (Internal Office Should Clean once in a week)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
3	Cleaning and sweeping the external premises (Yard and access roads)	Keep clean (Daily except Sundays & Public Holidays)		
4	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
5	Cleaning the all curtain by using dust blowing / steam ironing	Once a month		
6	Cleaning the over head water tanks	Once a month		
7	Removing grass- one meter from around the building	Keep clean		
Sub Total - 17				

4. Staff Room of the Department of Physical Science

<u>N o</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Cleaning Common places - Cleaning & Sweeping, Dusting and Cleaning the furniture and other fittings , Cleaning the windows, doors and dusting the walls Ceiling and interior roofs Washing/mopping the floors using disinfectants the common places (Board Room, Directors Room and Common Place) (Internal Office Should Clean once in a week)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
3	Cleaning and sweeping the external premises (yard, access roads)	Keep clean (Daily except Sundays & Public Holidays)		
4	Cleaning and sweeping the external premises (yard, access roads)	Keep clean (Daily except Sundays & Public Holidays)		
5	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
6	Removing the dry leaves and dust in the gutters and external side of the roofs.	Once a month		
7	Removing grass- one meter from around the building	Keep clean		
Sub Total - 18				

C. Faculty of Technological Studies

1. Administrative Block

No.	Description of work	Frequency	Rate	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Cleaning Common Places - Cleaning & Sweeping, Dusting and Cleaning the furniture and other fittings , Cleaning the windows, doors and dusting the walls Ceiling and interior roofs Washing/mopping the floors using disinfectants the common places (lecture halls, Office Room, Staff Rooms, Student's Common Room and etc) (Internal Office Should Clean once in a week)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
3	Cleaning and sweeping the external premises (Students Union Common hall, Yard, Cycle hut and access roads)	Keep clean (Daily except Sundays & Public Holidays)		
4	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
5	Removing the dry leaves and dust in the gutters and external side of the roofs	Once in a Month		
6	Cleaning the all curtain by using dust blowing machine with steam ironing	Once a month		
7	Cleaning the over head water tanks	Once a month		
8	Removing grass- one meter from around the building	Keep clean		
Sub Total - 19				

2. Advance Computer Laboratory Block

<u>No</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Cleaning Common Places - Cleaning & Sweeping, Dusting and Cleaning the furniture and other fittings, Cleaning the windows, doors and dusting the walls Ceiling and interior roofs, Washing/mopping the floors using disinfectants the common places. (Internal Office Should Clean once in a week)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
3	Cleaning and sweeping the external premises (Yard and access roads)	Keep clean (Daily except Sundays & Public Holidays)		
4	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
5	Cleaning the all curtain by using dust blowing machine with steam ironing	Once a month		
6	Removing grass- one meter from around the building	Keep clean		
Sub Total - 20				

D. Common Places

1. Library Building

<u>N o.</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Cleaning Common Places - Cleaning & Sweeping, Dusting and Cleaning the furniture and other fittings, Cleaning the windows, doors and dusting the walls Ceiling and interior roofs Washing/mopping the floors using disinfectants the common places (Office rooms, Staff Rooms, stores and etc) (Internal Office Should Clean once in a week)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
3	Cleaning and sweeping the external premises (yard, access roads)	Keep clean (Daily except Sundays & Public Holidays)		
4	Watering and maintaining the plants, Trees, flower beds and pots	Once in Two days		
5	Cleaning the all curtain by using dust blowing machine with steam ironing	Once a month		
6	Cleaning the over head water tanks	Once in a month		
7	Removing grass- one meter from around the building	Keep clean		
Sub Total - 21				

1. Maintenance Unit (Including Common store) & Health Centre

<u>N o</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, wash basins, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex, using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Cleaning Common Places - Cleaning & Sweeping, Dusting, Cleaning the windows, doors and dusting the walls and outside roofs Washing/mopping the floors using disinfectants the common places. (Internal Office Should Clean once in a week)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
3	Cleaning and sweeping the external premises (Common store, yard, access roads)	Keep clean (Daily except Sundays & Public Holidays)		
4	Removing the dry leaves and dust in the gutters and external side of the roofs.	Once in a Month		
5	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
6	Removing grass- one meter from around the building	Keep clean		
Sub Total -22				

2. Staff and Welfare Division

<u>N o</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Cleaning Common Places - Cleaning & Sweeping, Dusting and Cleaning the furniture and other fittings, Cleaning the Windows, doors and dusting the walls Ceiling and interior roofs Washing/ mopping the Floors using disinfectants the common places (Including Staff Rooms, Proctor's Office, Students Common room and etc.) (Internal Office Should Clean once in a week)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
3	Cleaning and sweeping the external premises (Yard and access roads)	Keep clean (Daily except Sundays & Public Holidays)		
4	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
5	Removing grass- one meter from around the building	Keep clean		
Sub Total -23				

3. IT Centre Building

<u>No</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Cleaning Common places - Cleaning & Sweeping, Dusting and Cleaning the furniture and other fittings, Cleaning the windows, doors and dusting the walls Ceiling and interior roofs Washing/mopping the floors using disinfectants the common places (Staff Room, Computer Lab, Lecture Halls ,lobby, Car porch, Balcony, Conference room, E-Learning Centre & Corridor) (Internal Office Should Clean once in a week)	Keep clean during office hours (Daily except Sundays & Public Holidays)		
3	Cleaning and sweeping the external premises (Yard and access roads)	Keep clean (Daily except Sundays & Public Holidays)		
4	Watering and maintaining the plants, Trees, flower beds and pots.	Once in Two days		
5	Removing the dry leaves and dust in the gutters and external side of the roofs.	Once in a Month		
6	Cleaning the all curtain by using dust blowing machine with steam ironing	Once a month		
7	Cleaning the over head water tanks	Once a month		
8	Removing grass- one meter from around the building	Keep clean		
Sub Total -24				

4. Canteens (Main - Canteen, Faculty of Applied Science – Canteen, Women hostel and Men’s hostel Canteen)

<u>N o</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	Removing garbage bags and keeping the canteen surroundings clean, cleaning the external building, students study areas and drainage, dusting the internal and external roofs, cleaning gutters, maintaining separate dustbins, and cleaning and washing the washroom floors, bowls, urinals, squatting pans, commodes, and sewage pits (ensuring no calcium deposits on ceramic fittings)	Keep clean (Daily except Sundays & Public Holidays)		
Sub Total - 25				

5. Student Washrooms in front of Maintenance Branch and Near to Applied Science smart Lecturer Halls

<u>N o</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	WASH ROOM - Cleaning, washing & disinfections of mirror, wall, floors, bowls, urinals, wash basins, squatting pans, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
2	Removing grass- one meter from around the building	Keep clean		
Sub Total -26				

6. Gate 1, Gate 2, Gate 3 and Hostel Main Gate

<u>N o</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days		
2	WASH ROOM – (Gate 2) Cleaning, washing & disinfections of mirror, wall, floors, bowls, wash basins, commodes using standard cleaners & disinfectants; Ensure no calcium deposits in the ceramic fittings in the complex; using specific calcium stain remover.	Keep clean during office hours (Daily except Sundays & Public Holidays)		
3	Cleaning the area between the boundary wall and the roads from Gate 01 to Gate 03 along the mannar road, Pampaimadu.	Once in a month		
4	Removing grass- one meter from around the building	Keep clean		
Sub Total -27				

7. Grass Cutting Common areas

<u>No</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Rate</u>	<u>Amount per month (Rs.)</u>
1	Removing grass- one meter from around the common places (Including well area, Pump rooms, Generator rooms, store area and all common building areas)	Keep clean		
Sub Total -28				

Grass Cutting

- Grass Cutting, mowing and maintaining the grasses at the height of 1.5 inches – 2.5 inches in the Academic & Residential areas at pampaimadu premises throughout the year as mentioned in the Map.
(Mower and Bush cutter should be used)
- Remove the Cutting grasses at the University and disposing them to allocated area at the University premises.
- If the grass cutting work not completed as assigned, the incomplete assigned work will be carried out by the university or third party and the actual expenditures along with management cost incurred to complete the incomplete assigned work will be offset from your invoice.

SCHEDULE 2
GRASS CUTTING WORK SCHEDULE

SCHEDULE 03**Special work for Maintenance of the Constructed Wetland and Cleaning of Water Sump at Hostel premises**

<u>No</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Amount per Year (Rs.)</u>
Maintenance of the Constructed Wetland (Male Hostel)			
1	Plants (cattail) need to be trimmed at the height of 4 inches from the ground level every three months to remove excess biomass and to prevent the uncontrolled propagation of seeds in the surrounding environment. Grown in approximately 25m ² area.	Once in three months	
2	Gravel placed (to 1 m depth) in the narrow inlet tank should be taken out, wash it with clean water and place it back in the tank. This needs to be done once a year to get rid of water stagnation and the proper functioning of the wetland. (Approximately 2.5 m ³ volume)	Once a Year	
Cleaning of Water Sump at Hostel premises			
3	Clearing of main water tank at Hostel Premises, Clearing of water tank sump, Clearing of WH B water sump and Clearing of Male hostel water sump	Once a Year	
Sub Total -1			

University of Vavuniya

Cleaning & Janitorial Services

Summary sheet of BOQ

CLEANING & JANITORIAL SERVICES	
I. Cleaning works Monthly Total Cost Sub total 1+2+3+4+5+6+7+8+9+10+11+12+13+14+15+16+17+18+19+ 20+21+22+23+24+25+26+27+28	
II. Grass Cutting Amount Per Month	
III. Special Work Amount Per Month Sub Total -1	
ANNUAL CONTRACT TOTAL = Sub Total (I + II+III) (Cleaning Works + Grass Cutting + Special Work)	
Annual Total (Excluding VAT)	
VAT 18 %	
Annual Total (Including VAT)	
<div style="display: flex; justify-content: space-between;"> Total (in words) including VAT per </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> </div>	
Name : ----- Rubber Stamp : Signature:-----	

SCHEDULE 4**SCHEDULE OF WORKFORCE PROPOSED FOR THE CLEANING AND JANITORIAL SERVICE**

No.	Locations	Recommended by the Client	Proposed by the Bidder
01	Coordinating Officer	01	
02	Supervisor	02	
<u>Vavuniya Town</u>			
No.	Locations	Minimum No of Janitors	
01	Centre for Distance and Continuing Education (Park Road Premises)	01	
02	Kurumankadu Premises	01	
03	Inner Circular Road	01	
<u>Residential Area, Pampaimadu</u>			
01	W. A Hostel	02	
02	W. B Hostel	03	
03	W. C Hostel	02	
04	M. A Hostel	03	
05	Gymnastic Centre	01	
06	Physical Education Unit & Sports Complex		
<u>University Premises, Pampaimadu</u>			
A	Faculty of Business Studies		
01	Administrative Block and Smart Computer Lab and Lecturer halls (LH 1, LH 6, Language Lab)	02	
02	Department of English Language Teaching		
03	Balakrishnan Block	02	
04	Soosairatnam Block	02	
05	Project Management Building	02	
B	Faculty of Applied Science		
01	Administrative Block	02	
02	Department of Bio science Laboratory Block	02	
03	Department of Physical Science Laboratory Block and Staff rooms of the Department of Physical Science	02	
C	Faculty of Technological Studies		
01	Administrative Block	02	
02	Advanced Computer Laboratory Block		

D	Common Places		
01	Maintenance unit & Health Centre	03	
02	Students and Welfare Block		
03	Canteens (Main Canteen, FAS Canteen)		
04	Student Washrooms in front of Maintenance Branch and Near to Applied Science IT Lab		
05	Gate 1, Gate 2, Gate 3 & Hostel Gate		
06	Library Building	03	
07	IT Centre Building	03	
08	Grass cutting Common Places	01	
Total No. of Janitors		40	

I/ We agreed to provide the following workforce for the Cleaning Services at the University of Vavuniya

No. of Supervisors:No. of Janitors :

Date

Bidder's Signature with Official Seal

SCHEDULE 5

SCHEDULE OF PLANTS / EQUIPMENTS AND TOOLS REQUIREMENT LISTED BELOW

No	Plants/ Equipments & Tools	Qty	Usage Period
01	Tractor for Grass Cutting with mower	01	1 Year
02	Grass Cutting machines (Brush cutter) (Mechanical Machines)	05	1 Year
03	Compressor 100 Liters	01	1 year
04	No. of Step Ladders (5 ft,10 ft, 20ft, 40ft one from each Height)	04	1 Year
05	Wheel Borrow	05	1 Year
06	Grape hoe	25	1 Year
07	Iron Rake	02	1 Year
08	Knife (Small)	03	1 Year
09	Knife (Big)	04	1 Year
10	Hedge shear	02	1 Year
11	Pruning Saw	02	1 Year
12	Looping Shear	02	1 Year
13	Flexible Hose (100 Feet)	07	1 Year
14	Plastic Rake	10	1 Month
15	Ekel Broom	40	2 Month
16	Plastic Broom	25	3 Month
17	Dustpan	40	6 Month
18	Hand brush	40	2 Month
19	Sink Brush	60	2 Month
20	Coir broom	45	2 Month
21	Plastic coir broom	25	2 Month
22	Floor wiper	60	3 Month
23	Toilet brush	100	2 Month
24	Mop	40	2 Month
25	Mop bucket	40	6 Month
26	Plastic bucket	75	6 Month
27	Duster	30	6 Month
28	Sponge (big/small)	150	1 Month
29	Spray can	50	6 Month
30	Gloves	40	1 Month
31	Glass wiper	45	6 Month
32	Garbage bag	2000	1 Month

Notes: **If you want to provide any other required Equipment items has to be Attach Separate Sheet, No Equipment & No transport Cost will be given by the University.**

Bidder should specify the proposed numbers of plants and equipments necessary for cleaning services in the last column of the above Table. If not, it will be considered that Bidder has agreed to the recommended numbers.

Bidder may include additional equipment/ items necessary for cleaning services and their numbers in the above Table. Successful Bidder should make arrangements for the authorized officers of the University to inspect all agreed equipment/ items at the premises at least one day prior to the commencement of works.

I/ We agreed to provide and use the proposed plants / equipments/ items for the cleaning services and make available them for inspection at the site one day prior to the commencement of work.

Date

Bidder's Signature with Official Seal

SCHEDULE 6

PROPOSED WAGES ACCORDING TO WAGES BOARDS ORDINANCE FOR THE PROPOSED FOR THE CLEANING AND JANITORIAL SERVICES

		Wages in Rupees	
		As per Wages Boards Ordinance	As proposed by the Bidder
1	For Janitors - per day (8 hours)		
	<u>Male</u>		
	Basic Salary		
	Allowances		
	EPF/ETF (Total)		
	Overtime		
	Total Salary per day		
	<u>Female</u>		
	Basic Salary		
	Allowances		
	EPF/ETF (Total)		
	Overtime		
	Total Salary per day		
2	For Supervisors - per day (8 hours)		
	Basic Salary		
	Allowances		
	EPF/ETF (Total)		
	Overtime		
	Total Salary per day		
3	For Coordinating Officer - per day (8 hours)		
	Basic Salary		
	Allowances		
	EPF/ETF (Total)		
	Overtime		
	Total Salary per day		
Total monthly salary for Male Janitors as proposed by the Contractor			
Total monthly salary for Female Janitors as proposed by the Contractor			
Total monthly salary for Supervisors as proposed by the Contractor			
Total monthly salary for Coordinating Officer as proposed by the Contractor			
TOTAL MONTHLY SALARY FOR ALL JANITORIAL STAFFS			

Date

Bidder's Signature with Official Seal

SCHEDULE 7

Minimum Materials requirement Per Month is listed below

No	Chemicals	Unit	Qty	Rate	Amount
1	Dettol	Liter	06		
2	Naphthalene Ball (Small)	Nos	800		
3	Vim	Kg	40		
4	HCL-Acid (Diluted)	Liter	65		
5	HARPIC	Liter	80		
6	Glass Cleaner	Liter	40		
7	Soap	Nos	50		
8	Tiles Cleaner	Liter	80		
9	Phenol	Liter	80		
10	Calcium Remover	Liter	65		
11	Chlorine	Kg	50		
12	Air Fresher (Box)	Nos	55		
13	Air fresher (Liquid)	Liter	40		
14	Mopping Liquid	Liter	80		
Total Amount					

Any other required items (Attach Separate Sheet)

I/ We agreed to provide and use the proposed Materials for the cleaning services and make available them for inspection at the site one day prior to the commencement of work.

Date

Bidder's Signature with Official Seal

**CLEANING & JANITORIAL SERVICE FOR UNIVERSITY OF VAVUNIYA,
SRI LANKA 2026**

AGREEMENT (DRAFT)

BETWEEN

UNIVERSITY OF VAVUNIYA, SRI LANKA

AND

.....
This contract is made and entered into at VAVUNIYA in the Democratic Socialist Republic of Sri Lanka on this for and on behalf of the said University of Vavuniya. (hereinafter referred to as the “University of Vavuniya”) of the ONE PART and..... (hereinafter referred to as the “Contractor” which term shall include its heirs executors, administrators and legal representative) of the OTHER PART.

WHEREAS the University of Vavuniya has awarded the contractor the tender for providing cleaning and Janitorial services at the University of Vavuniya on the terms and conditions stipulated hereinafter.

NOW THEREFORE the University of Vavuniya and Contractor hereby agree as follows:

1. The period of this contract Commencing on 01st January 2026 and ending on the 31st December 2026.
2. The Contractor shall duly discharge the contractual duties and obligations during the said period of the contract in accordance with the schedule of work containing the work to be done which said schedule has been signed on behalf of the parties hereto.
3. The University of Vavuniya shall pay the Contractor sum of Rupeesexcluding VAT. Monthly payment will be made on or before the tenth day of the following month commencing from January, 2026 for satisfactory and due performance of the contract in the preceding month by certification of Assistant Registrar, Administration Branch.
4. The Contractor shall not assign or enter into a sub contract in respect of the whole or any portion of the work stipulated in the said schedule of work without the written consent of University of Vavuniya. The University of Vavuniya shall have the right to refuse to recognize him/her to carry out the contract on behalf of the contractor.
5. The Contractor shall afford the authorized officers of the University of Vavuniya all proper and reasonable facilities for inspecting and testing the work done and or being done by the Contractor including all materials and equipment employed for the contract work.

6. The Contractor shall, in the event any part of the work carried out by him/her/them it is reported by the authorized officers of the University of Vavuniya to be unsatisfactorily or improperly done or incomplete, redo the said items of work according to the instructions received from such officers, whether orally or in writing.
7. If prompt action is not taken to the written complaint by the Supervising authority of the University of Vavuniya and work is carried out in a dissatisfied manner, the amount due to that portion of the work will be deducted from the monthly payment.
8. The monthly work performance report duly signed by the respective sectional Supervisor of the division must be forwarded with the monthly invoice for payment.
9. In the event of the Contract work which cannot be carried out in accordance with the schedule of work due to circumstances which are beyond the Contractor's control and where the Contractor considers that the said work will continue to be interrupted for a further period of two days or more, he/she/they shall promptly inform an authorized officer of the University of Vavuniya of such interruptions of delays and obtain his instructions on the manner in which such interrupted work is to be carried out and carry out such work in accordance with such instructions.
10. The company should clean the manholes, pipelines and catch-pits of waste water and sewerage systems whenever necessary. If it is a major repair work the cost will be paid by the university on an agreed estimated amount.
11. All employees engaged by the Contractor should produce their Identity Cards before entering the University of Vavuniya Premises.
12. The Contractor shall carry out the work set out in the Schedule of work at such times and at such intervals as laid down in the said Schedule. Where the frequency for the carrying out of work is set out in the said schedule in respect of any type of services, the Contractor shall carry out the said services as such intervals and in such manner as to keep the premises and or fixtures in respect of which the services are to be rendered in a clean and satisfactory condition.
13. The Contractor shall ensure that his/her/their/its employees carry out the contract works with due regard to the safety of property and personnel and shall be liable for any damages to property and or personnel, injury or death to persons caused by employees of the Contractor in the course of their work in the University of Vavuniya premises.
14. The University of Vavuniya shall make available adequate space for the Contractor to store his/her/their/its materials and equipment and the Contractor shall, immediately on termination of this contract, hand over vacant possession there of to an authorized officer of the University of Vavuniya.
15. If the Contractor, in the opinion and determination of the Vice Chancellor, of the University of Vavuniya.

- (a) does not or is not executing the contract properly and/or in accordance with the terms and conditions of the contract or
- (b) abandons the contract it shall be lawful for the University of Vavuniya to:-

Take such action as it deems fit so as to ensure the execution of the work in a Satisfactory manner.

Terminate the contract and engage another contractor or more as it thinks fit to carry out the contracted services or the balance period of the contract at the cost and expense of the Contractor, who shall be liable for all such expenses and sum of money that may be expended by the University in engaging other contractors for the said work.

It shall be lawful for the University to recover all sum of money that may be required for the completion of the said contract work from the Contractor.

- 16. The employees of the Contractor shall always be in a uniform provided by the Contractor whilst on duty.
- 17. The said employees shall wear Company identity Card badges at all times during the course of their work in the University of Vavuniya premises.
- 18. The Contractor shall provide the Vice Chancellor through the Assistant Registrar/Administration: names of each and every employee of the Contractor engaged to discharge the contractual duties in the University of Vavuniya premises.
- 19. The University of Vavuniya may, with the written consent of the Contractor, extend the period of contract on terms and conditions to be agreed upon by the parties here to.
- 20. All employees engaged by the Contractor shall sign the Attendance Register and finger machine maintained at the security point in the relevant section.
- 21. The contractor shall indemnify the University against any claim by or in respect of any employee of the Contractor engaged for the purpose of his contract, under the workmen's Compensation Ordinance No 19 of 1934 and all amendments hereto and / or all Modifications clarifications or extensions thereof.
- 22. The University of Vavuniya shall not be held, responsible or liable for any damage that may be incurred to the Contractor as a result of war, civil disturbance, strikes lockouts equipments, earthquake, firestorms, floods or their circumstances which are beyond the control of the University of Vavuniya.
- 23. All rates accepted by the contractor shall be firm and shall not be subject to variation during the pendency of the contract other than the rates accepted for grass cutting which will be calculated based on the Government Approved fuel price as at the 1st day of the each month.
- 24. As security for the due and punctual performance of the contract in accordance with the terms and conditions stipulated herein and for the

due settlement of claims to which the University of Vavuniya may be entitled under the provisions of this contract, you are required to furnish a performance security for a sum of 10% of the full value of the tendered amount, performance security shall be from a Licensed Commercial bank operating in Sri Lanka for Rupees
..... in favor of University of Vavuniya.

25. The Contractor is responsible for providing all the labor material, tool and equipments required to carry out the works.
26. In the event of either party intending to terminate this contract/the expiry of the said contract period, three months' notice of such intention shall be given in writing to the other party.
27. All notice required to be given under contract shall be deemed to have been duly served on the parts hereto if such are sent by registered post to the respective addresses of the parties contained herein.
28. All the other conditions indicated in the BOQ and the bidding document is also applicable.

IN WITNESS WHEREOF the parties hereto have signed in the presence of the following

Witness at Vavuniya on this.....

.....
Signature of Contractor

.....
Signature of the Vice-Chancellor

Signed in our presence
WITNESS

1)

1)

2)

2)

Section VII

Forms of Securities

Section VIII. Forms of Security

Annex A Form: Bid Security (Bank Guarantee)

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 five conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date [Usually 28 days after the end of the validity period of the Bid.] 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 Bank _____

Witness _____

s _____ Seal _____

[signature, name, and address]

Annex B Form: 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 Contract or 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 date of issue of the Certificate of Completion.

Signature and seal of the Guarantor _____

Name of Bank _____

Address _____

Date _____

