

ORIGINAL/DUPLICATE

BIDDING DOCUMENT

Procurement of Contractual Services

PROVISION OF CLEANING & JANITORIAL SERVICES

2024

BID NO: BID/CS/UOV/2024/01



UNIVERSITY OF VAVUNIYA, SRI LANKA

Issued To :

.....

Date :

Non – Refundable Fee :

Receipt No :

Date :

Assistant Registrar
General Administration
Branch

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University of Vavuniya, Sri Lanka

Invitation for Bids

Provision of Cleaning and Janitorial Services for University of Vavuniya 2024

1. The Chairman, Departmental Procurement Committee, University of Vavuniya invites sealed Bids for the above contract up to **03.00 p.m on 10.11.2023**.
2. Intended Period of Contract should be 365/366 days subject to a performance evaluation period of 60 days.
3. Firms which satisfy the following conditions are eligible to submit Bids. Documentary evidences should be provided with bids.
 - 3.1 Must be registered in Sri Lanka under the Company's Acts or Business Name Registered Ordinance.
 - 3.2 Audited financial statement of cleaning service contracts performed in the last 03 Years should be submitted with bid.
4. Interested bidders may obtain further information from the Assistant Registrar, General Administration Branch, University of Vavuniya, and inspect the bidding documents at the same address on any working day during working hours. (Contact Number – 024 222 3316)
5. Bidding documents of English Language could be obtained from **23.10.2023 to 09.11.2023** 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. All bids shall be accompanied by a bid security for the amount of **Rs.350,000.00** to be valid for a period of 120 days from the date of closing of bids. The bid security should be obtained from any **licensed commercial Bank** operating in Sri Lanka approved by the Central Bank of Sri Lanka in favor of University of Vavuniya. (**Bid security from Insurance Companies shall not be accepted**)
7. Bidders are strongly advised to attend the pre-bid meeting on **01st November 2023 at 10.00 am** at the board room of **IT Centre, University of Vavuniya, Pampaimadu, Vavuniya** for any clarifications in the bids and inspect the location if necessary before pricing.
8. Perfected sealed bids (Original & Duplicate) marked as "**Bid for the provision of Cleaning and Janitorial Services 2024 for University of Vavuniya**" on the top left hand corner of the envelope should be addressed to Assistant Registrar, General Administration Branch, University of Vavuniya, Pampaimadu, Vavuniya and should reach University of Vavuniya on or **before 3.00 p.m on 10.11.2023** by registered post OR deposited in the tender box kept in the **General Administration Branch, University of Vavuniya, Pampaimadu, Vavuniya**.
9. Bids received will be opened soon after the closing of bids on **10.11.2023 on 03.00 p.m** at the **Board Room of the IT Centre, University of Vavuniya, Pampaimadu , Vavuniya**. Bidder or an authorized representative is allowed to be present at the time of opening of bids.

The Chairman,
Departmental Procurement Committee,
University of Vavuniya,
Pampaimadu, Vavuniya.

21.10.2023

INSTRUCTIONS TO BIDDERS

1. The employer
Name : Vice Chancellor
Address : University of Vavuniya, Pampaimadu, Vavuniya
2. Locations
 - I. Vavuniya Town
 1. Centre for Distance and Continuing Education (Park Road Premises)
 2. Kurumankadu Premises
 3. Inner Circular Road Premises
 - II. Residential Area, Pambaimadu
 1. W. A Hostel
 2. W. B Hostel
 3. W. C Hostel
 4. M. A Hostel
 5. Gymnastic Centre
 6. Physical Education Unit & Sports Complex
 - III. University Premises, Pambaimadu
 1. Faculty of Business Studies
 - I. Administrative Block and Smart Computer Lab and Lecturer halls (LH 1, LH 6, Language Lab)
 - II. Balakrishnan Block
 - III. Soosairatnam Block
 - IV. Project Management Building
 - V. Department of English Language Teaching
 2. Faculty of Applied Science
 - I. Administrative Block
 - II. Department of Bio Science Laboratory Block
 - III. Department of Physical Science Laboratory Block
 3. Faculty of Technological Studies
 - I. Administrative Block
 - II. Advance Computer Laboratory Block
 4. Common Places
 - I. Centers of the University
 - II. Library Block
 - III. Maintenance & Health Centre Block
 - IV. Students and Welfare Division Building
 - V. IT Centre Building
 - VI. Canteens (Main Canteen, FAS Canteen)
 - VII . Common Student Washrooms (In front of Maintenance Branch and Near to Smart Lecturer Hall)
 - VIII .Gate 1, Gate 2, Gate 3 & Hostel Gate
 - IX. Grass cutting Common places
 5. Grass Cutting University Premises
 6. Special Work
 - I. Maintenance of the Wetland
 - II. Cleaning of the water Sump

} Schedule - 3

5. Description of work

*The work consist of carrying out all type of **cleaning (including grass cutting) , janitorial, removal and disposal of garbage out of the premises** and other associated works especially **grass cutting** in the Academic and Residential Area at Pampaimadu premises, in all the locations mentioned above.*

6. Pre-BID meeting is scheduled to be held on **25.10.2023 at 10.00 am** at the **Board room of the IT Centre, University of Vavuniya, Pampaimadu, Vavuniya.**

Bidders should visit and inspect the premises by prior appointment with the respective Administrative & Financial Officers and fully acquaint themselves with the details, nature and requirements of the proposed work and quote all inclusive rates. No claims for extras and extensions of time will be entertained on the places of lack of such knowledge.

- IV.** Intended period of contract is 365 days from 1st January 2024 (12 months) subject to **60 days (2 months)** of performance evaluation period from the date of commencement of work.
- V.** Must be registered in Sri Lanka under the Company's Acts or Business Name Registered Ordinance. Certified copies of valid registration certificate should be attached to the Bid.
- VI.** The certified documentary evidence for the followings should be provided with Bid;
- *Legal Status (Sole proprietor, Partnership, Company etc.)*
 - *Total monetary value of cleaning service contracts performed for each of the last 3 years (2020, 2021, and 2022).*
 - *Audited financial statement of cleaning service contracts performed in the last 03 Years should be submit with bid.*
 - *Experience in cleaning service works of a similar nature and size in a government department/ corporation/ University. Certified copies of acknowledgements for such completed works should be attached to the Bid.*
 - *Proof for employing at least 20 trained and experienced staff of Sri Lanka over the period of last three years (2020, 2021, and 2022) for which proof to be provided by way of list of employees on the certified copies of C-Return of EPF and R-Return of ETF contributions paid at least for last three years.*
 - *Any other details if relevant.*
- VII.** Required qualifications of Bidders
- *Experience in the cleaning services at least one of the contracts in cleaning service should be in a Government department/ corporation/ University over the period of last three years.*
 - *Should be able to mobilize at least the minimum labour force thoroughly familiar with all types of cleaning works in buildings and other areas as indicated in the schedule 1.*
 - *Should be able to make available all equipment/ items agreed in Schedule 5 for inspection at the premises at least one working day prior to the commencement of work*

- *Should be able to pay the wages for all Janitorial staff as per wages Board's Ordinance including EPF and ETF contributions and overtimes as applicable.*

- VIII.** It is the responsibility of the agency to contribute EPF, ETF or any payments to the employees employed by Agencies. The Agency must comply with the existing labour laws and monthly submit the EPF and ETF statement of previous month along with the monthly invoice.
- IX.** Employer's address for the purpose of clarification
Assistant Registrar, General Administration Branch, University of Vavuniya,
Pampaimadu, Vavuniya
Tel: 024 - 2223316 Fax: 024 - 2223316 e-mail – aradmin@vau.ac.lk
- X.** The Bidding documents should be written in English Language.
- XI.** The VAT component should not be included in the rates. The amount written in the form of Bid should be without VAT. However, VAT component should be given as per the format.
- XII.** Contract Name: 'Provision of Cleaning & Janitorial Services for University of Vavuniya – 2024.

CONDITIONS OF BIDS FOR CLEANING AND JANITORIAL SERVICES OF THE BUILDINGS OF THE UNIVERSITY OF VAVUNIYA

Application

1. Duly completed and signed Bids must be submitted on forms issued by the University of Vavuniya .
2. Any bid which is not in conformity with any or all of the conditions and instructions given herein is liable to be rejected.
3. Bidders must satisfy themselves before submission of the bid that the required materials (**Schedule 7**) and Plants/Equipment & Tools (**Schedule 5**) are available and no transport cost will be given by University.
4. No consideration will be given to the selected Bidder for failure to carry out the contract for reasons of non – availability of materials and equipment.
5. No alternation should be made in the Bid or in the other documents annexed thereto. All alterations and erasures of particulars filled in by the contractor in the Bid should be initiated by him.
6. The original and duplicate of Bid with all supporting documents annexed must be enclosed separately and enveloped or packaged and marked respectively on the top left hand corner "**Bid for the Provision of Cleaning and Janitorial service for University of Vavuniya** " for both Original" and Duplicate".
7. Both such envelopes and packages should be enclosed in one securely sealed cover marked "**Bid for the Provision of Cleaning and Janitorial service -2024 for**

University of Vavuniya " and addressed to the Assistant Registrar, General Administration Branch, University of Vavuniya, Pampaimadu, Vavuniya.

8. Bids shall either be reached by registered post to the Assistant Registrar, General Administration Branch, University of Vavuniya, Pampaimadu, Vavuniya on or before 3.00 p.m on 03.11.2023.

Or

Be deposited in the Bid box kept in the office of the Assistant Registrar, General Administration branch, University of Vavuniya, Pampaimadu, Vavuniya on or before 3.00 p.m on 03.11.2023.

09. The Bids will be opened soon after the closing of bids on 03.11.2023 at 03.00 p.m.
10. Bids received after the specified time on the due date will be rejected.
11. The Bidder or one of his authorized representatives could be permitted to be present when bids are opened.
12. Payment for cleaning (except for grass cutting) and janitorial services is not subjected to price variation and the payment for grass cutting will be adjusted according to the government approved fuel price as at first day of the month.
13. The University of Vavuniya Departmental Procurement Committee reserves the right to reject any or all of the Bids and it will not bind in any way to accept any Bid.

General Conditions and Services

1. Bidder whose bid is accepted shall be required to furnish a performance security in a sum of 10% of the full value of the Bid (annual amount) issued by a Licensed Commercial Bank in favour of University of Vavuniya . (Performance security from Insurance Companies shall not be accepted) **The unconditional on demand Bank Guarantee shall be valid for 13 months from the date of commencement of work and should be submitted within 14 days after receipts of the letter of acceptance.**
2. The Bidder shall furnish a unconditional on demand Bid Security of **Rs.320,000.00** along with the perfected bids obtained from a Licensed Commercial Banks in Sri Lanka valid for a period of 120 days from the date of closing of Bid, **in favour of University of Vavuniya. (Bid security from Insurance Companies shall not be accepted)** The above Bid Security should be submitted with the original bid.
3. The Bidder whose bid is accepted should make arrangement to appoint two Supervisors. The Supervisors should work during the office hours under the direction and instruction of Curator (Landscape) & Supervisor (Maintenance) / Staff assigned by Works Engineer, Maintenance unit of University of Vavuniya / Assistant Registrar, General Administration Branch of University of Vavuniya.
4. The number of janitors could be decided by the selected bidder as per the work load but it should be provided the minimum requirement in the specified locations as per the schedule and janitors should work during office hours at each location (7.00am to 4.00 p.m).

5. **Duration of service**

- ❖ **Hostels** - Should be work on 7.00 a.m to 4.00 p.m throughout the whole year **(365 days, Including Weekends and Public Holidays).**
 - ❖ **University Premises Pampaimadu & Vavuniya Town** - Should be work on 7.00 a.m to 4.00 p.m during the weekdays and 7.00 a.m to 1.00 p.m in Saturdays.
 - ❖ **In addition to the above, Cleaning and Janitorial services have to be provided during Sundays and public holidays if it is required by university. Order for such services will be given only by Assistant Registrar, General Administration Branch.**
6. Though the office time commences at 8.00 am, the selected bidder is expected to do the cleaning in certain areas at 7.00a.m.
 7. All Janitors should be in uniform and possess company identity card and produce it to the authorized officer and the Security Officer in the University of Vavuniya if required to do so.
 8. Janitor's and Supervisor's age limit should be more than 18 years and less than 60 years.
 9. The University will be providing all water and electricity required for the execution of the works.
 10. Invoice for the particular month should be submitted to Assistant Registrar, General Administration within the first two working days of the subsequent month and payments will be made on the recommendations of the respective Heads of the departments/ divisions.
 11. The contractor is expected to full fill the description of works as described in the BOQ (Schedule I & 2). If they fail to fulfill any part of the work and proportionate amount will be deducted from the payment of the particular month and /or the subsequent month. Further, if the work is not supervised properly the payment of the supervisor also will be deducted. Number of Janitors in a location should be maintained the minimum requirement and the payment will be deducted for absent of Janitors, the janitors leaving before 4.00 p.m in weekdays and the janitors leaving before working hours in Saturdays & Sundays.
 12. All janitors should be good character and moral conduct.
 13. The damages caused by the janitors while performing the duties will be deducted from the monthly payment of the selected bidder.
 14. If the services of the selected bidder are not satisfied, the University has the right to terminate their service with three months prior notice.
 15. If any bidder is not registered for VAT he/she should indicate the net value of the bid. Under this category, bidders should obtain and attach a letter from the Commissioner, Department of Inland Revenue certifying that the company has not been registered for VAT and it should be attached to the bid documents.
 16. Selected bidder should undertake cleaning of all waste water inner blocks, drainage line blocks, manhole etc. up to the Pit and minor repairs immediately should be done under the direction of the Supervisor of the University of Vavuniya. No additional cost will be given by the University of Vavuniya .

Declaration

I am aware that the condition of governing the submission and the acceptance of the bid are as specified above.

Signature of Bidder:----- **Telephone Number**.....

Rubber Stamp: ----- **Date:**

APPLICATION FORM FOR CLEANING AND JANITORIAL SERVICES

- 1.Name of the Company :
- 2.Address :
- 3.Telephone No. :
- 4.VAT Registration No. :
- 5.Business Registration No :
- 6.Contact No / TP :
- 7.Company EPF No :

8.Experience if any (Please attached relevant documents)

S. No	Service Provided	Place	Annual Contract Sum.	From	To	No.of Year

Signature:-----

Rubber Stamp :

Date:-----

University of Vavuniya

Cleaning & Janitorial Services

Summary Sheet of BOQ

(Amount Per Month)

No.	Name of place / Location	Labor Cost	Material (Chemical) Cost	Plants/ Equipment & Tools Cost
I. Vavuniya Town				
01.	Centre for Distance and Continuing Education (Park Road Premises)			
02.	Kurumankadu Premises			
03.	Inner Circular Road Premises			
II. Residential Area, Pambaimadu				
01	W. A Hostel			
02	W. B Hostel			
03	W. C Hostel			
04	M. A Hostel			
05	Gymnastic Centre			
06	Physical Education Unit & Sports Complex			
III . University Premises, Pambaimadu				
A. Faculty of Business Studies				
01	Administrative Block and Smart Computer Lab and Lecturer halls (LH 1, LH 6, Language Lab)			
02	Balakrishnan Block			
03	Soosairatnam Block			
04	Project Management Building			
05	Department of English Language Teaching			
B. Faculty of Applied Science				
01	Administrative Block			
02	Department of Bio Science Laboratory Block			
03	Department of Physical Science Laboratory Block			
C. Faculty of Technological Studies				
01	Administrative Block			
02	Advanced Computer Laboratory Block			
D. Common Places				
01	Centers of the University			
02	Library Block			
03	Maintenance & Health Centre Block			
04	Students and Welfare Division Block			
05	IT Centre Building			
06	Canteens (Main Canteen, FAS Canteen)			
07	Student Washrooms in front of Maintenance Branch and Near to Smart Lecturer Halls			

08	Gate 1, Gate 2, Gate 3 & Hostel Gate			
09	Grass Cutting Common Places		-----	
Total				
CLEANING WORKS				
Cleaning works Monthly Total Cost (Labor cost +Material cost + Plants/Equipment cost)				
Profit Rate%				
Monthly Total (Excluding VAT)				
VAT%				
Monthly Total (Including VAT)				
Annual Total (Excluding VAT)		(Sub Total 01)		
GRASS CUTTING		Amount Per Month		
		Labor Cost	Fuel Cost	Plant, Equipment & Tools Cost
Grass Cutting Amount Per Month				
		TOTAL =		
Profit Rate%				
Grass Cutting Monthly Total (Excluding VAT)				
VAT%				
Grass Cutting Monthly Total (Including VAT)				
Grass Cutting Annual Total (Excluding VAT)		(Sub Total 02)		
SPECIAL WORK				
Special Work Annual Total (Excluding VAT)		(Sub Total 03)		
VAT%				
Additional Work Annual Total (Including VAT)				
ANNUAL CONTRACT TOTAL(Excluding VAT) = Sub Total (01 + 02+03) (Cleaning Works + Grass Cutting + Additional Work)				
VAT%				
Annual Total (Including VAT)				
Total (in words) including VAT per				
.....				
Name : ----- Rubber Stamp :				
Signature:-----				

SCHEDULES OF WORKS AND LOCATIONS

CLEANING AND JANITORIAL SERVICES FOR THE UNIVERSITY OF VAVUNIYA 2024.

A) SCHEDULE OF WORKS

(1) Daily Services (Buildings)

- 1.1 Sweeping entire common floor area such as Corridors, Staircases, Lobby and Waiting Areas, Canteens excluding kitchen area minimum two times a day.
- 1.2 Cleaning, washing and disinfecting of all toilets including walls, floors, bowls, urinals, Commodes, Wash basins and wall fixtures using standard cleaners and detergents in all the buildings minimum two times a day. (Mentioned in the Locations)
- 1.3 Cleaning, washing and disinfecting of sinks and wash –basins, canteen floor etc.
- 1.4 Informing to the maintenance unit any defect (Leaking of water, operational conditions) found in toilet fittings, water taps, sinks etc and attending the repairs immediately if those are very urgent, with the concern of maintenance unit.
- 1.5 Removing of garbage in all dustbins, waste paper baskets etc. and disposing the collected garbage out of all premises of University.
- 1.6 Should be maintain Separate dustbins all over the areas & have to Wash all dustbins.
- 1.7 All of the necessary instruction must be in place be for starting the works
Eg: For washroom cleaning – “**Cleaning in process**”
For mopping -



(2) Weekly Services (Buildings)

- 2.1 Cleaning windows , doors etc. of all the buildings to free of dust and dirt.
- 2.2 Dusting, Mopping and Sweeping all the Internal Office rooms.

(3) Monthly Services (Buildings)

- 3.1 Removing of cobwebs and Cleaning of all buildings (Inside & outside)
- 3.2 Cleaning all electrical fittings (fans, tube lights etc.)
- 3.3 Polishing the relevant floors of buildings. It is required to clean and polish to a high shine all polishing area with relevant color polish/wax.
- 3.4 Wash the Curtains of All the Buildings (**Once in 6 Months**)
- 3.5 Cleaning inside the Pump Rooms and Surrounding.
- 3.6 If any Wasp Nests found in the buildings or other places inside the University premises it should remove.

(4) Daily Services (Garden, Roads, Gates, Ground and Drains)

- 4.1 Cleaning and sweeping the entire roads and perimeter and disposal of garbage.
- 4.2 Watering and maintaining the plants , flowerbeds and pots around buildings and the Roads except teaching plots.
- 12.3 Removing the dead trunks, branches, twigs, dried pods and dried flowers.

12.4 Cleaning the entire landscaping areas of the Faculty premise

12.5 Cleaning the drains around all the buildings to ensure that no waste is stagnated in the drains.

(5) Weekly Services (Garden, Roads, Gates, Ground and Drains)

5.1 Cleaning storm water drains, manholes and catch pits.

5.2 Grass cutting and maintaining the entire landscaping areas of the University.

5.3 Pruning of outgrowth branches, trees and removing the dead branches and fallen branches of trees or dead trees of medium sizes.

5.4 Cleaning and clearing of mosquito breeding places in the entire University.

(6) Monthly Services (Garden, Roads, Gates, Ground and Drains)

6.1 Cut grasses and bushes should be removed from the University Premises.

6.2 Cleaning the area between the boundary wall and the roads from gate 01 to Gate 03 along the Mannar road, pampaimadu.

(7) Grass Cutting and Mowing Services

7.1 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.

(Should be used mower and bush cutter)

7.2 Grass Should be remove 1 Meter from around all Buildings

7.3 Pruning the trees and removing the Bushes as per the instruction of the Curator/Maintenance branch.

7.4 Removing of all debris

(8) Services for Waste Water and Sewerage Systems

8.1 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.

8.2 Cleaning the Blockage sewerage line whenever necessary.

(9) Disposal of Garbage

9.1 Daily Collected garbage could be disposed outside the university premises. Collected organic garbages may be disposed in the university premises under the direction of curator (Landscape)

(10) Additional service requirements

10.1 In case of emergency, should be able to hire Electrician and Plumber for Maintenance/repair works.

10.2 In case of unavailability of pump operators, need to deploy technician to fulfill the requirements with the concern of maintenance unit.

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 1st floor of the Building including Auditorium, Yard of the premises, Record Rooms , Stores, Documentary Record Room, Lecturer halls and Canteen dining area)			
<u>No.</u>	<u>Description of work</u>	<u>Frequency</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 (Ground floor, 1 st Floor and 2 nd Floor)	Keep clean during office hours <i>(Daily except Sundays & Public Holidays)</i>	
02	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 dining and etc.)	Keep clean during office hours <i>(Daily except Sundays & Public Holidays)</i>	
03	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 <i>(Daily except Sundays & Public Holidays)</i>	
04	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in two days	
05	Removing the dry leaves and dust in the gutters and external side of the roofs.	Once in a month	
06	Cleaning the overhead water tank	Once in a month	
07	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			

2. Kurumankadu Premises			
<u>No.</u>	<u>Description of work</u>	<u>Frequency</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	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)	
03	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
04	Removing the dry leaves and dust in the gutters and external side of the roofs.	Once a month	
05	Cleaning the over head water tank	Once a month	
Sub Total			

3. Inner Circular Road Premises

<u>No.</u>	<u>Description of work</u>	<u>Frequency</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	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)	

03	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)	
04	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters	Once in Two days	
05	Removing the dry leaves and dust in the gutters and external side of the roofs.	Once a month	
06	Cleaning the overhead water tank	Once a month	
Sub Total			

II. Residential Area, Pampaimadu

1 W. A Hostel

<u>No.</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Amount per month (Rs.)</u>
01	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)	
02	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)	
03	Disposal of sanitary napkins from the premises	Daily	
04	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
05	Cleaning the overhead water tank / Bathing tank	Once a month	
06	Cleaning and sweeping the external premises (yard, access roads)	Keep clean (Daily)	
07	Canteen - Removing garbage bags and Keeping the Canteen surrounding environment clean and clean the external drainage & Separate dustbins should be maintain.	Keep clean (Daily)	
08	Removing grass- one meter from around the building	Keep clean	
Sub Total			

2 W. B. Hostel

<u>No.</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Amount per month (Rs.)</u>
01	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)	
02	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)	
03	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
04	Disposal of sanitary napkins from the premises	Daily	
05	Cleaning the overhead water tank	Once a month	
06	Cleaning and sweeping the external premises (yard, access roads)	Keep clean (Daily)	
07	Removing grass- one meter from around the building	Keep clean	
Sub Total			

3 W.C Hostel

<u>No.</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Amount per month (Rs.)</u>
01	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)	
02	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)	
03	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
04	Disposal of sanitary napkins from the premises	Daily	
05	Cleaning the overhead water tank	Once a month	
06	Cleaning and sweeping the external premises (yard, access roads)	Keep clean (Daily)	
07	Removing grass- one meter from around the building	Keep clean	
Sub Total			

4 M. A Hostel

<u>No.</u>	<u>Description of work</u>	<u>Frequency</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 (Daily)	
02	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)	
03	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
04	Cleaning the overhead water tank	Once in a month	
05	Cleaning and sweeping the external premises (yard, access roads)	Keep clean (Daily)	
06	Canteen – Removing garbage bags and Keeping the Canteen surrounding environment clean and clean the external drainage & Separate dustbins, dusting the internal and external roofs should be maintain.	Keep clean (Daily)	
07	Maintenance fo the Constructed Wetland - Inspection should be done weekly to check whether debris (fallen leaves / floating materials) clog the pipe lines, manholes, wetlnad bed, and the cleaning action should be taken if it is needed.	Every week	
08	Removing grass- one meter from around the building	Keep clean	
Sub Total			

5. Gymnastic Centre

<u>No.</u>	<u>Description of work</u>	<u>Frequency</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 & Trimming the trees using Bush Cutters.	Once in Two days	
04	Removing grass- one meter from around the building	Keep clean	
Sub Total			

6. Physical Education Unit & Sports Complex

<u>No.</u>	<u>Description of work</u>	<u>Frequency</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 & Trimming the trees using Bush Cutters.	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			

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>No.</u>	<u>Description of work</u>	<u>Frequency</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	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)	
03	Cleaning and sweeping the external premises (yard, laboratory surrounding, access roads and etc.)	Keep clean (Daily except Sundays & Public Holidays)	
04	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
05	Removing the dry leaves and dust in the gutters and external side of the roofs.	Once a month	
06	Cleaning the all over head water tanks.	Once a month	
07	Cleaning the all curtain by using dust blowing machine with steam ironing	Once a month	
08	Removing grass- one meter from around the building	Keep clean	
Sub Total			

2. Balakrishnan Block

<u>No.</u>	<u>Description of work</u>	<u>Frequency</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	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)	
03	Cleaning and sweeping the external premises (Yard and access roads)	Keep clean (Daily except Sundays & Public Holidays)	
04	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
05	Cleaning the all curtain by using dust blowing machine with steam ironing	Once a month	
06	Cleaning the over head water tanks	Once a month	
07	Removing grass- one meter from around the building	Keep clean	
Sub Total			

3. Soosairatnam Block

<u>No.</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Amount per month (Rs.)</u>
01	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)	
02	Cleaning and sweeping the external premises (Yard and access roads)	Keep clean (Daily except Sundays & Public Holidays)	

03	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
04	Cleaning the all curtain by using dust blowing machine with steam ironing	Once a month	
05	Cleaning the over head water tanks	Once a month	
06	Removing grass- one meter from around the building	Keep clean	
Sub Total			

4. Project Management Building

<u>No.</u>	<u>Description of work</u>	<u>Frequency</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 <i>(Daily except Sundays & Public Holidays)</i>	
02	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 <i>(Daily except Sundays & Public Holidays)</i>	
03	Cleaning and sweeping the external premises (Yard and access roads)	Keep clean <i>(Daily except Sundays & Public Holidays)</i>	
04	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
05	Cleaning the all curtain by using dust blowing machine with steam ironing	Once a month	
06	Cleaning the over head water tanks	Once a month	
07	Removing grass- one meter from around the building	Keep clean	
Sub Total			

5. Department of English Language Teaching (DELT)

<u>No.</u>	<u>Description of work</u>	<u>Frequency</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	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)	
03	Cleaning and sweeping the external premises (yard, access roads)	Keep clean (Daily except Sundays & Public Holidays)	
04	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
05	Removing the dry leaves and dust in the gutters and external side of the roofs.	Once a month	
06	Removing grass- one meter from around the building	Keep clean	
Sub Total			

B. Faculty of Applied Science

1. Administrative Block

<u>No.</u>	<u>Description of work</u>	<u>Frequency</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	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 Room and etc.) (Internal Office Should Clean once in a week)	Keep clean during office hours <i>(Daily except Sundays & Public Holidays)</i>	
03	Cleaning and sweeping the external premises (yard, surrounding, access roads and etc.)	Keep clean <i>(Daily except Sundays & Public Holidays)</i>	
04	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
05	Removing the dry leaves and dust in the gutters and external side of the roofs.	Keep clean	
06	Cleaning the all curtain by using dust blowing machine with steam ironing	Once a month	
07	Cleaning the all over head water tanks	Once a month	
08	Removing grass- one meter from around the building	Keep clean	
Sub Total			

2. Department of Bio Science Laboratory Block

No.	Description of work	Frequency	Amount per Month (Rs.)
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 <i>(Daily except Sundays & Public Holidays)</i>	
02	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 <i>(Daily except Sundays & Public Holidays)</i>	

03	Cleaning and sweeping the external premises (Yard, EBL, ECL, Upstairs & Lifts)	Keep clean (Daily except Sundays & Public Holidays)	
04	Cleaning and sweeping the external premises (yogurt production Unit, silage production room, mushroom production room & aquaculture area)	once in a week	
05	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
06	Removing the dry leaves and dust in the gutters and external side of the roofs.	Keep clean	
07	Cleaning the all over head water tanks	Once a month	
08	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)	
09	Removing grass- one meter from around the building	Keep clean	
Sub Total			

3. Department of Physical Science, Laboratory Block

<u>No.</u>	<u>Description of work</u>	<u>Frequency</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	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, Smart lecture hall , ICTL/ LH4, Yard and access roads) (Internal Office Should Clean once in a week)	Keep clean during office hours (Daily except Sundays & Public Holidays)	

03	Cleaning and sweeping the external premises (Yard and access roads)	Keep clean (Daily except Sundays & Public Holidays)	
04	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
05	Cleaning the all curtain by using dust blowing / steam ironing	Once a month	
06	Cleaning the over head water tanks	Once a month	
07	Removing grass- one meter from around the building	Keep clean	
Sub Total			

C. Faculty of Technological Studies

1. Administrative Block

<u>No.</u>	<u>Description of work</u>	<u>Frequency</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	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)	
03	Cleaning and sweeping the external premises (Yard and access roads)	Keep clean (Daily except Sundays & Public Holidays)	
04	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
05	Removing the dry leaves and dust in the gutters and external side of the roofs	Once in a Month	

06	Cleaning the all curtain by using dust blowing machine with steam ironing	Once a month	
07	Cleaning the over head water tanks	Once a month	
08	Removing grass- one meter from around the building	Keep clean	
Sub Total			

2. Advance Computer Laboratory Block

<u>No.</u>	<u>Description of work</u>	<u>Frequency</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	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)	
03	Cleaning and sweeping the external premises (Yard and access roads)	Keep clean (Daily except Sundays & Public Holidays)	
04	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
05	Cleaning the all curtain by using dust blowing machine with steam ironing	Once a month	
06	Removing grass- one meter from around the building	Keep clean	
Sub Total			

D. Common Places

1. Centers of the University

<u>No.</u>	<u>Description of work</u>	<u>Frequency</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 <i>(Daily except Sundays & Public Holidays)</i>	
02	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 <i>(Daily except Sundays & Public Holidays)</i>	
03	Cleaning and sweeping the external premises (yard, access roads)	Keep clean <i>(Daily except Sundays & Public Holidays)</i>	
04	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
05	Removing the dry leaves and dust in the gutters and external side of the roofs.	Once a month	
06	Removing grass- one meter from around the building	Keep clean	
Sub Total			

2. Library Building

(Payment only for required service)

<u>No.</u>	<u>Description of work</u>	<u>Frequency</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 <i>(Daily except Sundays & Public Holidays)</i>	

02	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)	
03	Cleaning and sweeping the external premises (yard, access roads)	Keep clean (Daily except Sundays & Public Holidays)	
04	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
05	Cleaning the all curtain by using dust blowing machine with steam ironing	Once a month	
06	Cleaning the over head water tanks	Once in a month	
07	Removing grass- one meter from around the building	Keep clean	
Sub Total			

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

<u>No</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Amount per month (Rs.)</u>
01	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)	
02	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)	
03	Cleaning and sweeping the external premises (Common store, yard, access roads)	Keep clean (Daily except Sundays & Public Holidays)	

04	Removing the dry leaves and dust in the gutters and external side of the roofs.	Once in a Month	
05	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
06	Removing grass- one meter from around the building	Keep clean	
Sub Total			

4. Staff and Welfare Division

<u>No</u>	<u>Description of work</u>	<u>Frequency</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 <i>(Daily except Sundays & Public Holidays)</i>	
02	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 <i>(Daily except Sundays & Public Holidays)</i>	
03	Cleaning and sweeping the external premises (Yard and access roads)	Keep clean <i>(Daily except Sundays & Public Holidays)</i>	
04	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
05	Removing grass- one meter from around the building	Keep clean	
Sub Total			

5. IT Centre Building

<u>No</u>	<u>Description of work</u>	<u>Frequency</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 <i>(Daily except Sundays & Public Holidays)</i>	
02	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 <i>(Daily except Sundays & Public Holidays)</i>	
03	Cleaning and sweeping the external premises (Yard and access roads)	Keep clean <i>(Daily except Sundays & Public Holidays)</i>	
04	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
05	Removing the dry leaves and dust in the gutters and external side of the roofs.	Once in a Month	
06	Cleaning the all curtain by using dust blowing machine with steam ironing	Once a month	
07	Cleaning the over head water tanks	Once a month	
08	Removing grass- one meter from around the building	Keep clean	
Sub Total			

6. Canteens (Main - Canteen, Faculty of Applied Science - Canteen)

<u>No</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Amount per month (Rs.)</u>
01	Removing garbage bags and Keeping the Canteen surrounding environment clean, clean the external drainage, dusting the internal and external roof and maintain the Separate dustbins & Cleaning and washing the Washroom's floors, bowls, urinals, Squatting pans and Commodes (Ensure no calcium deposits in the Ceramic fittings).	Keep clean <i>(Daily except Sundays & Public Holidays)</i>	
Sub Total			

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

<u>No</u>	<u>Description of work</u>	<u>Frequency</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	Removing grass- one meter from around the building	Keep clean	
Sub Total			

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

<u>No</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Amount per month (Rs.)</u>
01	Watering and maintaining the plants, Trees, flower beds and pots & Trimming the trees using Bush Cutters.	Once in Two days	
02	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)	
03	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	
04	Removing grass- one meter from around the building	Keep clean	
Sub Total			

9. Grass Cutting Common areas

<u>No</u>	<u>Description of work</u>	<u>Frequency</u>	<u>Amount per month (Rs.)</u>
01	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	

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

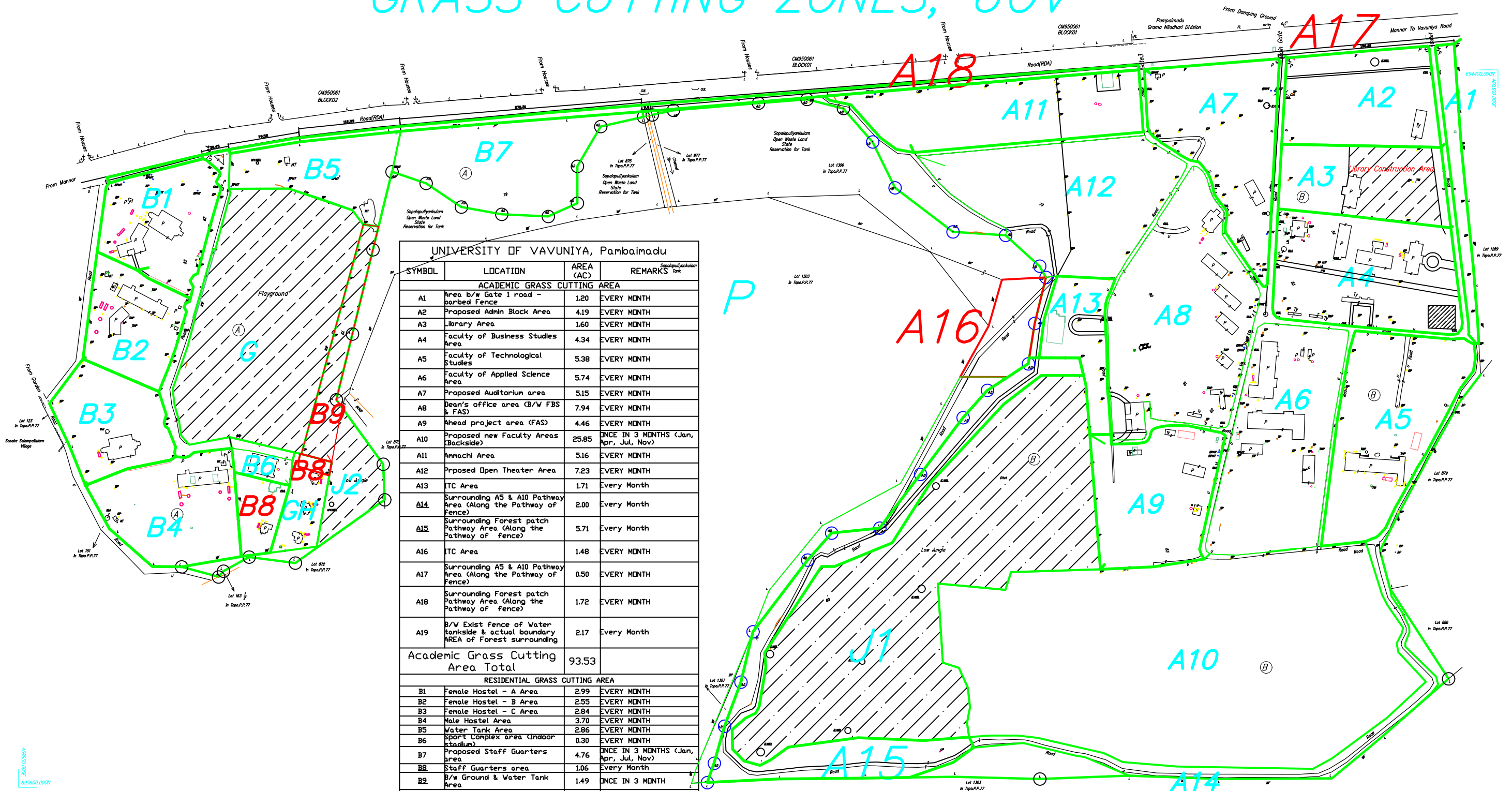
**UNIVERSITY OF VAVUNIYA
GRASS CUTTING (Tractor with Mower & Brushcutter or Grass cutter)**

AREAS/Zones				Requirement Days for Completion/ Area (Working hours 08.00 am to 4.30 pm)				Fuel Quantity & Cost				Wages		Equipment Cost		Total Cost/ Area (Fuel, wages & equipment cost)	Grass Cutting Report (....., 2024)		
Symbol	ACADEMIC AREA (A) & RESIDENTIAL AREAS (B)	ACRES	Times per Month or Intervals	Proposed by the client		proposed by the bidder		To Tractor (Diesel)		To Brushcutter (Petrol)		Tractor Operator (LKR...../ day)	Brushcutter Operator (LKR...../ day)	To Tractor (LKR...../ Day)	To Brushcutter (LKR...../ Day)		completion in acres (Acre)	% of completion	Payable Cost/ AREA
				To Tractor Operator (Days)	To Brushcutter Operator (Days)	To Tractor Operator (Days)	To Brushcutter Operator	Quantity (Litre - 13.5L/ day)	Cost (LKR - LKR...../L)	Quantity (Litre - 3L/day)	Cost (LKR - LKR...../L)								
A1	Area b/w Gate 1 road - barbed Fence	1.20	1 time/ Month	0.2	1.5														
A2	Proposed Admin Block Area	4.19	1 time/ Month	0.5	2														
A3	Library Area	1.60	1 time/ Month	0.2	1														
A4	Faculty of Business Studies Area	4.34	1 time/ Month	0.6	3														
A5	Faculty of Technological Studies Area	5.38	1 time/ Month	0.75	2.5														
A6	Faculty of Applied Science Area	5.74	1 time/ Month	0.75	3														
A7	Proposed Auditorium area	5.15	1 time/ Month	0.6	2														
A8	Dean's office area (FBS)	7.94	1 time/ Month	1	3														
A9	Ahead project area (FAS)	4.46	1 time/ Month	0.5	2.5														
A10	Proposed new Faculty Areas (Backside)	25.85	1 time/ 3 Month	3.5	4														
A11	Ammachi Area	5.16	1 time/ Month	0.75	2														
A12	Proposed Open Theater Area	7.23	1 time/ Month	0.8	2.5														
A13	ITC Area	1.71	1 time/ Month	0.15	4														
A14	Surrounding A5 & A10 Pathway Area (Along the Pathway of fence)	2.00	1 time/ Month	0.15	2														
A15	Surrounding Forest patch Pathway Area (Along the Pathway of fence)	5.71	1 time/ Month	0.75	3														
A16	ITC Backside Area	1.48	1 time/ Month	0.2	1														
A17	Vavuniya to Mannar Roadside Area (Gate 1 to Gate 3 - Premises side)	0.50	1 time/ Month	-	1.5														
A18	Vavuniya to Mannar Roadside Area (Gate 3 to Gate 4 - Premises side)	1.72	1 time/ Month	-	4														
A19	B/W exist fence of watertankside & actual boundary area of forest surrounding	2.17	2 time/ Month	0.3	2														
B1	Female Hostel - A Area	2.99	1 time/ Month	0.5	2.5														
B2	Female Hostel - B Area	2.55	1 time/ Month	0.5	2.5														
B3	Female Hostel - C Area	2.84	1 time/ Month	0.5	2.5														
B4	Male Hostel Area	3.70	1 time/ Month	0.75	3.5														
B5	Water Tank Area	2.86	1 time/ Month	0.2	3														
B6	Sport Complex area (Indoor stadium)	0.30	1 time/ Month	-	1														
B7	Proposed Staff Quarters area	4.76	1 time/ 3 Month	0.6	2.5														
B8	Staff Quarters area	1.06	1 time/ Month	0.25	3														
B9	B/w Ground & Water Tank Area	1.49	1 time/ 3 Month	-	3														
		116.08		15	70														

FUEL COST	Diesel	LKR.....
	Petrol	LKR.....
WAGES	Tractor Operator	LKR.....
	Brushcutter Operators	LKR.....
OTHER COST	To Tractor with mower	LKR.....
	To Brushcutter	LKR.....
TOTAL COST (Fuel, Wages & equipment - once a month for all areas)		LKR.....

NOTE: 1. Areas - Proposed new Faculty Areas, Ammachi Area, Proposed Open Theater Area, ITC Backside Area, Vavuniya to Mannar Roadside Area (Gate 3 to Gate 4 - Premises side), B/W exist fence of water tankside & actual boundary area of forest surrounding, Proposed Staff Quarters area (Backside) & B/w Ground & Water Tank Areas should be cut each month with requirement of management (with Prior approval) - (A10-25.85Ac, A11-5.16Ac, A12-7.23Ac, A16-1.48Ac, A18-1.72Ac, A19-2.17Ac, B7-4.76Ac & B9-1.49Ac)
2. Grass cutting intervals of all areas will be decided by Curator and payment will be made for the actual work done (Number of acre cleaned - Completion of Acres per zones)
3. Grass cutting areas (Acres) will be vary from 60Ac to 150Ac per month according to the requirements. 66.22 Acres should be cut every month without prior approval from management.
4. Payment for grass cutting will be adjusted according to the CEYPETCO Fuel price as at 1st day of the each month.

GRASS CUTTING ZONES, UOV



UNIVERSITY OF VAVUNIYA, Pambaimadu			
SYMBOL	LOCATION	AREA (AC)	REMARKS
ACADEMIC GRASS CUTTING AREA			
A1	Area b/w Gate 1 road - barbed Fence	1.20	EVERY MONTH
A2	Proposed Admin Block Area	4.19	EVERY MONTH
A3	Library Area	1.60	EVERY MONTH
A4	Faculty of Business Studies Area	4.34	EVERY MONTH
A5	Faculty of Technological Studies	5.38	EVERY MONTH
A6	Faculty of Applied Science Area	5.74	EVERY MONTH
A7	Proposed Auditorium area	5.15	EVERY MONTH
A8	Dean's office area (B/W FBS & FAS)	7.94	EVERY MONTH
A9	Ahead project area (FAS)	4.46	EVERY MONTH
A10	Proposed new Faculty Areas (Backside)	25.85	ONCE IN 3 MONTHS (Jan, Apr, Jul, Nov)
A11	Ammachi Area	5.16	EVERY MONTH
A12	Proposed Open Theater Area	7.23	EVERY MONTH
A13	ITC Area	1.71	Every Month
A14	Surrounding A5 & A10 Pathway Area (Along the Pathway of Fence)	2.00	Every Month
A15	Surrounding Forest patch Pathway Area (Along the Pathway of fence)	5.71	Every Month
A16	ITC Area	1.48	EVERY MONTH
A17	Surrounding A5 & A10 Pathway Area (Along the Pathway of Fence)	0.50	EVERY MONTH
A18	Surrounding Forest patch Pathway Area (Along the Pathway of Fence)	1.72	EVERY MONTH
A19	B/W Exist fence of Water tankside & actual boundary AREA of Forest surrounding	2.17	Every Month
Academic Grass Cutting Area Total		93.53	
RESIDENTIAL GRASS CUTTING AREA			
B1	Female Hostel - A Area	2.99	EVERY MONTH
B2	Female Hostel - B Area	2.55	EVERY MONTH
B3	Female Hostel - C Area	2.84	EVERY MONTH
B4	Male Hostel Area	3.70	EVERY MONTH
B5	Water Tank Area	2.86	EVERY MONTH
B6	Sport Complex area (Indoor stadium)	0.30	EVERY MONTH
B7	Proposed Staff Quarters area	4.76	ONCE IN 3 MONTHS (Jan, Apr, Jul, Nov)
B8	Staff Quarters area	1.06	Every Month
B9	B/w Ground & Water Tank Area	1.49	ONCE IN 3 MONTH
Residential grass cutting area total		22.55	
TOTAL (ACADEMIC+ RESIDENTIAL) GRASS CUTTING AREA		116.08	

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)			
01	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	
02	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			
03	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			

SCHEDULE 4

SCHEDULE OF WORKFORCE PROPOSED FOR THE CLEANING AND JANITORIAL SERVICE

No.	Locations	Minimum No of Janitors	
		Recommended by the Client	Proposed by the Bidder
01	Coordinating Officer	01	
02	Supervisor	02	
<u>Vavuniya Town</u>			
01	Centre for Distance and Continuing Education (Park Road Premises)	01	
02	Kurumankadu Premises	01	
03	Inner Circular Road		
<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	01	

B	Faculty of Applied Science		
01	Administrative Block	02	
02	Department of Bio science Laboratory Block	02	
03	Department of Physical Science Laboratory Block	01	
C	Faculty of Technological Studies		
01	Administrative Block	02	
02	Advanced Computer Laboratory Block		
D	Common Places		
01	Centers of the University	03	
02	Maintenance unit & Health Centre		
03	Students and Welfare Block		
04	Canteens (Main Canteen, FAS Canteen)		
05	Student Washrooms in front of Maintenance Branch and Near to Applied Science IT Lab		
06	Gate 1, Gate 2, Gate 3 & Hostel Gate		
07	Library Building	02	
08	IT Centre Building	03	
09	Grass cutting Common Places	01	
Total No. of Janitors		39	

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
(PER MONTH)**

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 2024

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 2024 and ending on the 31st December 2024.
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 Rupees
.....excluding VAT. Monthly payment will be

made on or before the tenth day of the following month commencing from January, 2023 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 Contract 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)

Acknowledgement for Bank Deposit

**The Vice Chancellor,
University of Vavuniya.**

Dear Sir/Madam,

I certify that the above information provided by me is true and accurate to the best of my knowledge. I also certify that Rs.3,500/- as non refundable fee has been paid and the receipt / bank deposit slip is enclosed.

.....

Date

.....

Signature

Rubber stamp of the Institute/Bidder

FORM OF BID SECURITY

To: (Name and address Employer)

WHEREAS [name of bid] (hereinafter called "the Bid") has submitted his bid dated [date] for the Provision of Cleaning and Janitorial Service to University of Vavuniya (hereinafter called "the Bid")

KNOW ALL PEOPLE by these presents that we [name of organization] having our registered office at (hereinafter called and referred to as "The Guarantor") are bound unto the [name of employer] (hereinafter called and referred to as "the Employer") in the sum of Sri Lankan Rupees (in words and figures) for which payment well and truly to the said Employer the Guarantor bind himself, his successors, and assignees by these presents.

SEALED with the Common Seal of the said Guarantor this day of 2023.

THE CONDITIONS of these obligations

- (1) If the bid withdraws his Bid during the period of bid validity specified in the bidding documents: or
- (2) If the Bid having been notified of the acceptance of his Bid by the Employer during the period of bid validity
 - (a) fails or refuses to accept the offer by the Employer
 - (b) fails or refuses to execute the form of agreement

We undertake to pay the Employer up to the above amount upon receipt of his first written demand, without the Employer having to substantiate his demand, provide 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 both of the two conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date 120 days after the deadline for submission of bids as such deadline is stated in the Instructions to Bids or as it may be extended by the Employer. Any demand in respect of this Guarantee should reach the Guarantor not later than the above date.

Date:

.....
Signature of the Guarantor
Rubber stamp of the Institute/Bidder

WITNESS: 1

2.....

(Signature, Name and Address)