

DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

Ministry of Ports & Civil Aviation

CEYLON SHIPPING CORPORATION LTD

(Sri Lankan Government Wholly Owned Company)



BIDDING DOCUMENT

INVITATION FOR BIDS TO PROVISION OF JANITORIAL SERVICE TO CEYLON SHIPPING CORPORATION LTD

BID No: CSCL/JS/2026

ALL DOCUMENTS AND CORRESPONDENCE TO BE

ADDRESSED TO:

Chairman,
Departmental Procurement Committee,
Ceylon Shipping Corporation Ltd,
No.27, M.I.C.H. Building,
Sir Razik Fareed Mawatha,
Colombo 01.

Email – cscl@cscl.lk

Contact Nos. : [2328772/2497800](tel:2328772)

CONTENTS

01. INVITATION & TERMS AND CONDITIONS
02. INSTRUCTIONS TO BIDDERS (ITB)
03. ANNEXURE
 - I. FORM OF BID
 - II. ACTIVITY SCHEDULE
 - III. BID ENDORSEMENT
 - IV. BID AFFIDAVIT OF NON-COLLUSION
 - V. BID SECURITY GUARANTEE
 - VI. SCHEDULE OF REQUIREMENT

01.INVITATION & TERMS AND CONDITIONS

1.1 INTRODUCTION

- The Ceylon Shipping Corporation Ltd (hereinafter call and referred to as CSCL) the National Carrier of Sri Lanka is a government wholly owned Limited liability company engaged in ship-owning, ship operating and shipping related ancillary services in Sri Lanka, hereby call bids to obtain Janitorial Service.
- The bidding will be done through National Competitive Bidding strictly according to the terms, conditions mentioned herein.
- All prospective bidders are advised to read and understand the following terms and conditions covering this tender as no plea of lack of information or insufficient information will be entertained after closing of tender.

1.2 INVITATION FOR BIDS

The Chairman, Department Procurement Committee (hereinafter called and referred to as DPC) invites seal bids from registered Janitorial Service providers to undertake the Janitorial Service for CSCL's Head office premises for the period commencing from **01stApril 2026 to 31stMarch 2027**.

A Bidder shall submit only single bid in this Bidding.

1.3 RIGHT OF THE DEPARTMENT PROCUREMENT COMMITTEE TO ACCEPT ORREJECT BIDS

The **DPC** reserves to itself the right without question to accept or reject any Bid (s). Any Bid with incorrect or false information or particulars and any Bid that does not conform to the conditions of Bidding shall be liable for rejection. In the event of such services on trial basis not being performed to the satisfaction of the CSCL, the DPC shall have the right to terminate this service within 48 hours' notice. The decision of the DPC shall be final and conclusive on all matters pertaining to this Bidding.

1.4 SELECTION, ACCEPTANCE OF BID AND INTIMATION OF AWARD

The Bid that complies with all conditions of Bidding and is evaluated as the most substantially responsive in financial, technical & past performance shall be accepted by the DPC and the notice

of acceptance of such Bid shall be deemed to have been received by the successful Bidder if it has been sent by registered post, or faxed or E-mail or delivered by hand to the address given by the Bidder in his/their Bidding.

1.5 ASSIGNMENT OF CONTRACT

No service may be assigned due authority from CSC to obtained required services from other company to substitute the contractual obligation to be entered with CSC.

1.6 CLARIFICATION(S)

Any clarification with regard to the Bidding process could be obtained by contacting Head of Administration & Procurement on the contacts given below:

Name: Mr.Y.T.Praboditha

Contact Nos. 0710215730

Email/Fax: dm-lni@cscl.lk

1.7 PAYMENT TERMS

Payment will be made on monthly basis upon receipt of the invoices not later than 15 days after completion of the month.

1.8 AMENDMENT

Amendment (s) of these terms & conditions could only be made by the DPC from time to time on or before the closing date of the bidding process. Any amendment made to terms & conditions will be communicated to prospective bidders who have purchased bidding documents in this regard.

1.9 EXAMINATION AND EVALUATION OF BIDS

1.9.1 **Preliminary Examination**

The Offers received will be examine by the Department Bid Evaluation Committee (BEC) to determine whether bidders have submitted the required documents as per the ITB No.2.3, Bidders who fail to submit necessary documents will be rejected for further evaluation under detailed evaluation.

1.9.2 **Detailed Evaluation**

The BEC will determined the most substantially responsiveness of each offer in terms of their financial, technical and past performance in carrying out to required service for CSCL.

The BEC will submit a report to DPC with their recommendation for the final decision of the DPC.

To assist in the evaluation process of the bids received the Chairman of DPC may at his discretion will request bidders any clarification of his bid except the price revision. The request for clarification shall be made in writing or by fax.

1.10 CONFIDENTIALITY

Information relating to the clarification evaluation of bids and recommendation for the award of contract shall not be divulged to the bidders or to any other persons not officially concerns with the bidding process until the award is made to the successful bidder. Any effort by a bidder to influence during the evaluation of the bids or onwards may resulting the rejection of the bid.

1.11 LAW

The laws of the Democratic Socialist Republic of Sri Lanka shall govern the bidding process.

1.12 DISPUTE RESOLUTION

All disputes arising out of this bidding process shall be referred to the Arbitration in accordance with the provisions of Arbitration Act No. 11 of 1995 of Sri Lanka as amended.

1.13 BID PRICE

Rates indicated in the Bid submission Form shall be quoted in figures and repeated in words. In the event of any discrepancy between the rates quoted in words and in figures the rates quoted in words shall be accepted as the Bided rate.

CEYLON SHIPPING CORPORATION LTD.

02. INSTRUCTIONS TO BIDDERS

The Chairman, Department Procurement Committee (DPC) of the Ceylon Shipping Corporation Ltd. (CSCL) invites sealed Bids from Janitorial Service providers to undertake Janitorial Services for CSCL's Head Office Premises for the period commencing from **01st April 2026 up to 31st March 2027**.

Bidders must demonstrate proven experience, financial capability, and compliance with applicable laws and regulations of Sri Lanka.

2.1 **Eligibility Criteria**

Bidders shall:

1. Be a registered business entity in Sri Lanka.
2. Have a minimum of 5 years' experience in janitorial services.
3. Possess valid statutory registrations (EPF, ETF, VAT, etc.)
4. Not be blacklisted by any government institution.

2.2 **SUBMISSION OF BID/CLOSING DATE AND TIME OF BIDDING**

Bid shall be enclosed in sealed cover and shall be marked at the bottom left hand corner, the name and address of the Bidder, and shall be marked on the top left hand corner with the words "**Quotation for the Provision of Janitorial Services to CSCL**" to **Chairman, Departmental Procurement Committee, Ceylon Shipping Corporation Ltd, No. 27, MICH Building, Sir Razik Fareed Mawatha, Colombo 01** and deposited in the Tender Box kept in the Security Division of the **CEYLON SHIPPING CORPORATION LTD**, before **12th March 2026 at 2.00 P.M** , or sent under registered post to reach the **CEYLON SHIPPING CORPORATION LTD**, of the aforesaid address on or before the aforesaid time and date.

2.3 **PREPARATION OF BIDS**

Bids, not prepared on the prescribed form of Bids, submission form shall not qualify for consideration. All alterations and deletions in the Bid should be initialed by the Bidder as otherwise the Bid shall become liable for rejection. The Bid submitted shall be contained the following documents.

1. Form of Bid
2. Bids submission form
3. Duly signed schedule of requirement

4. The detailed declaration of Directors and shareholders if relevant
5. The Bids security guarantee as per the clause no.2.8 herein
6. Testimonials from 03 companies recently services were provided
7. Status report from the bankers
8. Certified copy of the business registration – certificate of incorporation
9. Workmen compensation Insurance certificate
10. Regional Offices and branches
11. Certified copies audited financial reports for last consecutive 03 years
12. List of equipment and materials.
13. Any standard company agreement if any,

2.4 SCOPE OF SERVICES

The contractor shall provide comprehensive janitorial services including but not limited to:

1. Daily cleaning of office premises
2. Sweeping, mopping, and vacuuming floors
3. Cleaning of toilets and sanitary fittings
4. Waste collection and disposal
5. Cleaning of windows and glass surfaces
6. Pantry cleaning and maintenance

A.Working Hours

- a. Regular working hours on Weekdays: from 7.00 a.m. to 4.30 p.m.
- b. Saturdays: from 7.00 a.m. to 1.00 p.m.

B.Staff Requirements

- a. Adequate number of trained personnel (03 Janitors and 01 Supervisor)
- b. Staff must wear uniforms and ID badges

2.5 TECHNICAL SPECIFICATIONS

A.Equipment

1. Vacuum cleaners
2. Floor polishing machines
3. Cleaning tools and accessories

B.Materials

1. Use of environmentally friendly cleaning agents
2. Compliance with safety standards

2.6 OPENING OF BIDS

Bids shall be opened immediately after the aforesaid closing time. Bids received after the closing time shall be rejected and returned unopened, to the Bidders.

2.7 VALIDITY OF BIDS

The bids submit in terms of this Bidding shall be kept valid for a period of not less than 90 days (Fixed Date) from the date of opening. Any bid with a shorter period of validity shall be liable to rejection.

2.8 BID SECURITY GUARANTEE

A Bid Security Guarantee from a recognized commercial bank in Sri Lanka for a sum of valid Rupees Fifty Thousand Only(Rs.50, 000.00) for a period of not less than 119days (Fixed Date) from the date of opening shall be submitted along with the above bid. This Bid Security Guarantee shall be returned to the successful Bidder upon signing of the contract and furnishing the Performance Guarantee referred to in clause (2.10) here below. The Bid Security Guarantees of unsuccessful Bidders shall be returned to them immediately upon the successful Bidder furnishing the Performance Guarantee and signing of the contract. If the successful Bidder declines or fails to enter into a contract and/or fails or declines to furnish a Performance Guarantee within the period specified in clause (2.10), his/their Bid Security Guarantee shall be forfeited by the CSCL.

2.9 DECLARATION OF COMPANY DIRECTORS

Bidders who are private companies shall declare the names of the current Directors and main Share Holders while Bidders, who are Government Owned Companies and Co-operative Societies, shall declare the names of the Current Directors, and the declaration appearing in the Form of Bid shall be completed where relevant.

2.10 PERFORMANCE GUARANTEE

The Bidder whose Bid has been accepted as stated under the **Invitation & Terms and Conditions No.1.4**, shall furnish a Performance Guarantee in the form of a Bank Guarantee in the amounts specified below whereupon he/they will be required to sign a contract in terms of clause (1) of the General Terms and Conditions of the below. This Bank Guarantee shall be furnished within a period of seven (07) working days from the date of delivery of the notice of acceptance issued in the manner stated under the **Invitation & General Terms and Conditions No.1.4**.

The value of the Performance Guarantee should be 10% of the contract value. The Performance Guarantee shall be from a recognized commercial bank in Sri Lanka acceptable to the CEYLON SHIPPING CORPORATION LTD.

The Performance Guarantee at above, shall be valid for a period of 13 months from the date of signing of the contract and they will be released upon satisfactory completion of the obligations under the contract signed in terms of clause (02) of the General Terms and Conditions of the bid. If the successful Bidder fails to perform his/their obligations under the contract, the Performance Guarantee furnished in the form of Bank Guarantee shall be forfeited to the Ceylon Shipping Corporation Ltd, and such failure on the part of the successful Bidder, shall without prejudice to any remedies available to the Ceylon Shipping Corporation Ltd., render the contract liable for cancellation without assigning any reasons or prior notice thereof.

Any losses/damage caused to the Ceylon Shipping Corporation Ltd, due to negligence of personnel deployed will be recovered from the monthly bill or Performance Guarantee/Cash deposit and any

further balance sum unrecoverable shall be claimed by recourse to legal action against the Contractor.

2.11 GENERAL CONDITIONS OF CONTRACT

A. Obligations of the Contractor

1. Maintain high standards of cleanliness
2. Ensure discipline and conduct of staff
3. Comply with labour laws and regulations

B. Termination

CSCL reserves the right to terminate the contract in case of:

1. Poor performance
2. Breach of contract

3. ANNEXURE
I. FORM OF BID

(To be submitted in duplicate)

(Only on Bidder’s Letterhead)

Tender No: CSCL/JS/2026

The Chairman
Departmental Procurement Committee
Ceylon Shipping Corporation Ltd,
No.27, MICH Building,
Sir Razik Fareed Mawatha,
Colombo 01.

**BIDDING FOR THE PROVISION OF JANITORIAL SERVICES FOR HEAD OFFICE
CEYLON SHIPPING CORPORATION LTD.TENDER NO: CSCL/JS/2026**

Having examined the bidding documents, we offer to provide the services for Janitorial Services for Head office Ceylon Shipping Corporation Ltd, No. 27, MICH Building, Sir Rasik Fareed Mawatha, Colombo 01. in accordance with the Conditions of Contract, Employer’s Requirements, drawings and activity schedule accompanying this Bid for the Contract Price of Rs.....(Rupees)
(Without Taxes) per month (30 days)/ or any other sum derived in accordance with the said document.

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 your receive.

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

Full Name of the Authorized Person of Bidder :.....

N.I.C. No :.....

Common Seal and the Signature of the Authorized Person :.....

II. ACTIVITY SCHEDULE

Notes on the Activity Schedule Objective

(To be submitted in duplicate)

(Only on Bidder's Letterhead)

Tender No: CSCL/JS/2026

The Chairman
Departmental Procurement Committee
Ceylon Shipping Corporation Ltd,
No.27, MICH Building,
Sir Razik Fareed Mawatha,
Colombo 01.

Details	Unit	Rate per Month	
		Rs.	Cts
1	Floors		
	<i>All common areas, all common passages stair ways.</i>		
1.1	Sweeping, dusting, mopping and damp mopping With an all-purpose cleaner.	Daily	
1.2	Removing all refuse, fitter, waste paper baskets, dust bins, Rubbish& disposal goods.	immediately	
1.3	Drying and removal of water and tea spills, removal of foot marks etc., from the surface.	immediately	
1.4	Cleaning, washing and disinfecting garbage bins.	Daily	
1.5	Polishing of garbage bins.	Daily	
1.6	Vacuum cleaning all carpeted floors	weekly	
1.7	Inspection of carpeted areas and removal of spillage, dirt.	daily	
2	Roof, slab and calling and cleaning maintenance		
2.1	Cleaning and removal of dust	weekly	
2.2	Removal of deposits from the roof and the gutters.	immediately	
2.3	Cleaning gutters	weekly	
3	Windows and partitions		
3.1	Cleaning doors at entrance.	Daily	
3.2	Spot clean with glass spotter solution especially areas around door push plates	Daily	

3.3	Dusting and cleaning all doors, windows and partition including glasses with dry cloth or paper to keep them spotlessly clean	Daily		
3.4	Full wash both sides with glass shampoo and window Cleaning kit in glass doors. Timber paneling, door frames, fixed glass windows, fan lights, glassed louvers, glassed Partitions and windows sills. In the case of windows only the outside glass.	Daily		
4	<i>Cesspits and Ceiling, All common areas, all common passages, staircases</i>			
4.1	Dusting and cleaning cesspits and ceiling	Daily		
4.2	Removal of cobwebs, spiders from the soffits, ceiling and walls Pay attention to corners and pergols	Immediately		
4.3	Dusting & cleaning of lighting fixtures and ceiling fans, tube lights & lamp shades. Ensure that lights and fans are switched off before work commences.	Weekly		
5	<i>Internal walls emulsion painted all common areas, all common passages, all stair cases and pipespieces mentioned in item No. 5</i>			
5.1	Spot clean with general purpose detergent	Daily		
5.2	Cleaning and polishing stainless steel plaques, railings, name boards, signs and fire hydrants using suitable chemicals and keep them in good condition at all times.	Weekly		
5.3	Cleaning and emulsion coated walls & portioned walls of hand marks & dirt using suitable compound soap water & sponging off marks	Weekly		
6	<i>Toilets, wash rooms</i>			
6.1	Sweep & scrub floor with germicidal detergent such as phenol	2 times daily		
6.2	Remove stains from toilet bowls, urinals, commodes, wash basins, toilet floors, urinal and wash basin bottle traps and fixtures etc.	4 times daily		
6.3	Cleaning of walls, floors cubide partitions	Daily		
6.4	Clean toilet pans, cisterns, urinals especially around water lines using approved toilet cleaners such as phenol.	4 times daily		
6.5	Clean pedestal covers in both sides with disinfectant	Daily		
6.6	Clean down water basins, tap head and cover flow holes.	4 times daily		
6.7	Clean down tiled walls	Daily		

6.8	Clean all bright metal fittings	Daily		
6.9	Brush sink holes and gullies trap	Daily		
6.10	Remove spots from mirrors and stainless steel fittings and wipe dry	Daily		
6.11	Full clean mirrors and glass windows	Weekly		
6.12	Polish all stainless fittings	Weekly		
6.13	Removal of corrosion that may occur	immediately		
6.14	Checkup of toilets and wash room to determine operational Condition	Hourly		
6.15	Clean blockages in wash basins, gullies, urinals	immediately		
7	<i>Timber paneling, door frames, door frames, stainless steel hand rail</i>			
7.1	Spot clean	Daily		
7.2	feature dust, Pay attention to junctions and comices	Weekly		
TOTAL PER MONTH				
TOTAL TAXES PER MONTH				
TOTAL PER MONTH WITH TAXES				

Name of the bidder

.....

Address of the Bidder

.....

.....

NIC No:.....

Business Registration No:.....
(Please affix company seal)

Date:.....

Signature & Common Seal of the Bidder

Schedule A: 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

Schedule A - Experience in Similar Assignments last three years <i>(enclosed in envelope marked, "Envelope 1 - Qualification and Experience Information")</i>				
Period	Employer	Description of Works	Amount	Contractor's Responsibility (%)
		Total		

Schedule B – Work Plan and Methodology

[If requested under ITB clause 20.3 only]

(enclosed in envelope marked, “Envelope 1 – Qualification and Experience Information)

Sheet 1 of ...

Should response to all the requirements given in the Employer's Requirements,

Schedule C – Key Staff

[If requested under IT B clause 2.3 only) (enclosed in envelope marked, “ Envelope 1 – Qualification and Experience Information)

Name	Position	Task

Schedule D –Equipment Proposed [If requested under IT B clause 2.3 only) (enclosed in envelope marked, “ Envelope 1 – Qualification and Experience Information)

Type	Capacity	Number

Schedule E – Client’s Reference

[If requested under IT B clause 2.3 only)
(Enclosed in envelope marked, “Envelope 1 – Qualification and Experience Information)

ATTACH THE CERTIFICATION GIVEN BY THE CLIENT’S, MAKING REFERENCES ON
THE SERVICES EXECUTED BY THE BIDDER

Schedule F – Annual Turnover Information (Last Three years) [If requested under IT B clause 2.3 only) (enclosed in envelope marked, “Envelope 1 – Preliminary Information)		
Year	Turnover	Remarks
1		Attach audited reports
2		
3		

III. BID ENDORSEMENT

(Only on Bidder's Letterhead)

Tender No: CSCL/JS/2026

The Chairman
Departmental Procurement Committee
Ceylon Shipping Corporation Ltd,
No.27, MICH Building,
Sir Razik Fareed Mawatha,
Colombo 01.

I/We, the undersigned, hereby confirm our full understanding and acceptance of the terms, conditions, and instructions detailed in the referenced Bid. We further commit to providing the services specified therein, in strict accordance with the terms outlined, and at the premium rate indicated in our policy.

Additionally, we acknowledge that the Company reserves the right, at its discretion, to reject any or all bids or to accept any portion of a bid that best serves the Company's interests, without obligation to provide justification. We also understand that the Company is not required to accept the lowest bid.

Name of the Bidder:		
Bidder's Business Registration No:		
Authorized Signature of the Bidder:		
Name & Title of the Authorized Signatory:		
Address:		
Telephone and Fax Nos.:	Telephone Nos.:	
	Fax Nos.:	
Address:		
Date:		
Seal:		

IV. BID AFFIDAVIT OF NON-COLLUSION

AFFIDAVIT OF NON-COLLUSION

I,.....(NIC No:.....) of(Address)....., in the Democratic Socialist Republic of Sri Lanka, being the duly authorized representative (as bidder) of.....(Name of Bidder).....(Address of Bidder).....do hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

1. **That the bid submitted by us for the “INVITATION FOR BIDS TO PROVISION OF JANITORIAL SERVICE TO CEYLON SHIPPING CORPORATION LTD”, Tender No: CSCL/JS/2026 is made independently, and we have not entered into any agreement, understanding, arrangement, or practice with any other bidder, supplier, manufacturer, subcontractor, or any other person or entity, for the purpose of restricting competition or manipulating the bidding process.**
2. **That we have not disclosed, and will not disclose, the price, quotations, terms, or any other information relating to our bid to any other bidder or competitor, whether directly or indirectly, prior to the official opening of bids.**
3. **That we have not attempted, nor will attempt, to influence the procurement process through bribery, inducements, gifts, commissions, or any corrupt, fraudulent, collusive, or coercive practice as defined under the Sri Lanka Procurement Guidelines – 2025.**
4. **That no employee, board member, consultant, or advisor of the Procuring Entity has been offered or will be offered any benefit by us or by any person or entity acting on our behalf.**
5. **That we have fully complied with all provisions related to ethics, integrity, and anti-corruption under the Procurement Guidelines 2025 and any other applicable laws of Sri Lanka.**
6. **That this affidavit is made in good faith, with the full understanding that any false declaration may result in immediate rejection of our bid, or forfeiture of bid security, or blacklisting in accordance with Government regulations or legal action according to the laws of Sri Lanka.**
7. **That I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.**

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me) on this day of2026 at



BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

V. BID SECURITY GUARANTEE

(Only on Bidder's Letterhead)

Tender No: CSCL/JS/2026

The Chairman
Departmental Procurement Committee
Ceylon Shipping Corporation Ltd,
No.27, MICH Building,
Sir Razik Fareed Mawatha,
Colombo 01.

PROCUREMENT GUIDELINE REFERENCE 5.3.13

Format for Bid Security Guarantee

[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

----- [insert issuing agency's name, and address of issuing branch or office] -----

Beneficiary : -----[insert (by PE) name and address of Employer/Purchaser]

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

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

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

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

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

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

This Guarantee shall expire : (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder, or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force upto ----- (insert date)

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date _____

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

VI. SCHEDULE OF REQUIREMENT

(Only on Bidder's Letterhead)

Tender No: CSCL/JS/2026

Number of Janitors and Supervisors required per day at the premises locations are as follows;
(These requirements are the day to day needs).

Description	Head Office Premises
	Head Office Premises No.27, MICH Building Sir RazikFareedMawatha Colombo 01
=====	=====
Number of floors	Three (03)
Number of Janitors	Three (03)
Number of Supervisors	One (01)

Note

Working Hours on Weekdays: from 7.00 a.m. to 4.30 p.m.

Saturdays: from 7.00 a.m. to 1.00 p.m.