

CEYLON SHIPPING CORPORATION LTD

MINISTRY OF PORTS AND SHIPPING



PROCUREMENT NOTICE INVITATION FOR BIDS

Invitation for Bids to Provision of Janitorial Services for Ceylon Shipping Corporation Limited

1. Ceylon Shipping Corporation Ltd (CSCL) is a 100% government owned company based in Colombo. The Chairman, Procurement Committee on behalf of the Ceylon Shipping Corporation Ltd, invites sealed bids from licensed Janitorial service agencies to provide Janitorial Service for Head Office of Ceylon Shipping Corporation Ltd,
2. Quotations should be submitted after a premises inspection relevant to Janitorial services for Ceylon Shipping Corporation Ltd Head Office, No. 27, M.I.C.H Building, Sir Razik Fareed Mawatha, Colombo 01
3. The Service Contract is initially for a period of one year and subject to further extension for 02 years on annual basis at the end of each year upon evaluating of the performance of the services.
4. The tentative date for commencement of the service is 01st April 2021 onwards.
5. Bidding documents in English language consisting of the Form of Bid, Schedule of Requirement, General Terms and Conditions and the Form of Contract could be obtained from the Administration Division of the Ceylon Shipping Corporation Ltd., on payment in cash of a non-refundable Bidding fee of Rupees One Thousand (Rs. 1,000/= plus applicable Tax). Bidding documents will be issued on any working day, between 9.30 a.m. and 3.00 p.m. from 10th February 2021 to 1st March 2021
6. The envelope containing the sealed bids should be addressed to the **Chairman, Procurement Committee**, and deposit in the Tender Box located at the entrance of office premises or send under registered post seal cover with clearly marked "**Quotations for supply Janitorial service**" at top left hand corner of the envelop to Ceylon Shipping Corporation Ltd. No. 27, MICH Building, Sir Razik Fareed Mawatha, Colombo 01. Within the time period specified below.
7. Bids will be closed on **02nd March 2021 at 2.30 p.m.** and will be opened immediately thereafter. All bids must be accompanied by a Bid Security of Rupees Fifty Thousand Only (Rs. 50,000.00) in the form of Bank Guaranty.
8. Quotations will be received for the same, subject to the following conditions:
 - a) Should be registered as a company
 - b) Should be an institution paying taxes in accordance with government rules and regulations
 - c) Price revisions will not be permitted during the agreement period for any reason.
 - d) The staff members to be deployed should be very good health.
 - e) Previous experience
 - f) Any other relevant details if any.
9. Bids should be submitted in the letter head of the bidding company signed by the Authorized Signatory.
10. Please Indicate VAT separately if applicable and quoted prices should be without applicable Taxes.
11. For further information/details please contact the Head of Administration, Ceylon Shipping Corporation Ltd, No. 27, MICH Building, Sir Razik Fareed Mawatha, Colombo 01. (Telephone No: 011-2326077/ Mobile: 071-0215720)

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