



**POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)**

**UNIVERSITY OF PERADENIYA**

**TENDER APPLICATION**

**FOR**

**CLEANING AND MAINTENANCE SERVICES  
OF THE PGIS**

**Contract No: PGIS/NCB/S/2026/01**

To:

For Chairman  
Department Procurement Committee (Minor)  
Postgraduate Institute of Sciences (PGIS)  
P.O. Box 25  
Peradeniya

T'phone No. 081-2394793

Fax No: 081-2389026

**POSTGRADUATE INSTITUTE OF SCIENCE**

**CONDITIONS OF BID FOR CLEANING AND MAINTENANCE SERVICES  
FOR TWO BUILDINGS OF THE PGIS**

1. Sealed bids are invited for cleaning and maintenance services at the Postgraduate Institute of Science.
2. Bids must be submitted only on forms issued by the Postgraduate Institute of Science.
3. Any bid which is not in conformity with any or all of the conditions laid down herein are liable to be rejected.
4. The bidder should have a minimum of 5 years' experience in providing cleaning and maintenance services to government or private sector organizations.
5. Bidders must satisfy themselves before submission of bids that the required material and equipment are available to execute the contract successfully.
6. The bidder whose bid is accepted will be responsible for providing all labour, materials, tools, plants and equipment required to carry out the work under the contract.
7. All bidders should visit and inspect the premises 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 plea of lack of such knowledge. Site visits can be arranged between 9.00am to 3.00 pm on working days from 23/01/2026 to 12/02/2026 on prior appointment.
8. The Contractor whose tender is accepted will be responsible for insuring at his own cost, all workmen engaged in this work against all risks of accident and injury. The contractor is responsible for any damage that is caused to the property of the Postgraduate Institute of Science or that of any third party, or any injury that may be caused to any person in the performance or in consequence of the performance of the contract by the Contractor.
9. Any alteration shall be made by cut-off by one line and initialed by the bidder. Using tippex or similar substance in making alterations may result in your bid be rejected.
10. **Bid shall consist of:**
  - (a) Conditions of bid for cleaning and maintenance services of the PGIS. (Schedule A)
  - (b) Bill of Quantities for cleaning and maintenance services of the PGIS – (Schedule B )
  - (c) Application (Schedule C)

(d) Following documents to support the work experience and financial capability to execute the contract.

1. Details of work carried out in the recent 03 years with service letters from clients, and their contact numbers.
2. Certificate of business registration.
3. Audited financial statements for the recent 3 years.

11. The original and duplicate of tender with all supporting documents must be enclosed separately and securely in sealed envelopes or packages and marked respectively on the top left hand corner as "**Original - Tender for Cleaning and Maintenance Services 2026**" and "**Duplicate - Tender for Cleaning and Maintenance Services 2026**". Both such envelopes or packages should be enclosed in one securely sealed cover marked "**Tender for Cleaning and Maintenance Services 2026**" and should be addressed to the **Director, Postgraduate Institute of Science, PO Box 25, University of Peradeniya, Peradeniya**.

12. Bids shall either be:

- (a) sent by registered post to reach the **Director, Postgraduate Institute of Science, PO Box 25, University of Peradeniya, Peradeniya** on or before **3.00 p. m on 13/02/2026**.

or
- (b) deposited in the tender box kept at the Administration Office of the Postgraduate Institute of Science before **3.00 p.m on 13/02/2026**.
- (c) The bids will be opened at **3.00 p.m. on 13/02/2026**.

13. Bids received after the above specified time and the date will be rejected.

14. The bidder or their authorized representatives may be present at the opening of bids.

15. The bids should be firm and subject to no variations.

16. Bids shall be accompanied by a original Bid Security for an amount of Rs. 30,000.00 (Rupees Thirty Thousand) obtained from a bank approved by the Central Bank of Sri Lanka, valid up to 23/04/2026 written in favour of the Director, Postgraduate Institute of Science or attach the receipt after paying an equivalent amount to the Shroff/PGIS.

17. The bids shall be valid up to 27/03/2026.

18. The bidder whose tender is accepted shall within 14 days of the award of the contract or within such extended period as may be specified by the Postgraduate Institute of Science enter into a contract with the Director, Postgraduate Institute of Science for due performance of the contract and fulfillment of undertakings, convenience, terms and conditions or agreements stipulated in the contract.

19. The bidder whose tender is accepted shall be required to furnish a performance security for an amount of 5 % of the total contract amount (including taxes) valid up to 28 days beyond the completion date of the contract prior to entering into a contract with the PGIS.
20. Notice of acceptance of bid will be deemed to have been served on the bidder and received by the bidder if it had been sent by registered post to the address given by the bidder.
21. The contract for cleaning and maintenance services shall not be assigned to any other person/organization by the bidder without the authority of the Postgraduate Institute of Science.
22. The Tendeer shall be exclusively responsible for the payment of remuneration. (The minimum daily wage should be Rs.1200.00 as per the National Minimum wage of workers (Amendment) Act No 11 of 2025 2.I (b) .
23. The contractor shall employ a minimum of 01 Male Labourer, 03 Female Labourers on daily basis and a Visiting Supervisor. If it is discovered that the employed number of labourers/supervisor employed by the contractor is below this minimum number, an amount of Rs. 250.00 per each day of absent will be deducted as a penalty from the monthly bill submitted for payment.
24. The contractor should provide the cleaning and maintenance service for all 7 days of the week, unless otherwise informed by the PGIS. No deductions will be made for absentees of cleaning personnel as stated in clause 22 above for such days. However, an appropriate amount calculated on the respective items of the Bill of Quantities will be deducted from the monthly bill for such days.
25. The normal working hours are 7.30 a.m – 4.30 p.m. However, if the PGIS requires their services outside this time duration, the contractor shall provide the service without any additional charges.
26. The Tender Board of the Postgraduate Institute of Science reserves itself the right without question, to reject any or all of the tenders and is not bound in any way to accept the lowest or any tender.
27. The Postgraduate Institute of Science will provide water and electricity required for the proper execution of the works referred to in the tender document.
28. The expenses incurred in connection with the preparation of the bid shall be borne by the bidder.
29. The Conditions laid down in the Government Standard Bidding Documents (SBD - 01) are applicable in case where any matter is not specifically mentioned in the Conditions of contract given with this bidding document.

#### **DECLARATION**

I am aware that the conditions of tender governing the submission and acceptance of the tender are as specified above.

.....  
**Date**

.....  
**Name & Signature of bidder**

**Schedule B****POSTGRADUATE INSTITUTE OF SCIENCE (PGIS)****BILL OF QUANTITIES FOR CLEANING AND MAINTENANCE SERVICES  
OF THE PGIS****Contract Period : 12 months**

Office Complex, Staff Rooms, Lecture Rooms, Laboratories, Auditorium, Lobby areas, Roof Top, Cafeteria, Lobby areas with lift, Conference Hall, Toilets, Drains, Ditches, Car Park, Garden surrounding (Block A,B & C) the PGIS.

<b>Item</b>	<b>Description</b>	<b>Frequency</b>	<b>Total per month (without Taxes)</b>	<b>Total per year (without Taxes)</b>
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**01. Tiled/Cemented Floors**

	(a) Dust-mopping to remove dust, soil & grime and Damp mopping of floors with an all purpose cleaner	Daily	.....	.....
	(b) Spray buffing and machine polishing and washing of the surface (Wax and Polishing)	Monthly	.....	.....

**02. Interior/Exterior Glass and Partitions**

	(a) Removal of stains of glasses, and marks on interior glasses	Immediately	.....	.....
	(b) Washing and cleaning of interior glass using glass cleaner and wiping and cleaning of aluminium and timber windows, door frames and doors	Weekly	.....	.....
	(c) Washing and cleaning of exterior glass using glass cleaner	Bi-weekly	.....	.....

**03. Metal Fittings, Fixtures, Supports etc.**

	(a) Cleaning of metal surfaces, supports, aluminium lattices, grills, metal edges of stair cases etc.	Weekly	.....	.....
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#### 04. Walls, Ceilings and Electrical Fittings

(a)	Cleaning, removal of dust, cobwebs etc. from ceiling and corners	Daily	.....	.....
(b)	Dust mopping and cleaning of electrical fixtures and fittings (lights, fans, switches etc.)	Weekly	.....	.....
(c)	Removal of marks and stains on walls	Immediately	.....	.....

#### 05. Toilets

(a)	Cleaning, washing and disinfecting of walls, floors, bowls, wash basins, urinals, commodes using standard cleaners and disinfectants	Daily (3-5 times)	.....	.....
(b)	Wiping and cleaning of all toilet fittings such as taps, soap holders, mirrors, towel rails etc.	Daily	.....	.....

#### 06. Garbage Collection and Disposal

(a)	Collection and disposal of litter/garbage from the buildings of the PGIS, yard and lawns and cleaning, washing and disinfection of garbage bins	Daily	.....	.....
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#### 07. Miscellaneous

(a)	Wiping and cleaning of grills, handrails, doorknobs, handles etc.	Weekly	.....	.....
(b)	Cleaning pantry cupboard tops, sinks, wash basins, glazed tiled walls, counter tops etc.	Weekly	.....	.....
(c)	Cleaning of interior/exterior/ corridors and Garden belongs to the PGIS and beautification (trimming branches, cutting lawns, uproot the weeds)	Weekly	.....	.....
(d)	Cleaning and disinfection of telephone receivers, flower vases, etc	Daily	.....	.....
(e)	Dust mopping and cleaning furniture, cushions, carpets etc. in offices of the Director and all staff of the PGIS	Daily	.....	.....
(f)	Dust mopping and cleaning of furniture & fittings and equipment in all locations of the PGIS.	Weekly	.....	.....

<b>Total Amount (without VAT &amp; NBT)</b>	.....	.....
<b>Less : Discount Granted ,if any</b>	.....	.....
<b>Total Amount after Discounts Granted</b>	.....	.....
<b>Add: VAT</b>	.....	.....
<b>Add: NBT</b>	.....	.....
<b>Total Amount ( with VAT &amp; NBT) – (in Figures)</b>	.....	.....
<b>Total Amount (with VAT &amp; NBT) – (in Words)</b> .....	.....	.....

Date

**Signature of Tenderer**

වදකු පශේෂාත් උපාධි ආයතනය වෙත පවිත්‍රතා සේවාවන් ලබා ගැනීමකදා වන ලංසු අයදුම් පත්‍රය 2026

1) අයදුම්කරුන මධ්‍යස්ථානයේ නම: වදකු පශේෂාත් උපාධි ආයතනය : PGIS

මෙම කොන්ත්‍රාත්ත්වට අදාළ සියලු කොන්දේසි මා විසින් කියවා තේරැමිගෙන් අතර, එම කොන්දේසිවලට බැඳීසිට්‍රමට එකශරෙම්.

2) i. කොන්ත්‍රාත්කරුගේ නම: .....

ii. ව්‍යාපාරයේ(නතිපුද්ගල/නවුල්ව්‍යාපාර/සමාගම)නම: .....

3) ලිපිනය : .....

.....

4) දුරකතන අංකය : .....

5) ලංසු අඡැපකරයේ විවිධ මෙහෙයුම් : .....

6) වැට්ටද ලියාපදිංචි අංකය : .....

(බඳ සඳහා ලියාපදිංචි වී නොමැති අයදුම්කරුවන් දේශීයආදායම් දෙපාර්තමේන්තුවේ කොමිෂන්වර්යාගෙන් ඒ බව සහාරී කෙරෙන ලිපියක් ලබාගෙන එය ලංසුපත්‍රිකාව සමග අමුණා එවිය යුතුය)

7) ව්‍යාපාරයේ ලියාපදිංචි අංකය : .....

8) i) සේවකයෙකු (ගැහැණු/පිරිමි) සඳහා ගෙවනු ලබන දෙළභික වැටුප (EPF හා ETF නැර) - .....

ii) සේවකයෙකු (ගැහැණු/පිරිමි) සඳහා ගෙවනු ලබන දෙළභික වැටුප (සේවා කෝෂකගේ EPF හා

ETF දායක මුදල ඇතුළත්ව) - .....

9) අදාළ කොන්ත්‍රාත්ත්ව ඉටුකිරීම සඳහා කොන්ත්‍රාත්කරු විසින් යෙදුවීමට අප්පේක්ෂිත යන්තු භාජපකරණ (machineries and equipment) පිළිබඳ විස්තර (මෙම යන්තු/උපකරණ කොන්ත්‍රාත්ත්ව ආරම්භ කරන දින අදාළ සේවා ස්ථානයේ අංගුඩ්ඩානි වෙත ලබා දියයුතු අතර කොන්ත්‍රාත් කාලයීමාව තුළ ඒවා අදාළ අංග ප්‍රධානීගේ අවසරයකින් තොරව සේවා ස්ථානයෙන බැහැරට ගෙනයාම නොකළ යුතුය.

I. .....

II. .....

III. .....

IV. .....

V. .....

VI. .....

9) කොන්ත්‍රාත්කරුගේ අත්සන:.....

10) දිනය:.....

11) කාර්යාල මුදාව:.....