



High Commission of India

Colombo, Sri Lanka

Invitation for quotation from reputed contractors/firms having experience in Janitorial services to provide cleaning service at High commission of India Colombo, No.36-38 Galle Road Colombo 03 for a period of one year from the date of contract agreement. The bidders should mention about the experience, their details etc. in the bid along with the rates.

The details of the scope of work is given below,

Daily

- Damp wipe office furniture & Fittings
- Removal of garbage & waste paper
- Clean & disinfect telephones & ash trays
- Removal of dust, finger marks from walls & glazed partitions
- Wet mop Lunch room & pantry floor & disinfect furniture
- Removal of cob webs within the premises.
- Polish brass, silver, stainless fittings
- Wash & wipe down internal and external glazed panels
- Water indoor plants
- Sweep & mop the floor area
- Dry sweep external area
- Wash/clean/disinfect toilets

Weekly

- Wipe down overhead fittings and fixtures
- Clean free of dust ceiling panels A/C defuses
- Dust clean Venetian/ vertical blinds

Monthly

- Floor scrubbing
- Carpet vacuuming/spot removal

Labour

- We require one supervisor and five janitors

Working hours

- Week days 7.00 am to 17.00 pm
- Saturday 7.00 am to 16.00 pm

Note: Premises is closed only on Indian holidays.

The specifications & rates in sealed cover may be sent to Assistant section officer (Property), High Commission of India, 36-38, Galle Road, Colombo 03 latest by 15th October 2018 at 15.00 Hrs, which shall be opened at 15.30 Hrs on the same day by the purchase committee of the High Commission of India duly constituted for the purpose.

The High Commission reserves the right to accept or reject any of the bid(s). No correspondence in this regard will be entertained.

For clarifications please write to estt.colombo@mea.gov.in or call to 011-2436570