



**High Commission of India  
Colombo, Sri Lanka**

Invitation for quotation from reputed contractors/firms having experience in Garden Maintenance services to provide garden maintenance services at High Commission of India Colombo (No. 36, 38, Galle Road Colombo 03), High Commissioner's residence (No.86 Kumaratunga Munidasa Mawatha Colombo 03) and Deputy High Commissioner's residence (No.01, Queens Avenue, Colombo 03). The bidders should mention about the experience, their details etc. in the bid along with the rates.

**Daily**

- Sweeping the garden, removal of leaves, flowers, litter, etc from the ground of the premises.
- Upkeep of all flower beds, removal of weeds etc.
- Removal of litter outside of the main gates, every morning before commencement of the working day.
- Removal of all garden debris from the premises and keep all drains, outlets free of any debris, dirt & weeds on daily basis.

**Periodically**

- Mowing all grass lawns.
- To ensure that where all lawns/ grasses meet a paving stone curb/ flower bed are kept tidy.
- Provision & upkeep of all plants/ flowering plants within the planter troughs and plant pots.
- To apply agro chemicals, fertilizers, soil improvements etc.
- Cutting trimming of any branches/ trees when deemed necessary & removal of debris.
- The company should make arrangements to remove all the heavy debris from the premises twice a week.
- To plant seasonal flowering plants & maintaining the same.
- To maintain potted indoor plants on a weekly basis, and re-pot such plants every six months or as required.
- All the gardeners should be well trained in their profession and should wear uniforms.
- Supplying of flower pots during important functions, cutting/ trimming of branches etc during such events.
- All the garden equipment and etc need to be provided by the company.

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 01<sup>st</sup> March 2021 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.

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 and site visits please write to [estt.colombo@mea.gov.in](mailto:estt.colombo@mea.gov.in) or call to

Tel.No: 011-2436570

Place: Colombo

Date: 09.02.2021