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**
- Deep wipe office furniture & Fittings
- Removal of garbage & waste paper
- Clean & disinfect telephones & ash trays
- Removal of dust and marks from walls & glass.
- 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 quotation should be inclusive of cleaning material; and chemical material as well toilet rolls/ multifold tissue papers to be supplied in twenty wash rooms.

The specifications & rates in sealed cover may be sent to Attache (Property), High Commission of India, 36-38, Galle Road, Colombo 03 latest by 31st August 2020 at 15.00 Hrs, which shall be opened at 15.30 Hrs on the same day at High Commission of India Colombo.

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