



**CONSULATE GENERAL OF INDIA
HAMBANTOTA**

F.No. HAMB/Prop/867/01/2019

31 July , 2020

NOTICE INVITING TENDER/BIDS

The Consulate General of India, Hambantota invites bids from reputed company/companies having their office in and around Hambantota for carrying out internal and external cleaning (janitorial) works at the Office of the CGI, Hambantota at 107-B, New Road, Hambantota-82000, Sri Lanka.

(A) : SCOPE OF WORK

1. DAILY SCHEDULE OF CLEANING WORKS:

- (1) Trash collection – removal and recycling of garbage and waste papers etc. from office premises.
- (2) Sweeping & Mopping of all the floor areas including passages, corridors, foyer and stairs
- (3) Cleaning and dusting of office furniture and fittings including computers and counters
- (4) Wipe, clean and disinfect telephone instruments, doorknobs, light switches
- (5) Disposal of garbage as per of directions of security staff
- (6) Clean and maintaining perimeter of the building
- (7) Sweeping of all paved areas of external building
- (8) Thorough cleaning of toilets with toilets by using chemicals/disinfectants and deodorants.
- (9) Spray of air freshners to the toilets twice a day ; filling of liquid soaps to the dispensers.

2. WEEKLY SCHEDULE OF CLEANING WORKS:

- (1) Polishing/cleaning of metal surfaces, name plates, boards and metal items/furniture
- (2) Sponge clean Fans, wipe and clean picture frames in all the rooms and foyer.
- (3) Cleaning of glazed walls and surfaces
- (4) Cleaning of the paved areas of road frontage outside of building
- (5) Removal of Cobwebs in all rooms, public areas and exterior facade
- (6) Washing, cleaning of Towels in all the toilets/bathrooms.
- (7) Cleaning of all the glass windows from inside the rooms and in the Reception Hall/Library Hall.

3. MONTHLY SCHEDULE OF CLEANING WORKS:

- (1) Cleaning of overhead standing fixtures like grills etc.
- (2) Wash and Clean glass doors, frames and partitions by using glass wipers.
- (3) Extensive cleaning of the internal and external areas
- (4) Cleaning of all ceiling fans, air- conditioners and other equipments and remove dust.

(B) : SCOPE OF SERVICES

- (1) **The Company will Provide** : 03 janitors on each day. The janitors will be required to wear their ID cards and uniform at the work premises.
- (2) **Working Hours** : Monday to Friday : 7.00 am to 17.30 pm (Full strength)
Saturday : 7.30 am to 12.30 am – only two Janitors
- (3) **Supervisor** : The company shall have a Visiting Manager/Supervisor to monitor the work schedule in the premises once a week and should maintain highest standards to the satisfaction of the Employer/Client.

Contd....2.....

(C) : VALIDITY OF AGREEMENT

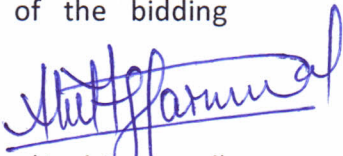
After the award of the work to successful bidder, an agreement will be made and entered into with the Consulate General of India, Hambantota and the successful bidder and ~~both~~ will be bound by the agreement to be signed by both parties. The services under the agreement will begin on its effective date and will continue for a period of two years and may be extended for further period of 1 year subject to the performance by the service provider. For every such extension, a new contract has to be signed between service provider and Employer.

(D) : TERMINATION OF CONTRACT

The either party may upon one month's written notice to the other, terminate this agreement at any time for failure of the other party to comply with any of the terms and conditions of the contract.

(E) : TERMS OF THE CONTRACT

- (1) Cost of janitorial services may be quoted by including as well as excluding necessary consumables, cleaning materials and equipment.
- (2) Payment will be made by cheques or bank transfer for the janitorial services provided according to the requirement of the service provider/company.
- (3) Charges should be based on the strict conformity of the scope of work /staff deployment/working days and time.
- (4) The company would be required to start janitorial services immediately after letter of award of work and the payment will be released on pro-rata basis.
- (5) The Premises and work to be carried out may be inspected with prior appointment. Please call Ms. Thanuja at 47-2222500/2222503 for fixing appointment for viewing the premises.
- (6) The company should satisfy about the scope of work before submitting the bid. In case of any dispute, the decision of the Consulate General of India, Hambantota shall be final. No deviation in scope of work shall be allowed and no extra claim shall be entertained for any unforeseen work.
- (7) No payment other than quoted amount shall be made. The company shall ensure that all local labour laws and other relevant provisions are fulfilled and insurance provisions, if required are made for the safety of workers at premises.
- (8) The quotations/bids may be sent in a sealed covers addressed to Vice Consul(AD), Consulate General of India,107-B, New Road, Hambantota -82000, Sri Lanka latest by 20th August, 2020. The bids opening date would be 21st August 2020(Friday) in presence of the representatives of the bidding company/companies.


(Atul Aggarwal)
Vice Consul (AD)
