

**Consulate General of India
Hambantota**

NOTICE FOR INVITING E- TENDER/BIDS

Subject: Tender/Bids for Annual Maintenance Contract (AMC) of Cleaning/Janitorial Services

The Consulate General of India, Hambantota (Sri Lanka) (hereafter referred as CGI, Hambantota) invites sealed bids/E-Tender from reputed, professional and experienced companies/firms (hereafter referred as Contractor) for Annual Maintenance Contract (AMC) for the internal and external cleaning of building of CGI, Hambantota at 107-B, New Road, Hambantota.

1. SCOPE OF WORK:

Daily	
1	Sweeping and cleaning rubbish from all rooms
2	Cleaning and dusting of office furniture and fittings including computers and counters of Reception/Consular Hall
3	Sweeping and mopping of all the floors of Chancery Building including passages, corridors, foyer and stairs
4	Wipe, clean and disinfect telephone instruments, doorknobs, light switches
5	Thorough cleaning washing of toilets and wiping wash basins/sinks by using chemicals/disinfectants and placing deodorants etc. Spray of air fresheners to the toilets; filling of liquid soaps to the dispensers.
6	Disposal of garbage and change of garbage polythene bags/covers
Weekly schedule of cleaning works - Once in a Week	
1	Polishing cleaning of metal surfaces, name plates, boards and metal items/furniture
2	Wipe and clean picture frames in all the rooms/foyer
3	Cleaning of glazed walls and surfaces
4	Cleaning of the paved areas of road in front of Chancery 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
Monthly schedule of cleaning works - Once in a Month	
1	Cleaning of Overhead standing fixtures like grills etc.
2	Wash and clean glass doors, frames, partitions by using glass wipers
3	Extensive cleaning of the internal and external areas
4	Cleaning of all ceiling fans, air-conditioners and other equipment and remove dust

NOTE: The CGI, Hambantota may review the above scope of work and if need be may add/delete items in this Scope.

2. SCOPE OF SERVICES

- A. Manpower : 03 (three) janitors on each day. The Janitors will be required to wear their ID cards & uniform at the work premises
- B. Working Hours : Monday to Friday : 7.00 A.M. to 5.30 P.M. (Full strength)
Saturday : 7.30 A.M. to 12.30 P.M. - Only 02 (two) janitors
- C. 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 of work to the satisfaction of the CGI, Hambantota. A report of daily/weekly/monthly cleaning work done should be submitted to CGI, Hambantota at the end of each month.

3. GENERAL CONDITIONS OF THE CONTRACT

- I. The Companies/Firms should have experience of cleaning services for at least 3 years duly supported by documentary evidence. The credentials of working with other organizations and performance records may be submitted along with the bid.
- II. The company and all its cleaners should be cleared by Hambantota Police from security point of view. The Contractor shall comply with all local laws, regulations, customs and practices pertaining to labor, safety and similar matters. The company should not be black listed any Government/Department of Sri Lanka nor any criminal cases registered against the bidder/company or its partners in Sri Lanka.
- III. The company should quote the amount to be charged monthly in Sri Lankan Rupees by separately including as well as excluding necessary consumables/cleaning materials and equipment. Bidders are required to quote realistic rates keeping in view the scope of work/staff deployment/working days and time.
- IV. The payment will be made on monthly basis by Cheque as per quoted rates upon receipt of invoice in original. The company will raise the invoice after rendering services for full complete month. The payment will be made before 10th day in the next month for the work carried out in preceding month.
- V. In case any cleaner is absent on any particular day whether for half or full day, the deduction shall be made at the rate of LKR 500/- per person per day.
- VI. The CGI, Hambantota reserves the right to amend any of the terms and conditions contained in this Tender Document or reject any quotations or scrap the whole process without giving any notice or assigning any reason thereof. No claim whatsoever in this regard shall be entertained. The decision of the CGI, Hambantota in this regard will be final and binding upon the bidders.
- VII. The contractor shall not further sublet the whole or any part of the contract under any circumstances to third party.

VIII. Any damage occurring to furniture, fixtures or any other items due to poor cleaning services shall be on the account of the company/contractor.

4. GENERAL CONDITIONS OF BIDDING:

- I. After the award of the work to successful bidder, an agreement will be made and entered into with the CGI, Hambantota and the successful bidder 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 one year and may be extended for another period by mutual agreement of both parties on the same terms and conditions and there will not be any mid-term escalation of charges during the currency of the contract.
- II. The company should satisfy about the scope of work before submitting the bid. In case of any dispute, the decision of the CGI, Hambantota shall be final. No deviation in scope of work shall be allowed and no extra claim shall be entertained for any unforeseen work.
- III. 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 inspection of work premises.
- IV. Any clarifications on this Tender may be obtained from Vice Consul (AD), Consulate General of India, Hambantota in person or by E-mail at admn.hambantota@mea.gov.in or hoc.hambantota@mea.gov.in
- V. The tender enquiry documents will be available on official website (www.cgihambantota.gov.in) and on Central Public Procurement Portal (CPPP) website (<https://eprocure.gov.in>) from **11.07.2023 to 31.07.2023**. The Bids/Tenders can be submitted in **sealed covers addressed to Vice Consul (Admin), 107-B, New Road, Consulate General of India, Hambantota-82000 up to 5.00 P.M. on 31.07.2023. Financial Bids received without sealed cover or sent by Email shall NOT be entertained. Bids once submitted will not be allowed to be withdrawn for re-submission for any reasons/circumstances.**
- VI. The Financial Bids opening date would be 1st August, 2023 at 12.00 P.M. in presence of the representatives of the bidding company/contractor and will be informed accordingly.

5. TERMINATION:

Notwithstanding the foregoing, either party may upon three month's written notice to the other, can terminate this agreement at any time for failure of the other to comply with any of its terms and conditions.

Ch. Ratnamala
(Ch. Ratnamala)
Vice Consul (AD)
11.07.2023