



High Commission of India

Colombo, Sri Lanka

Invitation for quotation from reputed contractors/firms having experience in Janitorial services to provide cleaning services at Swami Vivekananda Cultural center at 16/2, Gregory's Road Colombo 07 for a period of two years 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

- Sweep and clean office room, passages, balconies & lobbies.
- Wipe & clean office tables and other furniture.
- Sweep, clean & mop stairways.
- Damp mop passage areas.
- Wipe & Clean glass partitions.
- Wash, clean disinfects toilets.
- Sweep & clean garden area around the building.

Weekly

- Vacuum carpeted area.
- Vacuum auditorium & chairs.
- Wipe & clean walls & remove cobwebs.
- Wipe & clean curtain railings.

Monthly

- Wipe & clean book racks in the library.
- Polish library floor.

Janitors

(Work time: Monday to Saturday 7.00 am to 5.00pm)

- Two male janitors
- Two female janitors
- One supervisor

The specifications & rates in sealed cover may be sent to Attache (Property), High Commission of India, 36-38, Galle Road, Colombo 03 latest by 26th November 2019 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 and site visits please write to estt.colombo@mea.gov.in or call to

Tel.No: 011-2436570