


## 1 | Page

**No. JAF/ADM/578/01/2022**  
**Consulate General of India**  
**Jaffna**

**NOTICE INVITING TENDER**

Consulate General of India, Jaffna invites Tender under two bid system from registered and authorized firms/agencies for providing Housekeeping/Cleaning services at 14, Maruthady Lane, Nallur, Jaffna as per details given in the tender documents.

2. The interested firms/service agencies should submit the bids in two separate sealed covers, superscribed as “Technical Bid” and “Financial Bid”. Both sealed covers should be put in a separate single envelope superscribed as “Tender No. JAF/ADM/578/01/2022 for AMC for Housekeeping/Cleaning services at Consulate General of India, Jaffna and addressed to Head of Chancery, 14, Maruthady Lane, Nallur, Jaffna”. Please note that tender document will not be accepted after the expiry of stipulated date and time for Housekeeping AMC under any circumstances.
3. The Earnest Money Deposit (EMD) of LKR 10,000/- in the form of Account Payee Demand Draft/Pay Order drawn in favour of “Consulate General of India, Jaffna” is required to be submitted along with tender bids.
4. The Technical Bids will be opened on 14<sup>th</sup> July, 2025 by a Committee authorized by the Competent Authority of the Consulate General of India, Jaffna. The financial bids of only those bidders, whose Technical Bids are found responsive, shall be opened by the Committee authorized for the purpose. The pre-bid site visit may be conducted on 04 July, 2025 on prior appointment basis to assess the job requirement / quantum of work involved. For any queries, please write to [adm.jaffna@mea.gov.in](mailto:adm.jaffna@mea.gov.in) & [hoc.jaffna@mea.gov.in](mailto:hoc.jaffna@mea.gov.in).
5. **If a firm quotes NIL charges consideration, the bid shall be treated as unresponsive and will not be considered.**
6. The Competent Authority reserves the right to reject any or all the bids or cancel the tender, without assigning any reason and the decision of the competent authority of the Mission/ Post shall be final and binding.

  
(Ramya CS)  
Head of Chancery