

Notice Inviting Tender

Hiring of cleaners for Chancery premises of the Consulate General of India, Jaffna

2. Invitation for quotation from reputed contractors/firms having experience in janitorial services to provide cleaning service at Consulate General of India, Jaffna, No. 14, Maruthady Lane, Nallur, Jaffna for a period of one year from the date of contract agreement.
3. **Scope of work:**
 - Cleaning and sweeping of Chancery premises and its adjacent areas.
 - Cleaning to be done during 08:00 to 16:00 hrs on all working days (Monday-Friday), 08:00 to 12:00 hrs on Saturday and other days (holidays/weekends), if required by the Consulate.
 - Two cleaners to be on duty on all working days at Chancery premises from 08:00 to 16:00 hrs
4. **Cleaning tools & material:**
 - All tools, whatsoever required for the cleaning works should be provided by the company.
 - All cleaning materials should be provided by the company whatsoever required for the Chancery premises.
5. **Specifications of works:**

Daily:

 - Sweeping and mopping of floors including entrance and exit areas, Office room to be cleaned including vacuum cleaning and dusting of furniture to be done daily in the morning, Dusting of tables, chairs & partitions etc, Scrubbing of toilets, WCs, Wash counters etc, Dis-infections of telephones, Cleaning of Glass/wooden door, windows and partitions.
 - Cleaning of dirt trap mats, Dry sweep external area, time to time mopping of the office area and meeting room, Replacement of consumables in toilets such as liquid soap, odonil, polythene for dustbins etc.
 - Cleaning of toilets twice a day, Cleaning/Clearing of dustbins

Weekly:

 - Scrubbing of tiles in the toilets, cleaning of switch plates & handles of doors & windows, bathrooms exhaust cleaning, clearing of cobwebs.
 - Mopping with liquid soap of the entire office area, cleaning roof top of Chancery building and removal of dried leaves and branches adjacent areas.
 - Scrubbing and polishing of office floors, stairs, wipe down overhead fittings and fixtures, carpet vacuuming/spot removal.
6. **Visit to Chancery Premises:**
 - Interested cleaning service providers may visit the Chancery premises during 09:00 to 17:00 hrs to ascertain the scope of the work and to discuss any other specifications of the work.
7. **Eligibility Criteria:**
 - Bidders should demonstrate and explain their technical, professional and practical experience of having provided similar services including to any of the Indian Missions/Posts abroad or other Diplomatic Missions or other Government/business organizations in Sri Lanka.
 - The bidder should have atleast 2-3 years of experience of providing cleaning and maintenance services as mentioned above in the scope of work.
 - The bidder should have the capability of providing a service replacement at the Chancery premises if due to any circumstances the regular cleaning/maintenance staff does not arrive.
 - The suppliers will have to certify in their offers that the work will be undertaken in a professional manner and to the satisfaction of the Consulate.
 - No advance or down payment will be made for this work. Bill would be settled on monthly basis and after satisfactory completion of job within one month of receipt of the bills.
 - All statutory obligations such as social security, health insurance, Minimum Wages, etc. in respect of employees are to be met by the contractor.

- Adequate training of staff especially any specific requirements for this building (eg. The façade cleaning, roof/pillar cleaning) should be provided.
 - The contractor shall be responsible for the conduct/integrity of persons deputed for cleaning works in the building and will also be responsible for any act of omissions or commissions on their part. They will vouch for their character and integrity. The contractor shall supply fresh sets of uniforms identity cards, shoes to their personnel who shall wear the same while on work and also keep their uniform neat and clean.
 - If a bidder is asked to competitively quote for the housekeeping services, the Consulate is not bound to accept the lowest quote or any tender, and reserves the right to accept the whole or any part of the tender and altering the numbers offered and the tendered shall supply the same at the rate quoted.
 - Bidders should not have been barred/black-listed by the Government Department or Organization in India/Sri Lanka or elsewhere.
 - To assist evaluation and comparison of the bids, the Consulate at its discretion, may ask the bidders for clarification on their bids. The clarifications and responses from the bidders shall be in writing.
 - Bidders may submit their bids for providing housekeeping services in premises of the Consulate.
- 8. Penalty for deficiencies:**
- The contractor shall ensure that all the duties as assigned to the firm by the client must be performed by them in the desired manner of client, failing which it shall invite penalties as prescribed in the following paragraphs: - A penalty of LKR 200/- per hour on each occasion for each person shall be recovered from the contractor's bill, if any worker is found missing/absent. As far as possible, the contractor shall not change the personnel deployed on cleanliness etc. An attendance sheet will be signed by workers daily. The contractor has to arrange attendance register for his staff, which will also be checked and signed by an officer designated by this Chancery.
- 9. Tenders is invited in two parts** i.e. (i) Technical bids and (ii) Financial bids.
- Technical Bid: Consisting of all details of the services being provided along with terms and conditions. Company details-registration, experience, financial status etc.
 - Financial bid: Indicating the costs item-wise and service-wise for the services mentioned in technical bid. Offer should be in Sri Lankan Rupees without VAT and include all charges.
- 10. Address for submission of quotations:**
- The quotation should be sealed in the official envelope of supplier (along with labels mentioning Technical and Financial bid) and delivered at reception of Consulate General of India, Jaffna or to be sent by post to Vice Consul (Admn), Consulate General of India, Jaffna. The bids will be accepted till 30th June, 2022 till 17:00 hrs. For further clarification please write to hoc.jaffna@mea.gov.in.
- 11. Evaluation & Selections:**
- Bids will be opened on 01st July, 2022 at 15:00 hrs. First the technical bid will be opened and evaluated. At the second stage financial bids of only the technically qualified companies will be opened. The bid offering as per scope of work, technically qualified and best prices would be awarded the job. Bidding companies are requested to be present at the Chancery premises during the opening of bids. However, the final decision would remain with Consulate General of India, Jaffna. The Consulate committee reserves the right to accept or reject any of the bids. No further correspondence in this regard will be entertained.
- 12. Validity of Contract:**
- The contract, if awarded, shall be valid for a period of one year (01 year). The contract may be extended annually on year to year basis, for further 02 years (maximum tenure 03 years from the date of start of the work initially) as per the contract signed on same terms and conditions and same rates, subject to satisfactory services provided by the vendor. In case of breach of the contract or in event of not fulfilling the minimum requirements/statutory requirements, the Consulate shall have the right at any time to terminate the contract immediately.