

Embassy of India,
Moscow
Admin Section

Subject: Request for bids for outsourced cleaning services

The Embassy of India proposed to hire the services of a cleaning agency for cleaning its premises on a regular basis for the period of one year from 01.08.2018 to 31.07.2019.

The personnel deployed by the cleaning agency will be required to do regular cleaning and upkeep of Embassy's main building located at Vorontsovo Polye 6-8, Moscow, and other areas within the Embassy complex, as and when required by the client. Additionally, he/she will be required to make and serve tea to the Embassy's officers and visitors. Initially, he/she will be deployed in the Administration wing of the Embassy, but the deployment may be changed at any time during the period of the contract. The normal working hours will be from 0930 hrs to 1800 hrs from Monday to Friday, with half-an-hour lunch break from 1300 hrs to 1330 hrs. Compensatory holidays for working on listed holidays may be provided at the discretion of the client on mutually agreed terms on a case to case basis.

Interested bidders are requested to submit their proposals to Head of Chancery, Embassy of India, Moscow (Address: Vorontsovo Polye 6-8, Moscow 131940) latest by Friday, 27th July, 2018.