

EMBASSY OF INDIA, MOSCOW
NAVAL WING

Subject: Request for bids to outsource cleaning services

The Embassy of India/ Naval Wing proposes to hire services of a cleaning agency for cleaning its premises on a regular basis for the period of one year from **01 Aug 2024** to **31 Jul 2025**.

The personnel deployed by the cleaning agency will be required to do regular cleaning and upkeep of Naval Wing in Embassy of India premises 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 deployed in the Naval Wing of the Embassy, but the deployment may be changed at any time during the period of contract. The normal working hours will be from 0900 hrs to 1800 hrs from Monday to Friday, with 30 minutes lunch break from 1330 hrs to 1400 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 bidder are requested to submit their proposals in sealed envelope to Eol, Moscow reception with following address on envelope latest by **21 Jul 2024:-**

Naval Attaché
Embassy of India
Vorontsovo Polye 6-8
Moscow