

**EMBASSY OF INDIA, MOSCOW**  
**Coordination Wing**

**Subject: Request for bids to outsource cleaning services.**

The Embassy of India (Coordination & Defence Technology Wing) propose to hire the services on contingency basis of a cleaning agency for cleaning and upkeeping of floors, serving tea/coffee/snacks to the visitors and during meetings etc. for the period of one year from 01<sup>st</sup> November 2020 to 31<sup>st</sup> October 2021.

The personnel deployed by the cleaning agency will be required for cleaning and upkeeping of floors, serving tea/coffee/snacks to the visitors and during meetings etc. The normal working hours will be from 0900 hrs to 1800 hrs from Monday to Friday, with 30 minutes 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 case to case basis.

Interested bidder are requested to submit their proposals to Counsellor(DT/Coordination), Embassy of India, Moscow at the following address by 14<sup>th</sup> October, 2020.

Counsellor(DT/Coordination)  
Embassy of India  
Vorontsovo Polye 6-8  
Moscow