

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 01st November 2021 to 31st October 2022.

2. The personnel deployed by the cleaning agency will be required for cleaning and upkeeping of floors, serving tea/coffee/snacks to the visitors during meetings, etc. The normal working hours will be from 0900 hrs to 1730 hrs from Monday to Friday, with 30 minutes lunch break from 1300 hrs to 1330 hrs. At times, the contractor's personnel may also be required to work beyond office hours and/or on holidays. No additional allowance or remuneration for such work is admissible. 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. Monthly charges would be payable only for the days of services provided by the agency.

3. Interested bidders are requested to submit their proposals to Counsellor (Coordination), Embassy of India, Moscow at the following address on or before **15th October, 2021.**

Counsellor (Coordination)

Embassy of India

Vorontsovo Polye 6-8

Moscow