

**Embassy of India  
Moscow  
Admin Section  
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**Subject:- Request for bids for outsourced cleaning Maid services**

The Embassy of India propose to hire the services of a cleaning agency for cleaning of office rooms and serve tea / coffee to the Embassy official and visitors for the period of one year from 01.08.2020 to 31.07.2021.

2. The personnel deployed by the agency will be required to do the above mentioned work. Initially, he/she would be deployed in Administration and E & C 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 1730 hrs from Monday to Friday, with half an hour lunch break from 1300 to 1330 hrs. But, he / she may also needs to work on holidays / weekends and beyond officer hours, if desired by clients in special circumstances or in hours of need.

3. Interested parties are requested to submit their proposals to Head of Chancery, Embassy of India, Moscow (Address : Vorontsovo Polye 6-8, Moscow, email : hoc.mos@mea.gov.in ) latest by 29<sup>th</sup> July, 2020.