

**EMBASSY OF INDIA**  
**MOSCOW**  
**NAVAL WING**

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

The Embassy of India/ Naval Wing proposed to hire services of a cleaning agency for cleaning its premises on a regular basis for the period of one year from 01 Aug 2018 to 31 Jul 2019.

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 to Naval Attaché, Embassy of India, Moscow at the following address latest by **30 Jul 18:-**

Naval Attaché  
Embassy of India  
Vorontsovo Polye 6-8  
Moscow

