

EMBASSY OF INDIA, MOSCOW

Subject: Request for bids to outsource cleaning services.

The Embassy of India (Defence Technology Wing & Coordination Wing) propose to hire the services on outsourcing basis of persons/firms for cleaning and upkeep of floors etc. on 3rd floor, building number 8 of the Embassy of India, Moscow for a period of one year from the date of engagement.

2. The personnel deployed will be required for cleaning and upkeep of floors, 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 personnel may also be required to work beyond office hours and/or on listed holidays. No additional allowance or remuneration for such work is admissible. Compensatory holidays for working beyond office hours and/or 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.

3. Interested persons/firms are requested to submit their proposals to Counsellor (DT), Embassy of India, Moscow at the following address on or before 08 March 2026.

Counsellor (DT)

Embassy of India

Vorontsovo Polye 6-8

Moscow- 105064, Russia

Email: dt.moscow@mea.gov.in