

Embassy of India
Vienna

No. Vien/872/03/2005

July 14, 2023

NOTICE INVITING QUOTATIONS FOR PROVIDING CLEANING SERVICES
AT EMBASSY OF INDIA, VIENNA (AUSTRIA)

Embassy of India, Kärntner Ring 2, A-1010 Vienna invites bids for hiring the services of a company that could undertake all cleaning jobs at the Embassy (Annexe, Library, Cultural hall) and DAE Wing. The total cleaning area is 1082 s.q. mtrs.

2. The job includes cleaning all rooms, toilets, kitchen, the outside area of the main entrance, etc., on all working days as per the following scope of work. Cleaning material will be provided by the Embassy.

SCOPE OF WORK

| S.No. | Details of work | Frequency |
|-------|---|-----------|
| 1. | Cleaning / moping corridors on all floors | Daily |
| 2. | Cleaning, moping, vacuum cleaning in all rooms. Cleaning/dusting office tables, furniture, office equipments etc. | Daily |
| 3. | Regular cleaning of all toilets/wash-rooms and kitchen; providing garbage bags in all toilets/rooms when needed. | Daily |
| 4. | Disposing garbage/waste papers from rooms. | Daily |

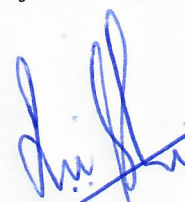
3. The person deployed for the cleaning job should be available from 08:30 to 1500 hrs with 30 mins of lunch break from 1300-1330 hrs. The Contractor shall employ in consultation with the Embassy of India only those persons who are physically and medically fit and whose antecedents have been verified and cleared by the local police Administration/Embassy.

5. Intended parties must be registered for undertaking the work in Austria and must have performed a similar kind of work in the past.

6 Interested parties may inspect the site with a prior appointment with the undersigned during working hours of the Embassy of India (Monday to Friday, 08:30 to 1700 hrs).

4. Interested companies are requested to send their quotations with lump sum monthly charges in a sealed cover to the Head of Chancery, Embassy of India, Kärntner Ring 2, A-1010 Vienna, latest by 30th July 2023.

5. The bids may be forwarded in a sealed envelope to the office Head of Chancery, Embassy of India, Kärntner Ring-2, Vienna 1010, Austria, with the superscription "**Cleaning services at Embassy of India, Vienna**" The quotation may reach the undersigned latest by 30th July 2023 at 05.00 pm.



(Rishi Tripathi)

First Secretary & HOC

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