

Embassy of India
(Athens)

Tenders are invited for hiring a reputed and well established Cleaning agency for regular cleaning and maintenance of Embassy of India , Chancery (Details of the work to be done is attached herewith) . Quotations may kindly be submitted to Mr. R.K. Verma , Head of Chancery, Embassy of India , 3 Kleanthous Street, Athens, 10674 by 30 November, 2015 in sealed envelopes. The quotations should be in two parts as listed below:

Technical Tender
Tender

Commercial

1	How many hours the cleaner will be deployed daily ? Embassy working hours are (Monday to Friday from 0830 hrs to 1700hrs)	Cleaning material to be provided by the Company and should be included In the quotation
2	Name of the worker(s) proposed to be deployed . Please attach copies of the passport and work permit/IKA. Of cleaner(s) to be deployed for work in the Embassy.	Validity of the Quotation should be clearly indicated in the offer.
3	Whether police verification from Greek Police has been carried out for the proposed Cleaner ?	Social Security , Bonus, insurance, and other allowances Bonus etc. admissible to the Cleaner as per local laws should be included in the quoted price. Embassy will not be responsible for any other payment.
4.	Copy of the work experience certificate of the proposed Cleaner with recent photograph	How payment will be accepted - by cheque or bank transfer at the end of the month on submission of Invoice.
5.	List of cleaning items to be supplied by the Company.	Quotation should be excluding VAT


(R.K. Verma)

Head of Chancery
20.11.2015

R. K. VERMA
First Secretary & HOC
Embassy of India
Athens