

Embassy of India

Athens

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Tenders are invited for hiring a reputed and well established cleaning Agency for regular cleaning of Embassy of India, Chancery. Details of the work to be done are attached. Quotations may kindly be submitted to Mr. S. Rajendran, Head of Chancery, Embassy of India, 3 Kleanthous Street, Athens, 10674 by 10 May, 2021, in sealed envelopes. The quotations, should be in two parts and include the points indicated under each category of the quotation:

	<b>PART-I</b>	<b>PART-II</b>
	<b>TECHNICAL TENDER</b>	<b>COMMERCIAL TENDER</b>
1.	Embassy working hours are Monday to Friday from 0830 hrs to 1700 hrs. Cleaners to be deployed from 0830 hrs to 1700 hrs. Monday to Friday.	Cleaning material to be provided by the company and should be included in the quotation.
2.	Name of the worker proposed to be deployed.	Validity of the Quotation should be clearly indicated in the offer.
3.	Police verification from Greek police for the proposed cleaner is required.	Social Security, Bonus, Insurance and other allowances etc. admissible to the cleaner as per local laws should be borne by the cleaning agency and included in the quoted price. Embassy will <b>not be</b> responsible for any such payments.
4.	Copy of the work experience certificate of the proposed cleaner with recent photograph.	How payments 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.



(S. Rajendran)

Head of Chancery

19.04.2021

