

**EMBASSY OF INDIA**  
**Dunajska 4**  
**81108 Bratislava**

**TENDER NOTICE**

**Tender Notice No. BRAT/CHA/551/5/2019**

**01<sup>st</sup> January 2025**

**Subject:** Sealed tenders are invited from established/reputed and experienced agencies/contractors/companies for cleaning of Embassy premises located at Dunajska 4, 811 08 Bratislava. The details of the work are as follows:

**CLEANING/HOUSEKEEPING SERVICES AT CHANCERY PREMISES**

Location : Dunajska 4, 811 08, Bratislava  
Area : 840 sq. meters approx.  
Duration of work : 3 hours per day (from 0845 hrs to 1145 hrs)

**Scope of work:**

- a) Vacuum cleaning/floor cleaning
- b) Cleaning of toilets
- c) Cleaning of kitchen/washing dishes
- d) Cleaning all the window panes (twice a year)
- e) Dusting of furniture/equipment(s)/doors, etc.
- f) Taking out rubbish
- g) The Company will have to provide the cleaning staff with the necessary equipment(s) for the cleaning work.
- h) The Embassy will provide cleaning material to the cleaning staff. Cleaning staff will have to inform the Embassy well in time to procure cleaning material before they are exhausted
- i) Any other works not specified above, but are necessary for cleaning of the premises.

**Validity of contract:**

The contract shall be initially valid for a period of one year from the date of signing of the contract. However, it may be extended for a further period of two years on year to year basis, subject to satisfactory performance by the Service Provider at the same rates and terms and conditions. Both parties shall have the option to terminate the contract by giving one month's notice in writing.

**Price:**

Quotations must clearly indicate the hourly wages for the cleaner including any other charges and including DPH (VAT), if any, as per the format shown in Annexure.

**Terms of Payment:**

Payment for any particular month shall be made by the 10th of the following month, subject to timely submission of invoice.

## INSTRUCTIONS TO TENDERERS:

(i) Interested agencies/companies/contractors should send their signed quotations in a sealed envelope by post only to the following address by 23<sup>rd</sup> January 2025:

Mrs. Amita Bansal  
Head of Chancery  
Embassy of India  
Dunajska 4,  
811 08 Bratislava

Tel. No.: +421-2-52962915/6/7/8

(ii) The tenderers are supposed to visit and examine the site of work in consultation with the Embassy, at their own cost and obtain all information that may be necessary for participating in the tender and entering into contract.

(iii) The offer should remain valid for at least 90 days from the date of opening of the tender.

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### **Additional Information**

Organization Name	:Embassy of India, Bratislava
Organization type	:Government
Tender Ref. No.	:BRAT/CHA/551/5/2019
Tender Title	:Cleaning work at Embassy premises
Product category	:Cleaning/Housekeeping
Tender type Location	:Work contract
Location	:Dunajska 4, 811 08, Bratislava
First Announcement date	:01 <sup>st</sup> January 2025
Publication date on Portal	:01 <sup>st</sup> January 2025
Last date for submission	:23 <sup>rd</sup> January 2025
Opening date	:27 <sup>th</sup> January 2025
Work Description	:As given in the Tender Notice

### **For further information contact:**

Name	:Mrs. Amita Bansal
Phone (Office)	:00-421-2-52962916
E-mail	: <a href="mailto:hoc.bratislava@mea.gov.in">hoc.bratislava@mea.gov.in</a>
Address	:Embassy of India, Dunajska 4, 811 08, Bratislava

Format for submission of total monthly cost for cleaning of Embassy premises at Dunajska 4, 811 08, Bratislava:

Particulars	Amount (in Euro)
Hourly rate for the cleaning services (inclusive of any other charges)	
Add: DPH (if any)	
Total hourly cost	

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