



भारत का राजदूतावास, लिज़बन  
EMBASSY OF INDIA  
Rua Pêro da Covilhã N°16  
1400-297 Restelo,  
Lisbon, Portugal

Lis/867/1/2014

04.02.2020

### Notice Inviting Quotations for Cleaning of Embassy Premises

Quotations are invited from reputed agencies to undertake the cleaning of the Embassy premises on monthly basis. The Embassy is located at Rua Pêro da Covilhã N°16, Restelo, 1400-297 Lisbon.

#### 2. Scope of Work -

- a) Cleaning of office rooms
- b) Emptying the basket papers
- c) Dusting of furniture, desks and office equipment
- d) Vacuum cleaning of carpets
- e) Cleaning of floors
- f) Cleaning of toilets
- g) Cleaning of the stairs inside and outside
- h) Cleaning of cups, plates and other utensils
- i) Cleaning material to be provided by the company.

3. Interested parties may visit the Embassy for formulating the quotations from 5<sup>th</sup> February till 28<sup>th</sup> February on any working day by prior appointment. Appointment for the site visit may be fixed in consultation with Mr. Pankaj on email: hocoff.lisbon@mea.gov.in or Tel: +351 920 358 898.

4. Interested parties are required to submit their quotations in a sealed envelope. The envelope should contain the monthly charges for the cleaning work and details of the company.

5. The bids could be submitted latest by 5 pm on 28.02.2020 to:

Head of Chancery,  
Embassy of India  
Rua Pêro da Covilhã N°16,  
1400-297 Restelo,  
Lisbon, Portugal

(Amararam Gujar)  
FS(HOC)