

**EMBASSY OF INDIA
HELSINKI**

No. HLK/576/1/2014

March 07, 2017

NOTICE INVITING QUOTATIONS FOR CLEANING JOB

AT EMBASSY OF INDIA, HELSINKI (FINLAND)

Embassy of India, **32, Kulosaarentie, Helsinki(Finland)** invites quotations for hiring the services of a company who could undertake all cleaning jobs inside the Embassy building which is a three-storey building with around 15 rooms, two halls, six toilets, two kitchens, front and backyard lawns, parking area etc. Total plot area is 1162 sq. mtrs. and built up area is 367 sq. mtrs.

The job include cleaning of all the rooms, toilets, kitchen as well as outside area of main entrance, parking area, footpath etc. on all working days as per following scope of work. All equipments – cleaning material etc. is to be provided by the company. Person deployed for cleaning job should be available from 9.00 AM to 5.00 PM.

SCOPE OF WORK

	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 toilets / washrooms at all floors and two kitchen, To provide toilet papers, liquid hand wash, garbage bags in all toilets/rooms when needed.	Daily
4	Cleaning window/door glasses	Once in a month (inside and outside)
5.	Cleaning open areas like main entrance, parking area, footpaths etc	Daily
6.	Removing garbage/waste papers from rooms and throw in the main dust bin.	Daily

Site can be inspected on any working day with prior appointment (Tel. 22899112).

Interested companies are requested to send their quotations with lump sum monthly charges in a sealed cover to **Head of Chancery, Embassy of India, Kulosaarentie 32, 00570 Helsinki. latest by 21st March, 2017.**