

Sao/551/1/2013

Dated 28th Oct 2022

**Tender inviting quotation for
cleaning services at Chancery premises and SVCC premises.**

Quotations are invited by the Consulate General of India for providing cleaning services at following addresses:-

- i) Chancery : 925 Avenida Paulista, 7th Floor, Sao Paulo
- ii) SVCC : 178 Rua Bela Cintra, Consolacao, Sao Paulo

A. Work Description

- Providing two employee for cleaning the premises at Chancery and SVCC, one employee each premises)
- Providing general cleaning material as per requirement
- Consulate will not be responsible for any payment such as FGTS/INSS/13th Salary/transport allowance/lunch allowance for the employee deputed by the company other than fixed monthly payment to the company.
- The working hours will be from 0830 hours to 1730 hours with one hour lunch break.
- The employee will also be required to work after office hours or on closed holidays, as per requirement of the Chancery. Rate for extra hours (before 0830 hours and after 1730 hours and on weekends) may also be quoted.
- In addition to regular working hours on working days, company will provide manpower for cleaning as and when asked, irrespective of day of the week including weekends/holidays and before and after office hours on working days.

B. Submission of Quotation

- Quotation should be sent to the following address in a sealed cover :-
Head of Chancery,
Consulate General of India
Av. Paulista, 925, 7th Floor, Sao Paulo.
- On top of the sealed cover, "**Quotation for cleaning services at Chancery premises and SVCC premises.**" should be clearly mentioned.

C. Last Date of submission of quotation : By 1700 hrs on 14th Nov 2022

D. Validity of Quotation

- The quotation should be valid for a period of one month from the last date of submission of quotations.
- The duration of the contract will be for one year.
- Interested parties may send their queries related to the Tender to admn.saopaulo@mea.gov.in.



Adarsh Kumar Mishra
Head of Chancery
Consulate General of India
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