



EMBASSY OF INDIA  
101, Dokseodang-ro  
Yongsan-gu, Seoul, 140 885  
Tel: (82 2) 798 4257  
Fax: (82 2) 798 4255  
E-mail: hoc.seoul@mea.gov.in

No. SEO/579/6/07

January 28, 2016

### NOTICE INVITING QUOTATIONS

The Embassy of India, Seoul intends to hire for maintenance and cleaning services on monthly rate basis for (comprising of 27 Rooms at 101, Hannam Dong, Doksedang-ro, Yongsan-gu Seoul (Republic of Korea) for two years.

2. Scope of work of General Maintenance and Cleaning of Embassy of India, Seoul are as follows:

- i) General maintenance works of the building, boilers, chiller units and supervise electricity and water supply arrangements of the building
- ii) Electricity work of the Embassy of India, Seoul and Embassy Residence (138, Hoenamu-ro 44, gil, Yongsan-gu, Seoul) buildings, cost of material for electricity work will be paid by the Embassy.
- iii) Other minor repairs of these Embassy of India, Seoul and Embassy Residence buildings;
- iv) Assist Embassy in finding suitable person at reasonable rates whenever any job of major nature in Embassy of India buildings
- v) Assist Embassy for repairs of other govt- owned and rented accommodations for which Embassy will pay charges depending on the repairs carried out.
- vi) Cleaning of Chancery (Monday to Friday 0630 hrs to 0930 hrs) 2 Cleaning staff
- vii) Floor Wax cleaning inside Chancery premises- 4 times per year
- viii) Cleaning of outside Windows of Chancery building – one time per year
- ix) Cost of all cleaning material will be paid by the Embassy.

Embassy of India, Seoul reserves the right to terminate the contract with a notice of two months without assigning any reasons

2. Offers are invited from companies based in and around Seoul. Offers with monthly rate may please be sent so as to reach on or before 1700 hrs on 15<sup>th</sup> February 2016 at the following address:

Head of Chancery  
Embassy of India 101, Hannam Dong,  
Doksedang-ro, Yongsan-gu  
Seoul (Republic of Korea)  
E-mail: hoc.seoul@mea.gov.in  
Fax: 02-798 4255

3. Any query may be sent to the undersigned by e-mail.

  
(Surender Singh)  
First Secretary & HOC  
Tel: 02-790 9514