

**No. Yer/Estt/586/01/2015**  
**Embassy of India**  
**Yerevan**  
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**(REQUEST FOR PROPOSAL)**

**Sub: Hiring of Part-time Cleaner for Chancery and Part-time Gardener/s for Chancery and Embassy Residence**

**1. Background:** This RFP is for hiring of a part-time cleaner Embassy of India (Chancery) Building at 50/2 Dzorapi Street, Yerevan and gardeners for Embassy of India (Chancery) Building at 50/2 Dzorapi Street, Yerevan and Embassy Residence (ER) at Aygedzor Street, 1<sup>st</sup> lane House No. 32, Yerevan

**2. Scope of work:** The broad and indicative, but not exhaustive, spectrum of works expected to be provided by the companies are listed below:

(a). Part-time Cleaner : To work for five hours on working days (from Monday to Friday) on monthly basis. He/she would carry out all cleaning works like brooming/vacuum cleaning, mopping, dusting and other miscellaneous cleaning jobs.


(b). Part Time Gardener/s: A qualified gardener/s to maintain Embassy (Chancery) and Embassy Residence for 30 hours and 40 hours respectively in a month. He/she should be well qualified and experienced in maintenance of garden. He is expected of carrying out works like trimming trees and cutting grass at regular intervals, applying/spaying insecticides, growing plants/trees, cleaning grass/foilage etc.

**3. Inviting bids from companies:** In this context, the Embassy of India would like to invite offer(s) from companies in Yerevan dealing with cleaning/gardening jobs through Limited Tender in **sealed cover**. Offer should be in Armenian Dram (AMD only) and include all charges. Company can send their representative to conduct the survey of the sites to take stock of the work on working days of Embassy.

**4. Contact Person:** The advertisement shall be placed on the Central Public Procurement Portal, Mission's website and quotations will be accepted till 07.04.2016. The quotations should be submitted to Mr. Ramneek Singh, Attaché (Admn), Embassy of India, Yerevan at 50/2 Dzorapi Street, Yerevan (Armenia)-0019. **He can be contacted at Tel: (374-10) 539173/4/5 Fax: (374-10) 533984. E-mail: administration@embassyofindia.am**

**5. Evaluation & Selection:** It is proposed to open quotations on **08.04.2016**. The quotation offering as per scope of work, good credentials and best prices would be selected for the award of the job. However, the final decision would remain with Embassy of India, Yerevan and we would owe no explanation to anyone about the selection process of the company for the job.



  
**(Prashant Kumar Das)**  
**Head of Chancery**  
**Dated: 18.03.2016**