

File No.RIG/ADMN/867/01/2025

**Embassy of India
Riga (Latvia)**

Annual Maintenance Contract (AMC) for cleaning of Embassy of India and India House

A. Description of Properties

- **Location 1:** Embassy of India, Ganibu Dambis 10A, Riga, Latvia – Consists of 3 floors (ground, 1st and 2nd floors) and two front lawns (inside and outside fence) and rear lawn/parking area
- **Location 2:** India House, Cimzes iela 10, Mezaparks, Riga – Consists of 4 floors (basement, 1st, 2nd and 3rd floors), front entrance, pathway, basement parking, rear lawn, terrace and outhouse.

B. Scope of Work: Annual Maintenance Contract (AMC) for two (2) years

Work includes the following:

1. Daily/Routine work [at location 1 only]

- i. Cleaning of all rooms at all levels.
- ii. Dusting all surface areas of the premises including all furniture and appliances.
- iii. Sanitizing all restrooms/toilets on daily basis.
- iv. Clearing trash from all rooms.
- v. Discarding the trash/waste out of the premises.

2. Once/twice a month (at both location 1 and 2)

- i. Deep clean of interior and exterior of the entire premises including cleaning of glass windows from outside, building walls, parking/garage areas, pressure cleaning and cleaning of roof-tops and balconies.

Note: Cleaning company will be responsible for providing the specialized deep cleaning equipment, all cleaning material and disinfectants.

C. Instructions to the interested agencies/companies/contractors

1. Technical bid (containing agency documents such as company profile, clients, experience, total manpower/ staff experience etc.) and financial bid (estimated monthly cost) are to be submitted in separately sealed envelopes.
2. The Interested agencies/companies/contractors are supposed to visit and examine the site of work at their own cost and obtain all information that may be necessary for participating in the tender and entering into contract.
3. Interested agencies/companies/contractors should provide ONE quotation and send quotations in a sealed envelope by post only to Head of Chancery, Embassy of India, Ganibu Dambis 10A, LV-1045, Latvia.
4. The offer should remain valid for at least 90 days from the date of opening of the tender.
5. The quotes received after the due date and time of submission shall not be entertained.

6. Incomplete bids or bids not fulfilling the prescribed conditions are liable to be rejected.
7. The acceptance of bids will rest with the Embassy of India, Riga without assigning any reason thereof
8. Bids shall be opened on the date and time as given in the tender notice at Embassy of India, Riga, Ganibu Dambis 10A in the presence of the authorized representatives of the companies, who may wish to attend.

D. Additional Information

Organization Name	Embassy of India, Riga
Organization Type	Government/ Diplomatic Mission
Tender Ref. No.	RIG/ADMN/867/01/2025
Tender Title	Annual Maintenance Contract (AMC) for cleaning of Embassy of India and India House
Product Category	Cleaning
Tender Type	Work Contract
Location	Location 1: Embassy of India, Ganibu Dambis 10A, Riga, Latvia Location 2: India House, Cimzes iela 10, Mezaparks, Riga
Publication Date	15 th September 2025
Last Date of Submission	14 th October 2025
Opening Date	15 th October 2025
Work Description	As given in tender notice

For further information, please contact hoc.riga@mea.gov.in or by visiting the Embassy premises located at Ganibu Dambis 10A, Riga, LV-1045, Latvia.

15th September 2025