NOTICE INVITING TENDER

Indian Embassy Warsaw invites Tender under two bid system from registered and authorized firms/agencies for providing Housekeeping/Cleaning services at Myśliwiecka 2, 00-459, Warsaw, Poland as per details given in the tender documents.

2.   The interested firms/service agencies should submit the bids in two separate sealed covers, superscribed as "Technical Bid" and "Financial Bid".   Both sealed covers should be put in a separate single envelope superscribed as "Tender No. **WAR/872/1/2023** for Annual Maintenance Contract (AMC) for Housekeeping/Cleaning services at Embassy of India, Warsaw" and addressed to "Myśliwiecka 2, 00-459, Warsaw, Poland". Please note that tender document will not be accepted after the expiry of stipulated date and time for the purpose (on 10.04.2026 before 1200 Hrs) under any circumstances.

3.   The Earnest Money Deposit (EMD) of PLN 15000 in the form of unconditional Bank Guarantee in favour of "Embassy of India, Warsaw" is required to be submitted along with tender bids.

4.   The Technical Bids will be opened on 10.04.2026 (at 1500 Hrs) by a Committee authorized by the Competent Authority of the Embassy of India, Warsaw. The financial bids of only those bidders, whose Technical Bids are found responsive, shall be opened by the Committee authorized for the purpose. The pre-bid site visit will be conducted on 30.03.2026 on basis to assess the job requirement / quantum of work involved. For any queries, please write to comwing.warsaw@mea.gov.in/estt.warsaw@mea.gov.in.

5.   **If a firm quotes NIL charges / consideration, the bid shall be treated as unresponsive and will not be considered.**

6.   The Competent Authority reserves the right to reject any or all the bids or cancel the tender, without assigning any reason and the decision of the competent authority of the Embassy of India, Warsaw shall be final and binding.
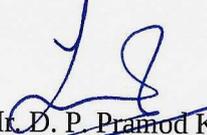
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