

GEN/PMI/872/01/2021
Permanent Mission of India
Geneva

NOTICE INVITING QUOTATION FROM HANDYMAN/TECHNICIANS/REPUTED COMPANIES/FIRMS FOR ELECTRICAL, PLUMBING, LOADER, CIVIL REPAIR, MAINTENANCE WORK, CARPENTRY, PHOTOGRAPHY/ VIDEOGRAPHY OF EVENTS AND COMPUTER REPAIR (HARDWARE/SOFTWARE) SERVICES AND OTHER MISCELLANEOUS WORK

The Permanent Mission of India to United Nations and Other International Organizations offices in Geneva invites quotations from handyman/technicians/reputed companies/firms that specialize in providing routine as well as emergency electrical, plumbing, civil repair, maintenance work, photography/ videography of events and computer repair(hardware/software) services at the Chancery premises and residential accommodations.

Interested handyman/technicians/companies/firms are requested to submit requisite information in the following format.

Name of firm/Person with registration details/Copy of Resident permit/work permit	Type of Service rendered	Hourly rate	Minimum charge for a visit	Other charges if any	Mode of Payment	Compliance of minimum wages in Geneva, confirmation
					Bank transfer only	

Note: It may kindly be noted that TVA is exempted for diplomatic Missions therefore, all invoices should be without TVA.

The quotation should be submitted in a **sealed cover** along with supporting documents addressed to **“Head of Chancery, Permanent Mission of India to UN, Geneva, 9, Rue de Valais, Geneva 1202”**. Envelope should be superscribed as **“Quotation for Handyman”**.

Any query/enquiry in this regard may be sought from Attaché (Property) at telephone No.0041- 9068686 (Extension Number-239) and email id admn1.genevapmi@mea.gov.in .

The last date of submission of quotation is 31.01.2022.

Dated : 17.01.2022