

Embassy of India,
Moscow
Admin Section

Subject: Request for bids for outsourced courier services

The Embassy of India proposed to hire the services of a courier agency for delivery of dak/material and day to day liaisoning with banks on a regular basis for the period of one year from 01.08.2018 to 31.07.2019.

The personnel deployed by the courier agency will be required to deliver daks and materials at the addresses indicated by clients. He/she will also be doing day to day liaisoning with banks for transfer/withdrawal/deposit of money for Embassy. Initially, he/she will be deployed in the Accounts wing of the Embassy, but the deployment may be changed at any time during the period of the contract. The normal working hours will be from 0930 hrs to 1800 hrs from Monday to Friday, with half-an-hour lunch break from 1300 hrs to 1330 hrs. Compensatory holidays for working on listed holidays may be provided at the discretion of the client on mutually agreed terms on a case to case basis.

Interested bidders are requested to submit their proposals to Head of Chancery, Embassy of India, Moscow (Address: Vorontsovo Polye 6-8, Moscow 131940) latest by Friday, 27th July, 2018.