

**EMBASSY OF INDIA, MOSCOW**

**Coordination Wing**

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**Subject: Request for bids to outsource courier services.**

The Embassy of India/Coordination Wing proposes to hire on purely outsourcing basis the services of a courier agency for delivery of dak/materials and day to day liaisoning with the banks on a regular basis for the period of one year from 1.09.2024 to 31.08.2025.

2. The personnel deployed by the courier agency will be required to deliver daks and materials at the addresses indicated by the client. He/she will also be doing day to day liaisoning with banks for Embassy of India/Coordination Wing. The normal working hours will be from 0900 hrs to 1730 hrs from Monday to Friday, with 30 minutes lunch break from 1300 hrs to 1330 hrs. At times, services may also be required by office on Saturday/Sunday/holidays. No separate payment/emolument would be provided for such services. Monthly charges would be payable only for the days of services provided by the agency.

3. Interested bidders are requested to submit their proposals indicating monthly charges for the services to Counsellor (Coordination), Embassy of India, Moscow at the following address by **20<sup>th</sup> August 2024.**

**Counsellor (DT)  
Embassy of India  
Vorontsovo Polye 6-8  
Moscow**