

**EMBASSY OF INDIA**  
**MOSCOW**  
**NAVAL WING**

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

The Embassy of India/ Naval Wing 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 Aug 2018 to 31 Jul 2019.

The personnel deployed by the courier agency will be required to deliver daks and material at the addresses indicated by the client. He/ she will also be doing day to day liaisoning with banks for transfer/ withdrawal/ deposit of money for Embassy of India/ Naval Wing. The normal working hours will be from 0900 hrs to 1800 hrs from Monday to Friday, with 30 minutes 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 bidder are requested to submit their proposals to Naval Attaché, Embassy of India, Moscow at the following address latest by **30 Jul 18:-**

Naval Attaché  
Embassy of India  
Vorontsovo Polye 6-8  
Moscow

