

**EMBASSY OF INDIA, MOSCOW**  
**Coordination Wing**

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

The Embassy of India/Coordination Wing propose to hire the services on contingency basis of a courier agency for delivery of dak/material and day to day liaisoning with the banks on a regular basis for the period of one year from 01<sup>st</sup> September 2019 to 31<sup>st</sup> August 2020.

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 Embassy of India/Coordination 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 case to case basis.

Interested bidder are requested to submit their proposals to Counsellor(Coordination), Embassy of India, Moscow at the following address by 12 August 2019.

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