

**NO.MOS/CHA/579/13/2004**  
**Embassy of India**  
**Moscow**  
**Admin Section**  
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**Subject:- Request for bids for outsourced courier services**

The Embassy of India propose to hire the services of a courier agency for deliver of dak/ material and day to day liaisoning with banks on a regular basis for the period of one year from 01.08.2023 to 31.07.2024.

2. The personnel deployed by the 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 the banks for transfer / withdrawal/deposit of money for Embassy. Initially, he / she would be deployed in Account Section of the Embassy, but the deployment may be changed at any time during the period of contract. The normal working hours will be from 0900 hrs to 1730 hrs from Monday to Friday, with half an hour lunch break from 1300 to 1330 hrs. But, he / she may also needs to work on holidays / weekends and beyond officer hours, if desired by clients in special circumstances or in hours of need.

3. Interested parties are requested to submit their proposals to Head of Chancery, Embassy of India, Moscow (Address : Vorontsovo Polye 6-8, Moscow, email : hoc.mos@mea.gov.in ) latest by 31<sup>th</sup> July, 2023.