

EMBASSY OF INDIA, MOSCOW

NAVAL WING

Subject: Request for bids to outsource courier services

The Embassy of India/ Naval Wing proposes to hire the services of a courier agency for physical delivery of mail / material and day to day liaisoning with banks on a regular basis for the period of one year.

The personnel deployed by the courier agency will be required to physically deliver mail and material at the addresses indicated by the client. He/She will be required to communicate with client in English. 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.

Preference will be given to individual who undertook COVID-19 vaccination.

Interested bidder are requested to submit their proposals in sealed envelope to EoI, Moscow reception with following address on envelope latest by **26 Dec 2023**.

Naval Attaché
Embassy of India
Vorontsovo Polye 6-8
Moscow