

 सत्यमेव जयते	Embassy of India 217, Chaussee de Vleurgat 1050 Ixelles, Belgium Email: <a href="mailto:hoc.brussels@mea.gov.in">hoc.brussels@mea.gov.in</a> Tel: 02-6451850
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**Dated: 03.01.2024**

### **Notice for invitation of Bids**

Embassy of India, Brussels invites limited tender from professionally qualified courier service providers for sending consular documents to and from the Honorary Consular General of India, Luxembourg.

#### **2. The scope of the work:**

2.1. Consular documents to be collected from HCGI Luxembourg will be sent to the Embassy of India Brussels once a week. The consular documents resting with Embassy of India to be collected and delivered to HCGI Luxembourg once a week. The courier back and forth can be done on the same day of the delivery of consular documents as and when required.

#### **2.2. Address of the two offices for delivery of consular documents:**

<b>Embassy of India, Brussels Address:</b>	<b>HCGI, Luxembourg Address</b>
217, Chaussee de Vleurgat 1050 Ixelles, Belgium	No 24, Rue Philippe II - First floor, L - 2340, Luxembourg

#### **2.3. The schedule for the delivery of consular documents, subject to change, may be as follows:**

<b>Day/Date</b>	<b>From</b>	<b>To</b>	<b>Remarks</b>
1 <sup>st</sup> Monday or the following working day of the month	HCGI, Luxembourg	E/I Brussels	If E/I has some documents to be delivered, the same should be collected and delivered to HCGI, Luxembourg on the same day.
2 <sup>nd</sup> Monday or the following working day of the month	E/I Brussels	HCGI, Luxembourg	If HCGI, Luxembourg has some documents to be delivered, the same should be collected and delivered to E/I Brussels on the same

			day.
3 <sup>rd</sup> Monday or the following working day of the month	HCGI, Luxembourg	E/I Brussels	If E/I has some documents to be delivered, the same should be collected and delivered to HCGI, Luxembourg on the same day.
4 <sup>th</sup> Monday or the following working day of the month	E/I Brussels	HCGI, Luxembourg	If HCGI, Luxembourg has some documents to be delivered, the same should be collected and delivered to E/I Brussels on the same day.

2.4 The approximate weight of the consular document would be 2-3 Kgs.

2.5. Considering the importance of the documents, we can not afford the loss of the package. In case of lost packages, policy for damage/loss should be submitted.

2.6. The courier service company responsible for collecting and delivering the packets from the above-mentioned offices is also responsible for the security of the documents.

2.7. The responsible officer will contact you in advance to initiate the courier. If nobody contacts from both the offices, the courier agency will confirm with the contact point before collecting the packages. HCGI Luxembourg will be the contact point for all consular services for the residents of Luxembourg.

2.8. Courier service provider to be selected will raise their invoice directly with the Embassy of India, Brussels for settlement the monthly invoice.

3. Tender documents are available on our websites [www.indianembassybrussels.gov.in](http://www.indianembassybrussels.gov.in) and [www.eprocure.gov.in](http://www.eprocure.gov.in). Interested companies may contact Mr Sandeep Kumar, Attache( Estt ) on telephone No:02-6451850 or email id: [admn.brussels@mea.gov.in](mailto:admn.brussels@mea.gov.in) for more details.

4. Any future clarification and /or corrigendum(s) shall be communicated through the 'Tender' section on the Embassy website [www.indianembassybrussels.gov.in](http://www.indianembassybrussels.gov.in).

5. The Embassy of India reserves the right to reject/cancel any or all bids without assigning any reason.

  
 ( Neeraj Kumar )  
 Head of Chancery