

No.F3 (5-17)/PROC/IEC/TSACS/2020-21/1222-1228

July, 10th 2020

Expression of Interest

Sealed Quotation in two (2) bid system is hereby invited by the Project Director, Tripura State AIDS Control Society (TSACS) from resourceful and reliable experienced Agencies/ Owners /or their authorized Agencies or Professional Agency for the "**Social Media Campaign**" to display on promote messages on HIV/AIDS via social media.

The detailed information, terms & conditions and description, specification may be collected from the office of the undersigned (from IEC section) on any working day between 11 a.m. to 4 p.m. till 30th July,, 2020 or the same can be downloaded from in website health.tripura.gov.in The last date of receiving quotation is up to 4-00 p.m. of 31st July , 2020 and will be opened on next working day 2020 at 3 p.m, if possible.

[Signature]
18/07/2020

(Dr. P.K. Majumder)
Project Director
Tripura State AIDS Control Society
Agartala: Tripura.

TERMS AND CONDITION

1. Quotation shall have to be submitted in sealed cover addressed to the Project Director, Tripura State AIDS Control Society, Health & Family Welfare Department, Govt. of Tripura, Akhaura Road, Agartala, Tripura (west) up to 4 p.m. of 31st July, 2020.
2. On the left side of the envelope last date of submission should be mentioned. The Quotations are likely to be opened on next working day at 3-00 p.m. if possible. Quotationers or their representatives may remain present at the time of opening of quotations. No separate invitation will be given to the bidders.
3. The interested bidders shall submit the bids in 2 (two) parts, namely Financial Bid and the Technical Bid. The 2 bids should be put in 2 (two) separate sealed envelopes, indicating on the cover as to which one is the technical bid and which one is the financial bid. The 2 envelopes shall thereafter, be placed inside a larger sealed cover and the same may be submitted. The Technical Bid shall contain all details regarding the items offered by the bidder, compliance of terms and conditions submission of documents etc. in other words, everything except the rate offered. **The 'Financial Bid' shall contain only the rate offered by the bidder.** While processing the bids, the technical bids will be open first and the eligible bidders meeting all requirements will be short-listed. Thereafter, financial bids of only short-listed bidders will be opened and the lowest bidder will be selected.
4. Rate should be quoted in words and in figures. The percentage of Taxes or charges should be mentioned clearly and separately.
5. Price should be quoted as per service delivered from office room of TSACS.
6. Related n Activities should be completed with- in **15 (fifteen)** days from the date of issue of Order. A penalty of 1% on the total value shall be charged for every week of delay beyond stipulated period.
- 7.i.) The quotation should be accompanied by up to date copies (self attested) of PAN Card, Valid Trade license in related works (in case of local quotationer), GST Registration certificate, Working Experience in this background if any with proof, Deposit at Call/Demand Draft/On Demand Pay on any scheduled Bank for an amount of **Rs.2000/-** (Rupees Two thousand) only in favor of Tripura State AIDS Control Society as earnest money shall have to be furnished without which no quotation will be considered.
 - ii) Earnest money of the un-successful bidders will be returned after the finalization of the process.
 - iii) Earnest money of the successful bidder will be treated as security money.
8. The security money shall be forfeited in case of failure to execute the order within the stipulated period or any other breach of contract on the part of the successful bidders.
9. The quotation will be received by post/by courier directly to the office only. . Quotation received after the schedule time and date will be rejected and the undersigned will not be liable for any kind of delay.

10/5
10/07/2020

10. The agency must have enough qualification and experience in such type of works.
11. Income tax and GST will be deducted from the bill as per guidelines of the Govt. /Society, if needed.
12. The requirement and deliverables of Social Media activities are as below:
- Social media management via Face Book, Twitter, You tube, Google plus, LinkedIn and Instagram channels, Social Media Monitoring , Designing Content Moderation & Response Management through reply to comments/Tweets and Messages, Review of Tripura SACS short term and long goals in using social media.
 - Create an overall plan for initial and on going social media activities and responsibilities and for key messaging strategies.
 - Online Ads Management (Social Media /Google Ad-words /Re-marketing Ads.)
 - Boost the related Post etc.
13. After successful completion of work (as per work order) the bill in triplicate should be submitted to the undersigned for payment on monthly basis.
14. Payment of bill will be made after completion of works successfully as per work order .Payment will be made by e-transfer.
15. No enhancement of rates within the validity period of the contract shall be entertained.
16. The undersigned reserves the right to accept or reject any quotation in part/whole without assigning any reason thereof.
17. No insurance charge is admissible.
18. Any settlement of legal dispute would have to be made at Agartala jurisdiction.
19. The pre-bid meeting will be held on 20th July, 2020 at Tripura SACS office at 3-00 p.m. Interested bidders may remain present in that meeting. No separate invitation will be given to the bidders.

Sl. No.	Particulars	Specification
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5/5
18/07/2020
Project Director

Tripura State AIDS Control Society