


Date: 04.07.2018

**Invitation for Bids**

The Embassy of India, Moscow intends to invite bids for contract for **maintenance of Embassy of India, Moscow website (<https://www.indianembassy-moscow.gov.in>), (formerly <https://www.indianembassy.ru>)** and other digital media related work for a period of 02 (two) years from the competent companies and qualified individuals (hereafter referred to as Service Provider). The details are available in the Request for Proposal.

1. Companies with sound financial and business credentials, and qualified individuals having adequate experience in providing similar services, with demonstrated skills, are invited to send their profiles and expression of interest, along with a detailed offer taking into account pre-quantification requirements indicated in the RFP.
2. The Service Provider is required to submit technical and financial bids in two separate envelopes. In the first stage, only the technical bids will be opened and examined and only the bidders fulfilling the technical requirements will be selected for opening the financial bids. Any remaining bids will not be processed further. Financial bids of companies qualifying on technical evaluation will be opened in the next stage and the Contract Price shall be the criterion for selecting the successful Service Provider. If the Contract Price is same for more than one company, the company graded higher will become eligible.
3. The offers/bids may be sent in sealed covers (super scribed 'Embassy of India website' and containing two separate sealed covers super scribed "Technical Bid" and "Financial Bid") addressed to Counsellor (HOC), Embassy of India, Moscow, 6-8, Vorontsovo Polye, Moscow, (Ph: +7 (495) 545 3524, Fax: +7 (495) 917 2285, e-mail : [hoc.moscow@mea.gov.in](mailto:hoc.moscow@mea.gov.in)) so as to reach the Embassy latest by **July 19, 2018**. All the bids shall be opened simultaneously at 16:30 hrs on the day after the final date of submission of bid. Interested bidders may participate in the opening of the bid.
4. The Embassy of India, Moscow's decision on the pre-qualification of the agencies and selection of the website manager shall be final.

  
T.J. SURESH  
Counsellor (HOC)