

Embassy of India

Moscow

No. MOS/Info/

Dated : 1st August, 2016

1. The Embassy of India, Moscow invites bids from interested professionals and agencies for providing professional services for a tourism campaign

2. Details of Items/Services required

I. Scope of Work: Scope of work is as follows:

- a) To publish weekly posts on Facebook and Vkontakte based on content provided/approved by the Embassy
- b) To promote the posts on Facebook and Vkontakte so as to increase reach and viewership
- c) The posts are to published w.e.f. 15th September 2016 to 31st December, 2016

II. Specific Requirements/Specifications of work

A. The contracted party should be available in person/phone as per the requirement of the Embassy.

B. The final text prepared shall be the property of the Embassy.

C. Interested parties are required to submit their detailed bids by post/courier **latest by Friday, August 30, 2016 before 1800 hrs (Moscow Russia Time)**. Proposals received after the deadline or incomplete proposals will be disqualified.

D. Sealed envelopes superscripting **'BID FOR PROVIDING SERVICES FOR TOURISM CAMPAIGN'** should be sent by post/courier to

The Director (JNCC),

Embassy of India,

Ulitsa Vorontsovo Polye 9,

Building No.1, 103064,

Moscow, Russia

E. Schedule of payment for the services: No advance payment would be made. Payment will be made by bank transfer after satisfactory completion of work and on submission of invoice for the same.

F. Additional requirements:

- i) The agency/professional should be based in Moscow
- ii) Knowledge about India and previous experience in such fields
- iii) The agency/professional should provide telephone numbers (Landline & Mobile No)

to enable contact any time
- iv) Quotation may be submitted in English

G. The bids should be accompanied by essential information indicating the reputation/standing of the company.

F. The selected company would be required to sign a contract with this Mission. Thereafter, it will provide services to this Mission as per the contract and receive payment through bank transfer.

3. The bids will be opened on 31st August, 2016 at 1000 hrs. in the Room of First Secretary & Head of Chancery, Embassy of India, Ulitsa Vorontsovo Polye 6, 103064, Moscow, Russia. Companies may depute their representatives at the time of opening of the bids.

4. Ms. Anna Yakovleva may please be contacted at Ulitsa Vorontsovo Polye 9, telephone number 495-783-7535/Extension 373 for further information.

(K.D. Dewal)

First Secretary & Head of Chancery

1st August, 2016