

NOTICE INVITING QUOTATION

Sealed quotations are invited from the eligible bidders for the work of “**Appointment of Social Media Management Agency for GSIDC**”. The sealed quotations shall be received **upto 15:00 hours on 18th March 2019** and the same will be opened at 15:30 hours on the same day. The estimated cost for the work is **Rs.10,50,000.00**.

The Schedule of Quotation and Scope of Services is given in **ANNEXURE-I & ANNEXURE-III** respectively which is enclosed herewith. The bidders shall submit their offer in the enclosed **ANNEXURE-I** after perusing **ANNEXURE-III**. All the pages of **ANNEXURE-I, ANNEXURE-II and ANNEXURE-III** shall be duly stamped and signed. The bidders shall also enclose self-attested copies of their **Establishment Registration** and past **Experience Certificate/s** in providing similar services. The quotation without accompanying Establishment Registration and Experience Certificates shall be liable for rejection.

The bidder shall include all the taxes as applicable in the rates quoted in **ANNEXURE-I** except for Goods & Service Tax (GST) which will be paid as per the prevailing applicable rate during providing services. Bidders will ensure that full benefit of input tax likely to be availed by them is duly considered while quoting rate.

The quotation shall be accompanied by Earnest Money Deposit (E.M.D.) amounting to **Rs.21,000/- (Rupees twenty one thousand only)** in the form of Demand Draft from the Nationalised / Schedule Bank drawn in favour of GSIDC Ltd., payable at Panaji, Goa along with a covering letter, as per format enclosed at **ANNEXURE-II**, duly typed / handwritten, stamped and signed on the Letter Head of the bidder. The quotation without accompanying the EMD in the specified format shall be liable for rejection.

The bid shall be submitted in two sealed envelopes marked as follows:

Envelope 1 – E.M.D.

A bid not accompanied by Earnest Money Deposit will not be considered.

Envelope 2 – Financial Bid

Original copies of Annexure-I duly filled and duly signed and stamped.

The above mentioned envelopes shall be again put together in one common outer cover/envelope and sealed, superscribed in capital letters along with the title of the project.

All the **three envelopes** shall be marked on the left hand top corner thus:

“Appointment of Social Media Management Agency for GSIDC”.

Have full name and address of the bidder written or typed on these envelopes. Indicate the contents. If all envelopes are not sealed, superscribed or submitted in any other than mentioned format, GSIDC will assume no responsibility for the misplacement or premature opening of the bid submitted and bid may be rejected by GSIDC.

Bidders in the field of similar work may peruse the Schedule of Quotation and Scope of Services and obtain the same from the office of GSIDC on all working days free of cost in person or authorized representative only. The last date of issue of bid documents shall be **15th March 2019 upto 11:30 hours.**

The agency shall be required to provide the Social Media Management services to GSIDC for a period of **10 months** from the issue of Work order.

GSIDC reserves the right to accept or reject any or all the quotations in part or full without assigning any reason whatsoever.

(Srinet Kothwale)
Managing Director

Enclosure : **ANNEXURE-I, II & III.**

- Copy to :
1. The Notice Board of GSIDC
 2. Website of GSIDC
 3. Office file
 4. Guard file

To,

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