

**Embassy of India  
Moscow**

**Date: 22.10.2018**

**Invitation for Bids**

The Embassy of India, Moscow intends to invite bids for contract for **services for content generation on social media handles of Embassy of India, Moscow (facebook, twitter, vkontakte, Instagram etc.)**, for a period of 01 (one) year. The details are available in the Request for Proposal.

1. The agencies are 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.
2. 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 **November 5, 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.



**T.J. SURESH**  
Counsellor (HOC)