



No: MSACS/Proc/Social media & communication agency/2022-23  
Date: 28-11-2022

To,

**Sub: Invitation for Quotations for appointment of Social media & communication agency for creative Artwork designing 2022-23.**

Dear Sir,

- 1) You are invited to submit your most social media & competitive quotation for appointment of communication agency for creative Artwork designing for MSACS, year 2022-23.

Sr. No.	Particulars	Type of design
1	Hiring of social media agency or promotion of digital content	Regular handling of MSACS Social media
2	Creative agency for print media	Print media

**2) Bid Price :**

- The contract shall be for the work described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to the adjustment on any account.
- The prices shall be quoted in Indian Rupees only.

**3) Validity of Quotation :**

Quotation shall remain valid for a period of not less than 45 days after the deadline date specified for submission.

**4) The bidder shall submit copies of following documents.**

- Registration certificate
- GST registration
- Pan Card

**5) Each bidder shall submit only one quotation attached with this inquiry letter in a sealed envelope superscripting.**

**Confidential**

**“Quotations for appointment of social media & communication agency for creative artwork designing 2022-23, Do not open before Date 04-12-2022 Time 3.30 pm”**





**Maharashtra State AIDS Control Society.**

GOVERNMENT OF MAHARASHTRA

R. A. Kidwai Marg, Near Wadala OverBridge, Wadala (West), Mumbai-400031

- 6) MSACS will evaluate and compare the offers determined to be substantially responsive i.e. which are
  - a) Properly signed
  - b) Conform to the terms and conditions
- 7) **Price :** Price should be inclusive of all taxes and duties. Bidder is requested to mention the price for adaptation of per design in the price schedule.
- 8) **Award of Contract :**

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- 9) Draft for the designs will be given and final designs will be approved by IEC department. Payment shall be made after completion of work and submission of bill. Payment will be made as per the quantity of actual design.
- 10) You are requested to provide your offer latest by **04-12-2022 upto 3.00 p.m.**
- 11) Quotations will be open in the presence of the bidders or their representative who choose to attend **3.30 pm on 04-12-2022** in the office of the MSACS.
- 12) We look forward to receiving your quotations and thank you for your interest in this project.

Assistants Director Procurement  
Maharashtra State AIDS Control Society

**Assistant Director  
Procurement  
(MSACS)**





**Maharashtra State AIDS Control Society,**  
GOVERNMENT OF MAHARASHTRA  
R. A. Kidwai Marg, Near Wadala OverBridge, Wadala (West), **Mumbai-400031**

Date :

To,  
Project Director  
Maharashtra State AIDS Control Society  
R. A. Kidwai Marg, Near Wadala Overbridge,  
Wadala (W), Mumbai – 400 031.

**Sub: Invitation for Quotations for appointment of social media & communication agency for creative artwork designing 2022-23.**

**Ref: - Your inquiry No: MSACS/Proc/ social media & communication agency/2022-23**

**QUOTATION**

Sr. No.	Particulars	Description	Approx. Qty	Rate for adaption of design/per design
1	Hiring of social media agency or promotion of digital content	Regular handling of MSACS Social media	Per Month	
2	Creative agency for print media	Print media	As Per Requirement	

We agree to provide the above service in accordance with the requirements given in your inquiry letter within the period specified in the Invitation for Quotations.

All other terms & conditions mentioned in the invitation of quotation are acceptable to us.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

**Name & Address of Supplier with Stamp**

**Signature of Supplier**