



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH**  
**TOURISM & CULTURE DEPARTMENT**  
**Phone No: 01982 - 257561, Fax No 257561 Email: comsecyutladakh@gmail.com**

**The District Informatics Officer,  
Leh.**

No. LA-(Trm) /UTL/2019/02

Dated. 10.04.2020

Subject: Uploading of Notice regarding empanelment of Graphic Designers for the Department of Tourism UT of Ladakh.


Sir,

Kindly refer to the subject noted above. In this connection, it is to inform that the Department of Tourism and Culture Union Territory of Ladakh intends to empanel Graphic Designer for design, development and maintenance of the Website and Social Media Sites of the department.

Therefore, I am directed to request you to kindly upload the enclosed notice on the official web sites of the UT Administration and NIC, Leh.

**Enclosure: (02-Pages)**

Yours faithfully,

  
**(Mohd Shabir)** 10.04.2020  
Under Secretary,  
Tourism and Culture

Copy to the:-

1. Divisional Commissioner/ Secretary, Ladakh for kind information.
2. Director Tourism, Ladakh for information.
3. Chief Executive Officer, LDA, KDA & ZDA for information.
4. I/C Superintending Engineer, Tourism for information.
5. OSD to Advisor to Hon'ble Lieutenant Governor, UT, Ladakh.
6. Assistant Director Tourism Leh/ Kargil.
6. Assistant Director Information, Leh/ Kargil for information and necessary action.
7. DIO, NIC, Kargil with the request to upload the same on the website of NIC Kargil.



**THE ADMINISTRATION OF UNION TERRITORY OF LADAKH**  
**TOURISM & CULTURE DEPARTMENT**  
**CIVIL SECRETARIAT LADAKH**

**Phone No: 01982 - 257561, Fax No 257435, Email: commrsecy-ladakh@gov.in**

**Notice for Empanelment of Graphic Designers- Individuals/ Agencies/ Firms for Design, Development and Maintenance of Websites and Social Media Sites of the Department of Tourism, Administration of Union Territory of Ladakh.**

**Summary of proposal:**

The Tourism Department of Union Territory of Ladakh (**TDL**) invites Expression of Interest (**EOI**) from Graphic Designers for empanelment. Interested individuals/ Agencies/ Firms are required to submit their complete profile, experience, sample of work(s) as per the enclosed proforma to the office of the Commissioner/ Secretary, Tourism and Culture, Union Territory of Ladakh through email or post by or before **30<sup>th</sup> of April, 2020**.

**Terms and Conditions of Empanelment are as follows:**

- a) Payment for the job will be done at rates fixed during the empanelment process.
- b) **TDL** reserves the right to verify the quality of work.
- c) In case, work is found to be of inferior quality, the empanelment may be rescinded, besides deduction in payments.
- d) Soft copy the artwork in all relevant formats shall be provided to the Department of Tourism (**TDL**).
- e) Payment shall be made only after successful completion of the job offered by **TDL**. Empanelment per se does not make empaneled agency/firm/individual eligible for payment.
- f) Empanelment shall be valid for the period of **03 years** from date of empanelment.
- g) Department of Tourism **TDL** shall have the exclusive right to de-panel the individuals/ Agencies/ Firm before expiry of their term.
- h) An internal committee of **TDL** shall consider all the applications received for empanelment.
- i) Decision of the **TDL** committee shall be final.
- j) Interested Artists/ Firms may send their resume and portfolio/ sample of work along with the duly filled enclosed format to this office by or before **30<sup>th</sup> of April, 2020**.

**Sd/-**  
**(Rigzian Sampheal)IAS**  
**Commissioner /Secretary**  
**Tourism and Culture Department**





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**PRO-FORMA**

**Empanelment of Graphic Designers**

1. Name of the Artist / Firm: -----

2. Address: -----

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3. Qualifications: -----

4. E-mail ID: -----

5. Telephone and Fax No: -----

6. Mobile No: -----

7. PAN No: -----

8. Nature of Work: -----

9. Brief about work/ experience: -----

11. Number of samples attached: (    )

12. Resume for details attached: Yes / No

Date:

Signature with Name

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Website: <http://ladakh.nic.in>