



सत्यमेव जयते

THE ADMINISTRATION OF UNION TERRITORY OF LADAKH  
INFORMATION AND PUBLIC RELATIONS DEPARTMENT, UT SECRETARIAT  
e-mail: [ddinformationladakh@gmail.com](mailto:ddinformationladakh@gmail.com)

## NOTICE INVITING e-TENDER

e-NIT NO: 21/LA(INFO) of 2021

DATED: 29-07-2021

For and on behalf of Lt. Governor, UT Ladakh, e-tender are invited for “**providing technical solution for social media management**” as per the detail Terms and Conditions given below.

The detail of item required is appended at Annexure “I”

1. The bidding documents, bill of quantities (BOQ), set Terms & Condition of the contract and other details can be seen/ downloaded from the website <https://tenders.ladakh.gov.in/> as per the schedule of date given below.

S/N	Particulars	Description
1.	Nature of Work	<b>Selection of an Agency for providing Technical Solutions for Social Media Management</b>
2.	Proposals Invited by	Deputy Director, Department of Information
3.	Date of issue of Tender Notice	29-07-2021
4.	Date of Publishing of Tender Notice	30-07-2021 (5:00 PM)
5.	Period of downloading of bidder's documents	30-07-2021: (5:00 PM) to 25-08-2021 (4:00PM)
6.	Online Bid Submission Start Date	31-07-2021 (10:00 AM)
7.	Online bid submission end date	25-08-2021: (4:00 PM)
8.	Date of receiving the hard copies of DD & attested copies of other documents	31-07-2021 (5:00 PM) 25-08-2021 (4:00 PM)
9.	Pre-Bid Queries	03-08-2021 (Till 10:00 AM)
10.	Pre-Bid Meeting	06-08-2021 (3:00 PM)
11.	Date of Opening of Technical Bid	27-08-2021 (04:00 PM)

12.	Technical Presentation	1 <sup>st</sup> week of September
13.	Websites for downloading RFP Document, Corrigendum's, Addendums etc.	<a href="https://tenders.ladakh.gov.in">https://tenders.ladakh.gov.in</a>
14.	Cost of RFP Document	Nil
15.	Earnest Money Deposit (EMD)	<b>Rs. 50,000</b> (Rupees Fifty Thousand Only) To be paid offline through DD/Cheque in favour of Accounts Officer, Joint Director Office, DIPR UT-Ladakh.
16.	Validity of Proposal	Proposals must remain valid for 180 days from the Bid submission date.
17.	Performance Guarantee Value	5% of annual contract value
18.	Performance Guarantee validity period	3 Months beyond the contract period
19.	Method of Selection	LCS (lowest Cost Selection) for technically qualified bids.

2. To participate in the bidding process, the bidder has to get "**Digital Signature Certificate**"
3. The Bidders has to submit their bids online in electronics formats with digital signatures. No financial bid shall be accepted in Physical form.
4. The bidder must be paid EMD offline through DD/Cheque in favour of Accounts Officer, Office of the Joint Director Information Ladakh, C/o of District Information Centre Kargil, Near Auditorium Hall Kargil, 194103.
5. The bidder must quote rates for item in the prescribed Bill of Quantities (BOQ) available on the website and the item rates must be quoted as per the specifications mentioned in the tender document.
6. The department will not be responsible for any delay in online submission due to any reason.
7. The interested bidders are advised to go through the terms & conditions (enclosed) carefully before submission of the tender.
8. The bidders are directed to upload neat & clean attested copies of all the documents.
9. No physical submission of the bids shall be entertained.
10. Any future Corrigendum/Information shall be posted only on e-Procurement portal of Administration of Ladakh. Bidders are advised to keep visiting the e-Procurement portal for further updates.
11. The tender has to be submitted under twin bid system.
  - a) **(Technical Bid):**  
Bidder must ensure to upload copies of the following documents:
    - i. Scanned copy of EMD
    - ii. Document as specified in Pre-qualification (PQ) criteria (5.1) of RFP.
    - iii. Covering letter as per Annexure -2 of RFP.
    - iv. Annexure-3 with relevant document as given in RFP.
    - v. Curriculum Vitae (CV) of key persons in Annexure-4 of RFP.
    - vi. Project Details Template in Annexure-5 of RFP.

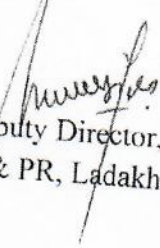




- vii. Firm / Company Information in Annexure-6 of RFP.
- viii. Contact Details of officials for correspondence during bid process in Annexure-7 of RFP.
- ix. Self-declaration Form in Annexure-9 of RFP.

**b) (Financial Bid):**

- I. Rate to be submitted by the bidders in the bill of quantity (BOQ) only.
12. The contract shall remain current for one year from the date of issuance of the contract.
13. The Department of Information, Ladakh reserves the right to accept or reject any tender without assigning any reason thereof.
14. Regarding the pre-bid queries interested Bidder are requested to fill the Pre-Bid queries in (Annexure -1) of RFP and mail it on this address. ([ddinformationladakh@gmail.com](mailto:ddinformationladakh@gmail.com))

  
Deputy Director,  
Information & PR, Ladakh

No: A/211/2021-OFFICEOFDYZDIR(INFODEPT)/523-26

Dated:29-07-2021

Copy to the: -

1. Director, treasuries & Accounts, Ladakh.
2. OSD with Lieutenant Governor, Ladakh for information of the Hon'ble Lieutenant Governor.
3. OSD with Advisor to the Hon'ble Lieutenant Governor for information of the Advisor.
4. Assistant Director Information Leh/Kargil with request that above NIT may kindly be published in two leading National Newspapers.

5. DIO, NIC Leh for favour of Information with request to upload the e-NIT in official website for wide publicity.