



GOVT. OF BIHAR  
Health Department  
Bihar State AIDS Control Society  
6<sup>th</sup> floor Swasthya Bhawan, Sheikhpura, Patna-14  
Website: bsacs.bihar.gov.in

Phone No-0612-2290278  
Fax No- 0612-2282082

Patna, Dated...../...../2025

Letter No.- E-191734-J-100101-2020 (IEC)

## REQUEST FOR PROPOSAL (RFQ) FOR ENGAGEMENT OF AN AGENCY FOR MANAGING SOCIAL MEDIA FOR BIHAR STATE AIDS CONTROL SOCIETY.

Bihar State AIDS Control Society (BSACS) is responsible for implementing the centrally sponsored National AIDS control Programme (NACP) in the State of Bihar. The Society envisions a state where every person living with HIV has access to quality care and is treated with dignity.

Bihar State AIDS Control Society intends to engage a credible professional agency to manage the social media on lump sum payment basis to utilize the social media platforms for dissemination of information and creating awareness about the HIV and AIDS and the services that are delivered under the schemes & programmes of BSACS.

Hence, Bihar State AIDS Control Society invites the experienced and registered/ bona fide firms/agency/ company to submit their '**Proposal**' for managing Social Media or other related services as and when required on the behalf of Bihar State AIDS Control society.

1. The detailed tender documents including terms and conditions, eligibility, quantity and quotation form can be obtained from the Procurement cell of Bihar State AIDS Control Society, Patna on all working days (Monday to Friday) between 11:00 hours and 16:00 hours. **It may also be downloaded from the website of BSACS (<http://www.bsacs.gov.in>).**

### 2. Schedule of Selection Process:

S.N.	Event Description	Timeline
1.	Pre Bid Meeting	02.07.2025 at 4:00 PM
2.	Closing Date and Time for submission of Bid	08.07.2025 at 3:00 PM
3.	Opening Date and Time of Technical Bid	08.07.2025 at 4:00 PM
4.	Presentation by Technically qualified Bidders	TO BE INFORMED LATER
5.	Opening of Financial Bids	TO BE INFORMED LATER

3. **The Bid must be submitted through Courier/Speed Post/Registered Post only** at the following address of Bihar State AIDS Control Society, 6th Floor, Swasthya Bhawan, Sheikhpura, Patna-14. Bids submitted by hand or by any other means will not be accepted. The Society will not be responsible for any postal delay.
4. The technical bid will be opened as above mentioned timeline in presence of the bidders or their authorized representatives who choose to attend.
5. In the event of the date specified for bid receipt and opening being declared as a holiday for BSACS, the due date for submission of Bids will be the following working day at the appointed times.

**Bihar State AIDS Control Society reserves the rights to accept or reject any or all tender or change the terms and condition of bid or cancel the bid without assigning any reasons at any journey stage of this RFQ.**

*[Signature]*  
17/06/2024

Additional Project Director



GOVT. OF BIHAR  
Health Department  
Bihar State AIDS Control Society  
6<sup>th</sup> floor Swasthya Bhawan, Sheikhpura, Patna-14  
E-mail: ddprocure\_bsacs@bihar.gov.in

Phone No-0612-2290278  
Fax No- 0612-2282082

Patna, Dated.-----/-----/2024

Letter No.- E-191734-J-100101-2020 (IEC)

To,  
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Dear Sir/Madam,

**Sub:-REQUEST FOR PROPOSAL (RFQ) FOR ENGAGEMENT OF AN AGENCY FOR MANAGING SOCIAL MEDIA FOR BIHAR STATE AIDS CONTROL SOCIETY.**

Bihar State AIDS Control Society (BSACS) is responsible for implementing the centrally sponsored National AIDS control Programme (NACP) in the State of Bihar. The Society envisions a state where every person living with HIV has access to quality care and is treated with dignity.

Bihar State AIDS Control Society intends to engage a credible professional agency to manage the social media on lump sum payment basis to utilize the social media platforms for dissemination of information and creating awareness about the HIV and AIDS and the services that are delivered under the schemes & programmes of BSACS.

**Bid price**

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- The fee must be charged shall be fixed till the period of the contract except reimbursement of the GST if it is revised by the Govt. of Bihar.
- The Contract Period will be effective from the date of awarding for a period of one (1) year, subject to the satisfaction of BSACS. If performance is considered satisfactory by BSACS, **it may extend the contract period for further one (1) year on the same terms & conditions.**
- Each bidder shall submit only one tender.
- Financial Bid must be submitted on the letter head of the bidder in the format provided with this document (Annexure-III). Those bid/s which are not submitted on the letter head will not considered for financial evaluation.

**Eligibility Criteria:**

- The agency/firm intend to submit RFQ must have their registered office or branch office in Patna, preferably at within the Patna Municipal Area.
- The agency/firm must have experience of minimum three (3) years in Social Media Network, IT Experience or executing Digital P R or Branding Activity for different State/Central Government Departments and PSUS.
- The agency/ firm must have acknowledgement of Income Tax Return for minimum three (3) years.
- The Agency/ firm should be registered with GST (self attested photocopy is required to be submitted).
- The Agency/ firm should not have been barred or black-listed by any of the central govt. departments/organizations/central PSUs/Society in the past.

**Terms & Condition:**

- The proposal has to be submitted on two bid basis te. Technical Bid and Financial Bid.
- BSACS reserves the right to solicit additional information from Bidders. Additional information may include, but is not limited to, past performance.

3. BSACS reserves the right to accept the whole, or part or reject any or all bids without assigning any reasons and to select the Bidder(s) which, in the sole opinion, best meets the interest of the Society.
4. BSACS reserves the right not to accept bid(s) from agency (ies) resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government investigating Agency/Vigilance Cell.
5. All information contained in the proposal, or provided in subsequent discussions or disclosures, is proprietary and confidential. No information may be shared by the bidder with any other organizations/Agency.
6. The Agency selected is not supposed to use its name, logo or any other information/ publicity on content published on social media platforms of the Society.
7. **The Agency must maintain uniformity in the uploading of content on the platforms and application.** Any content which is replaced, renewed or removed from any platform shall be simultaneously modified on the other platforms and applications instantly.
8. All material, art work used in management of Social Media Network will be property of the Society. Content shared online must be copyright protected.
9. All creative- physical as well as digital will be property of the Society and its Intellectual Property Rights (IPR) will vest with BSACS.
10. The timeline/schedule of deliverables will be decided as and when the requirement/task activities arise. **Bidder should complete the job/activities as and when asked by BSACS.**

#### **Scope of Work (but not limited to):**

1. The selected agency/firm should be able to develop interesting and innovative content and digital campaign in order to have proper communication for various platforms **to enhance the reach of content and to increase the awareness for the citizens of HIV & AIDS programme conducted by BSACS.**
2. The selected agency/firm creation and Maintenance of BSACS's Accounts/Handles/Channels on Twitter, Face book, YouTube, Instagram and Google Plus etc with due permission of the Society.
3. Creation of relevant blog spot and forums wherein the participation of targeted audience can be invoked. To prepare reliable /trustworthy short term or contingency plan during the catastrophe or Emergencies or any other pandemic situations.
4. New Look, Updates and Engage with users give all BSACS's Social Media Platforms **a new look every week by putting up new creative in line with over all theme/strategy approved by BSACS.**
5. Uploading creative on daily basis in form of info graphics, images, gifs, text cover videos, promos of events and programs etc on various social media platforms.
6. Creation of interactive content like surveys, quizzes, contests etc in consultation with BSACS. Daily informative and promotional updates (at least three updates on Face book, and Twitter, one on other platforms) in the form of relevant text, photos, audio, interactive content, interviews, news, organize online surveys, quizzes, contests and others on all the social media platforms in consultation with BSACS without any infringement of Intellectual Property Rights (IPR).
7. Publicize all events different programmes, health scheme and any other related information to healthcare on all the social media platforms.
8. Create relevant tagging & linkages of posts on the all platforms. Manage live events through Face book live, YouTube and & on Twitter. Query Management and Reporting all the queries received on the all platforms must be replied to and addressed within 24 working hours in consultation with BSACS.
9. Moderation of the all platforms to deal with spam, unauthorized advertisements, inappropriate content etc. Regarding safeguard of Copyright of any online shared material/s documents.
10. Any other relevant work as per the direction of the Society.
11. The Selected Agency would be responsible to make the content viral on the internet and other social media sites. This will make the schemes, policies of Government to reach on various social media platforms to the last mile on internet domain in real time basis.
12. The selected agency should have capability to multiply the reach of content and promote content and make it viral to the most.\

### Reporting and Analytics:

The Selected **agency/firm shall submit Monthly Effectiveness Analysis Report to BSACS** on implemented Social Media Strategy. It should contain detailed analysis on the steps undertaken for overall promotion of BSACS on social media platforms and the result achieved.

The detailed plan of the monthly activities on the Social Media will **be provided by BSACS to the selected agency/firm.**

### Manpower Requirement for Social Media:

S.N.	Professional Required	Minimum Qualification
1.	Content Writer	Should have minimum 01 year experience with a graduate/post graduate degree and a certification in Digital Marketing.
2.	Social Media -cum-ORM Executive	Should have minimum 01 year experience with a graduate/post graduate degree and a certificate in Digital Marketing
3.	Graphic Designer	Should have minimum 01 year experience with a graduate/post graduate degree and a certificate in Graphic Designing
4.	Video Editor	Should have minimum 01 year experience with a graduate/post graduate degree and a certificate in Graphic Designing, Video Editing, 2D or 3D animation.

### Instruction to Bidder:

1. The bidder should prepare and submit its offer as per instructions given in this section.
2. Before preparing the tender and submitting the same to the Society, the bidder should read and examine all the terms & conditions, instructions etc. contained in the Tender Documents. **Failure to provide required information or to comply with the instructions incorporated in these Tender Documents may result in rejection of tender(s) submitted by bidders.**
3. The tenders which are for only a portion of the components of the job/service shall not be accepted. (The tenders/bids should be for all components of the job /service).
4. Any violation of instruction/agreement or suppression of facts will attract cancellation of work order without any reference or any notice period to the agency along with blacklisting.
5. **All tender documents must be serially numbered with name of the paper and properly attached.**

### Documents required to be submitted along with the Technical bid (Envelope A):

S.N.	Eligibility Criteria for the tenderer	Supporting Documents
1.	The pro forma at Annexure-1	The pro forma at Annexure I, duly filled in and signed and stamped, along with relevant documents/information.
2.	The Bidder should be established firm/agency registered under Shops & establishment Act, Companies Act and should have been in operation for a period of at least 3 years. (Consortium is not allowed.)	For Company- Copy of the Certificate of Incorporation issued by the Registrar of Companies (ROC) under companies act. <b>For Partnership Firm- Registration Certificate issued by registrar of firm under partnership act.</b> For Proprietorship firm- Certificate issued under shop and establishment act.
3.	The bidder must have experience of having executing or executed Digital PR or Social Media/ Branding Activity for any State/Central Government PSU's in each of the last three financial years (FY) (2021-22, 2022-23 & 2023-24).	<b>Self-attested copy of work order(s)</b> or Contract Agreement(s) and Experience Certificate(s) clearly mentioning the tenure and nature of services to the Government (Central or state) Sector/PSU/ in each of the

		last three financial years (F.Y.) (2021-22, 2022-23 & 2023-24)
4.	Team Proposed with their CVs	Self Attested Copy of the team proposed along with their cv clearly indicating the years of experiences and qualification.
5.	Copy of the PAN card	Self Attested Copy of PAN Card.
6.	Copy GST Registration Certificate	Self Attested Copy of GST Registration Certificate.
7.	Copy of latest GST Payment Receipt/Certificate.	Self Attested Copy of latest GST Payment Receipt/ Certificate.
8.	Copy of Income Tax Return for the last three assessment years (2021-22, 2022-23 & 2023-24))	Self Attested Copy of Income Tax Return for the last three assessment years (2022-23, 2023-24 & 2024-25).
9.	Average annual turnover of Rupees Five Lakh (05 Lakh) for the last three financial years, (2022-23, 2023-24 & 2024-25). with minimum of 05 lakh in each year. Last three financial years. Audit Report from duly qualified Chartered Accountant Report showing details (balance sheet, & profit & loss) of their annual turnover should be submitted. Auditor/only CA.. Certificate of turnover will not be accepted.	<b>Audited balance sheet, &amp; profit &amp; loss showing details</b> of their annual turnover for the last three years (2022-23, 2023-24 & 2024-25).
10.	Eligibility Criteria for the tenderer Earnest Money Deposit (EMD) of Rs. 50,000/- (Rupees Fifty Thousand only).	<b>Demand Draft of Rs. 50,000/- (Rupees Fifty Thousand only) issued by a local Nationalized Bank in the Name of Project Director, Bihar State AIDS Control Society, Patna payable at Patna towards Earnest Money Deposit (EMD)</b>
11.	The Bidder must not be <ol style="list-style-type: none"> <li>1. Blacklisted/banned/ convicted by any court of law for any criminal or civil offences/ declared ineligible by any entity of any State Government or Govt. of India or any local Self Government body or public undertaking in India for participation in future bids for unsatisfactory performance, corrupt fraudulent or any other unethical business practices or for any other reason during the last 03 years from the last date of submission of bids, and</li> <li>2. No criminal/ vigilance case related to cheating, forgery, criminal breach of trust, theft and prevention of corruption act is pending in any court of law against the bidder.</li> <li>3. The bidder shall declare all ongoing litigation it is involved in with any government agency/state/ centraldepartment/PSU.</li> </ol>	Copy of the Affidavit sworn before Public Notary/Executive Magistrate.
12.	Copy of awards to organization/Founder/ Promoter of the Organization (if any)	Self attested copy of any award received by the organization/Founder or promoter of the organization (if any)
13.	Copy of Tender Documents	Self Attested and signed Copy of Tender Documents

**Documents required to be submitted along with the Financial bid (Envelope B):**

**Quotation on the letter head of the bidder according to the format attached with the tender documents (Annexure III).**

**Performance guarantee:**

**The successful bidder will submit the performance security for 1.00 Lakh in the form of Demand Draft/ Bank guarantee issued by a local nationalized bank in favour of Project Director, Bihar State AIDS Control Society, Patna**

payable at Patna within 07 (seven) working days after awarding the work valid up to ninety (90) days after the date of completion of all contractual obligations by the contractor.

**Bid Validity:**

Quotation shall remain valid for a period of not less than 120 days after the deadline date specified for submission/last date of submission of Bid.

**Penalty:**

- a) For delay in providing Services after receiving the order - In case of late services / no services on a specific activity, in which the Agency/ Firm fails to deliver the services thereof within the period fixed for such delivery in the schedule or at any time repudiates the contract, the Agency/Firm shall be liable to pay a Liquidated Damages (LD). **LD will be imposed ½ % of the value of the commission or service charge per week or part thereof after expiry of the deadline subject to a maximum of 10% will be deducted from the bills.**
- b) **Failure in providing services :-** If the agency fails to provide services / no services on a specific activity as and when required, then the **Society may forfeit the performance security and may blacklist the firm/agency for specified period of time as decided by the Society.**
- c) **Evaluation of Bid:** The purchaser shall evaluate and compare the quotations determined to be substantially Responsive ie, which
  - a. are properly signed, and
  - b. Confirms to the terms and conditions.
- d) **Criteria or Method for Evaluation:** The Purchasing Committee shall evaluate the Technical bids on the basis of their responsiveness to the eligibility conditions. The eligible technically qualified bidder has to give presentation in front of the Purchasing committee as per the date and time prescribed in this tender document. After presentation the technically qualified bids shall then be evaluated as per evaluation criteria defined in Annexure II of the RFP.

**The highest Scoring Agencies/Firms from the list of criteria for evaluation (given in Annexure 11) would be declared as technically qualified and invited in the opening of the Financial Bid.**

**Award of Contract**

BSACS will finalize the rate contract of the bidder **whose tender has been determined to be technically responsive as per the criteria of evaluation and who has offered the lowest evaluated quotation price.**

**Period of contract:-**

The contract will be awarded initially for a period of one (01) year from the date of issue of work order with provision of further extension at the same terms and conditions if mutually agreed.

**Payment:**

- a) No advance payment will be made. Payment will be made on quarterly basis on the basis of receiptof/bills/invoices (as prescribed under GST Act 2017).
- b) **The agency has to submit the quarterly reports and month wise work achievement** as per the scope of work along with the bills/invoices (as prescribed under GST Act 2017).
- c) The payment shall be released after necessary verifications and deducting penalties (if any) upon submission of Invoice as prescribed under GST Act 2017 and Income Tax etc.
- d) All statutory deductions such as Income Tax etc. will be made from the bill.
- e) The payments will be made only through Public Financial Management System (PFMS) to agency.

**Venue for Pre-Bid Meeting:**

In order to provide response to any doubt regarding terms and conditions, scope of work and any other matter given in the tender document, a pre-bid meeting has been scheduled to be held in the office of BSACS as per details given hereunder:

<b>Date &amp; Time:</b>	<b>02.07.2025 at 4:00 PM</b>
<b>Venue:</b>	<b>Chamber of Additional Project Director, 6th, floor, Swasthya Bhawan , Sheikhpura, Patna-14.</b>

**Venue for Presentation for Technically qualified Bidder**

The presentation for technically qualified bidders as per the scope of work and other related services has been scheduled to be held in the office of BSACS as per details given hereunder:

<b>Date &amp; Time:</b>	<b>TO BE INFORMED LATER</b>
<b>Venue:</b>	<b>Chamber of Additional Project Director, 6<sup>th</sup> floor, Swasthya Bhawan, Sheikhpura, Patna-14</b>

**Submission of Bid:**

The last date and time for submission of the completed bids (Technical & Financial) is **03:00 hrs July 08, 2025**. The bid must be **submitted through Courier/Speed Post/Registered Post only at Dispatch Section** of Bihar State AIDS Control Society. The bid submitted by hand or any other means will not be accepted. The Society will not be responsible for any postal delay. The Technical Bid and the Financial Bid should be sealed by the bidders in separate covers super scribed with "Technical Bid" or "Financial Bid" and "Tender Opening Date". Both the sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed with "Bid regarding Hiring of Agency/Firms for Managing Social Media Services" to Bihar State AIDS Control Society".

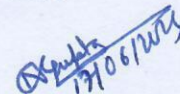
**Tender Opening**

**Technical bid will be opened on the last day of submission of bid (i.e. July 08, 2025) at 16.00 hrs** in presence of the bidders or their authorized representatives who choose to attend.

The date and time for giving the presentation and subsequently **opening of the financial bids will be informed to the technically qualified bidders later on.**

In the event of the date specified for bid receipt and opening being declared as a holiday for BSACS, the due date for submission of **Bids and opening of Bids will be the following working day** at the appointed times.

**Bihar State AIDS Control Society reserves the rights to accept or reject any or all tender or change the terms and conditions of bid or cancel the bid without assigning any reasons at any stage and time.**

  
**Additional Project Director**

**REQUEST FOR PROPOSAL REGARDING ENGAGEMENT OF AN AGENCY FOR MANAGING SOCIAL MEDIA FOR BIHAR STATE AIDS CONTROL SOCIETY, PATNA-14, BIHAR**

(To be filled in and submitted by the applicant on the letter head of the agency along with copies of documents in support of the information furnished by the applicant)

**DATA FORM**

<b>Status of the Firm</b>	<b>Partnership</b>	<input type="checkbox"/>
<b>Sole proprietorship</b>		<input type="checkbox"/>
<b>Company</b>		<input type="checkbox"/>
<b>Others</b>		<input type="checkbox"/>

S.N.	Particulars	Information to be furnished by the agency/firm
1.	Name of the Agency/Firm/company	
2.	Address of Head office/ Registered office with Telephone No. fax no., email etc.	Address:  Tel No. with STD code:  Fax No with STD code:  E-mail address:  Contract person with designation: (i)  (ii)
3.	Address of Branch office in Patna with Telephone No., Fax No., etc	Address:  Tel No.with STD code:  Fax No. withSTDcode:  E-mail address:  Contract persons with designation: (i)  (ii)
4.	Year of formation of the agency/firm	

(5) Details of Last three financial year experience in Social media Services (attach documentary proof in support of satisfactorily completion of the work).

S.N.	Financial Year	Description of work order executed	Value in ₹ of work order executed	Name of the Client
1.	2022-23			
2.	2023-24			
3.	2024-25			

(6) Details of the Experience for managing social media services in Health sector or Social Sector (separate sheet can be attached with proof for the last three F.Y.)

S.N.	Financial Year	Description of work order executed	Value in ₹ of work order executed	Name of the Client
1.	2022-23			
2.	2023-24			
3.	2024-25			

(7). DETAILS OF TURNOVER OF AGENCY FOR LAST THREE YEARS (Enclose proof like audited Accounts etc)

S.N.	Financial Year	Turnover in ₹
1.	Financial year-2022-23	
2.	Financial year-2023-24	
3.	Financial year-2024-25	

(8) List of full time personnel with a core expert team of professional required or other relevant staff must be provided as per the below mentioned table. The below list must be provided in the letter head of the firm and duly signed and stamped.

S.N.	Name of the full time personnel with their designation	Qualification with Date of obtaining required qualification	Date of joining with the firm	Number of Years of Post qualification Experience with the firm
1.				

N.B. It is the responsibility of applicant to go through the RFQ document to ensure furnishing of all required documents in addition to above, if any.

## **UNDERTAKING**

I/we have read the terms and conditions of the RFQ document and understand that in case of any of the statement furnished by the undersigned is found to be false OR if any / all the terms and conditions are not complied with, the offer is liable to be cancelled. I/we agree that the decision of the Society in this regard would be final and binding on the agency.

I/we also certify that, I/we have understood all the terms and conditions indicated in the RFQ and hereby accept the same completely.

Date:

Place:

**Signature of the authorized signatory of the agency**  
**with official seal/stamp**

### Standard evaluation Sheet for Evaluation of the RFP of Social Media Agencies

S.N.	Criteria	Scoring	Max. Points	Documents
1.	Turnover of the firm for the last three financially (FY) from Social Media Services services.	<ul style="list-style-type: none"> <li>• 15 points for annual turnover of 15 20 lacs or above in each of the last three FYs years.</li> <li>• 08 points for annual turnover of 15 lacs and above in the last two of the last three FYs years.</li> <li>• 04 points for annual turnover above of 05 lacs and less than 10 lacs.</li> </ul>	15	Audited balance sheet, & profit & los showing details of their annual turnov for the last three years (2022-23, 2023-24 & 2024-25)
2.	Past Experiences completed/ongoing in government (state/central) agency/PSUs	<ul style="list-style-type: none"> <li>• 05 points for 01 to 03 ongoing /completed projects.</li> <li>• 10 points for 01 to 03 ongoing/completed projects.</li> <li>• 15 point for above 05 projects.</li> </ul>	15	<b>Self-attested copy work order(s)</b> Contract Agreement( and Experient Certificate(s) clear mentioning the tenur and nature of service to the Governmen (Central or stab Sector/PSU/ in each the last three financi years (FY) (2022-23, 2023-24 & 2024-25)
3.	Past Experiences completed/ongoing in Health Care or Social sector of government (state/central) agency/PSUs	<ul style="list-style-type: none"> <li>• 05 points for 01 ongoing 15 completed project.</li> <li>• 10 points for 02 ongoing completed project.</li> <li>• 15 point for 03 or above 03 projects.</li> </ul>	15	<b>Self-attested copy c work order(s)</b> Contract Agreement(s and Experienc Certificate(s) cleart mentioning the tenur and nature of service to the Governmen (Central or state Sector/PSU/ in each c the last three financia years (FY) (2021-22, 2022-23 & 2023-24)
4.	Presentation/Demonstration after substantially responsive regarding <ul style="list-style-type: none"> <li>• Understanding the Scope of work.</li> <li>• Show case of expertise in social media projects.</li> <li>• Approach and Methodology for undertaking Project.</li> </ul>	Total 40 marks	40	Presentation in front of the Purchase committee.
5.	Professional/ Team Proposed along with	Each CV carries 02 marks	08	Self attested copies CV to be attach

	their CVs			
6.	Award organization/Founder/Promoter	02 or more awards carries 02	02	Self attested Photographs with documents documents
7.	Presence in the State where Agency/Firm headquarters is located	<ul style="list-style-type: none"> <li>• 05 points if the head office of 05 the applicant Agency/ firm is located in the Patna as the Agency/Firm headquarters.</li> <li>• 03 points if a branch office of the Agency/ firm is located in the Patna.</li> </ul>	05	List of Branches of the letter of the Agency/Firm.
		Total	100	

**REQUEST FOR PROPOSAL (RFQ)**  
**(TO BE SUBMITTED ON THE LETTER HEAD OF THE APPLICANT)**

Date:

To,  
**The Project Director**  
**Bihar State AIDS Control Society**  
**6<sup>th</sup> Floor, Swasthya Bhawan**  
**Sheikhpura, Patna-800014**

Sub: Submission of BOQ for .....

Ref:- AIDS No..... Dated .....

**FORMAT OF QUOTATION**

S.N.	Brief Description of the Work	Total price of one year for providing services for managing Social media platforms for BSACS [Inclusive of all other charges]	GST @.....%	Total amount in (₹)
1.	Consolidated price for services as detailed under scope of work-deliverables in tender document including charges for professional required in Bihar State AIDS Control Society for one year relating to Social Media.			

We agree to supply the above goods in accordance with the specifications for a total contract price of Rs..... (Amount in figures) (Rupees.....) (Amount in words).

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

**Signature of proprietor of agency.**  
**With stamp & seal**