



सत्यमेव जयते

**Embassy of India, Algiers,
Algeria**

<https://www.indianembassyalgiers.gov.in>

**TENDER NOTICE FOR HIRING SERVICES OF A PRIVATE
AGENCY FOR MANAGING EMBASSY'S ACCOUNTS/HANDLES
ACROSS VARIOUS SOCIAL MEDIA PLATFORMS**

Tender No.:

ALG/302/01/2026 (3) Start

Date: 10 June 2026

Last date for submission of bids: 7 July 2026

Embassy of India

26, Rue Belkacem Amani, Paradou, Hydra, Algiers

**Embassy of India
Algiers (Algeria)**

Tender No. ALG/302/01/2026 (3)

Date: 4 June 2026

E-notice inviting tender for selection of an agency for managing Embassy's accounts/handles across various social media platform (Facebook, Twitter, etc.). The tender document may be downloaded from <https://www.indianembassyalgiers.gov.in/eoi.php?id=Tender> and from CPP Portal – <https://eprocure.gov.in/epublish/app>.

2. The important schedules and dates are as under:

| | Key event | Dates |
|----|----------------------------------|---------------------|
| 1. | Tender Publishing date | 10 June 2026 |
| 2. | Bid document download start date | 10 June 2026 |
| 3. | Clarification start date | 10 June 2026 |
| 4. | Clarification end date | 07 July 2026 |
| 5. | Bid submission start date | 11 June 2026 |
| 6. | Bid submission end date | 07 July 2026 |
| 7. | Date of Technical bid opening | 08 July 2026 |

3. Interested companies may submit their sealed tenders in two bid system i.e. Technical bid and Financial Bid as per Terms and Conditions of the Tender Document to Embassy of India, Algiers at **26, Rue Belkacem Amani, Paradou, Hydra, Algiers** on or before the bid submission end date i.e. **7 July 2026 (1700 hrs)**.

4. Further clarifications, if any, can be sought during working days from 0900 hrs to 1500 hrs over telephone no. +213 21 44011925/06 or through email addressed to inf.algiers@mea.gov.in

Embassy of
India Algiers,
Algeria

TENDER NOTICE

Subject: Selection of an agency for managing Embassy's accounts/handles across various social media platforms

Embassy of India in Algiers (hereinafter referred to as the Embassy) is considering selection of an agency for management of the Embassy's accounts/handles across various social media platform viz. Facebook, Twitter, Instagram, YouTube etc.

(A) Scope of work

i. Content strategy & Content creation:

- a. To develop long term and short term campaigns (like 'Know India Programme, Bharat Ko Janiye Quiz, Incredible India, tourism promotion etc.')
- b. To develop content strategy, topic buckets, ad-hoc posts
- c. Generation of Engagement posts
- d. Copywriting & Proofreading
- e. Creation of 15 posts/platform/month including any pre-planned campaign or thematic based (static visuals, infographics/ engagement posts/quiz etc.). This excludes any urgent posts that may be required by the Embassy, which shall not exceed 3 additional posts per month.
- f. Creation of 5 GIF/month
- g. Creation of 2 short videos/month (up to 10 minutes long). This excludes any urgent video needs as per emerging requirements of the Embassy, which shall not exceed 2 additional videos per month which inter-alia includes video for events like yearly recap, bilateral videos for VIP visits.
- h. Ability to convert all kinds of content (video/audio/files) from one format to another for given assignments as and when required by the Embassy.
- i. Design digital backdrops, banners, posters, invitations for the Embassy events or promotion campaigns.

ii. Social media strategic advice on a monthly basis:

- a. To implement Social Media Analytics and provide a monthly report on impact of the Embassy's social media activity in terms of number of followers earned, engaged, reached, etc. and other relevant metrics
- b. To provide a monthly Social media report on Performance of each platform, with best posts & other insights; Audience overview of each platform; Demography of audience for each platform; Recommendations about what works better in terms of engagement; and Engagement and conversion insights
- c. To provide comparative analysis with well-performing other Indian Missions

abroad as well as other Diplomatic Missions in Algeria.

d. To provide a monthly PESTEL and PORTER analysis

iii. Planning and reporting:

a. To provide next month's planning for proposed content by the 10th of the previous month and securing approvals for all posts by the 22nd of each month.

b. To submit Complaint Sheet as and when the incident occurs

iv. Social Media Marketing:

a. To develop a strategy to enhance the social media outreach and followers through the Social Media handles of the Embassy but not limited to Twitter, Facebook, Instagram, YouTube, LinkedIn etc.) and to engage a wider audience.

b. To provide templates and tonality

c. To propose Cover designs as and when required

v. Reputation Management:

a. Overall Community management: To monitor the Social Media handles of the Embassy and alert the concerned officer of the Embassy on issues that may have arisen in the feeds and provide feedback on posts in a frequency as directed by the concerned officer of the Embassy

b. Crisis and Complaint management- 24/7

vi. Monitoring of Social Media handles:

a. To daily monitor handles of about 30 local social media accounts as directed by the Embassy.

b. to submit weekly analysis report of the topics of by these accounts along with the responses elicited by them.

vii. Photography and Videography requirements:

a. to ensure availability of skilled manpower to cover events (within Algeria) as and when required by the Embassy to shoot short videos/photos for dissemination through social media (1 photographer and 1 videographer).

b. to make available skilled manpower with technical know-how to handle live-streaming of events to be broadcast through social media, as and when required.

(B) General terms and conditions:

a. The Embassy reserves the right to amend or withdraw any of the terms and conditions contained in the Tender Document or to reject any or all tenders without giving any notice or assigning any reason to cancel the tender. The decision of the Head of Chancery, Embassy of India, Algiers in this regard shall be final and binding on all.

b. The salary and other allowances to the deputed staff shall be the sole responsibility of the contractor. The Embassy shall not entertain and shall dismiss any such separate claims submitted by the Contractor.

c. Levy/Taxes payable by contractor – Sales Tax/ VAT or any other taxes in respect of this contract shall be the liability of the Contractor and payable by the Contractor and the Embassy shall not entertain any claim whatsoever in this respect.

d. The rates shall be quoted on a yearly basis. The rates shall be inclusive including taxes and duties etc.

e. Since most local social media content and posts are in French & Arabic, knowledge of these language is mandatory.

f. All photos taken during the event are to be shared with the Embassy and shall remain property of the Embassy.

(C) Validity of Contract: The work would be assigned initially for a period of 1 year. The contract may be renewed after the period of one year on a year-to-year basis depending on the performance of the contractor and with written consent of the agency, maximum 02 (two) extensions of 01 (one) year each at the sole discretion of the Embassy on the same terms & conditions including payment terms.

(D) A two bid system (Technical & Financial Bids) shall be followed . The technical bids shall be opened on 8 **July 2026 at 1100 hrs** in the Embassy of India, Algiers at **26, Rue Belkacem Amani, Paradou, Hydra, Algiers** in the presence of those tenderers who may desire to be present at that time. The Technical Bid/presentation shall be evaluated for compliance with technical parameters, and successful bidders shall be identified.

(E) Minimum Eligibility Criteria:

1. **Earnest Money Deposit (EMD) of DA 50,000/-** (Algerian Dinar Fifty thousand only) in the form of **Demand draft/Bank Guarantee** in favour of Embassy of India, Algiers.

2. The agency should be registered with the National Centre for Registration of Companies (CNRC) of Algeria and should hold a valid TVA number.

3. The agency should have a minimum experience of three (03) years in the field of Social Media Management, analysis, working in conjunction with local Ministries/ Departments/private organizations of repute.

4. The annual turnover of the agency should be at least DA 25 million during each of the last three years.

5. The agency should neither be blacklisted by any Govt. Department nor

should any Criminal Case be registered against the firm or its owner or partners anywhere in Algeria.

(F) Pre-bid Clarification/Meeting: A prospective bidder, requiring a clarification on the Tender document shall send questions to the Embassy with a request for meeting via email to inf.algiers@mea.gov.in within the time-frame as indicated in the Data Sheet.

(G) Submission of bids:

1. Tender is invited in two parts i.e. (i) Technical Bid (containing Bid Security Deposit) and (ii) Financial Bid.

Technical Bid: The bidding agencies are required to submit documents as detailed in **Annexure I**. Only the bids complying with the Minimum Eligibility Criteria shall be allowed to participate in the technical bid.

Financial Bid: to be submitted in the format as given in **Annexure II**.

2. Bids are to be deposited to Embassy of India, Algiers at **26, Rue Belkacem Amani, Paradou, Hydra, Algiers**, in sealed envelopes. Both the technical bid and financial bid envelopes should be sealed separately and clearly marked as “Envelope no. 1 – Technical Bid” and “Envelope no. 2 - Financial Bid”. Both the sealed envelopes should be placed in a third larger envelope clearly mentioning “**Technical and Financial Bid for managing Embassy’s accounts/handles across various social media platform**” and addressed to “Head of Chancery” Embassy of India, Algiers, Algeria, and reach the Embassy **latest by Tuesday 7 July 2026 upto 1700 hrs**. The bids shall be opened at 1100 hrs on 8 July 2026 in the chancery building of Embassy of India, Algiers.

3. The Embassy shall not be responsible for any delay in receipt of bids or missing of bids while in transit/post. Bids received by email/ fax shall be rejected out-rightly.

(H) Technical evaluation

1. Only the agencies who fulfill the **Minimum Eligibility Criteria** and submit the documents as mentioned in **Annexure I** shall be eligible for technical evaluation. Such agencies shall be required to present a Technical Presentation showcasing their skills and details as laid down below:

2. The technical evaluation of the bidders shall be made on following points:

| | | |
|---|---|--|
| Social Media management capabilities | Dashboard for Social Media Integration (Twitter, FB, Instagram, Threads, LinkedIn, Google etc.) | 5 marks (on the basis of presentation) |
| | Ownership of Third party softwares/Licenses held for home-grown softwares; | 5 marks (on the basis of presentation) |

| | | |
|--|--|--|
| | knowledge of their usage. (eg. Coral draw, Photoshop, video/audio editing etc.) | |
| | Affiliation with or direct contract from social media networks such as Facebook, Twitter, Google Plus etc. | 5 marks (on the basis of presentation) |
| Social media footprint increase | Strategy to increase the social media presence of the Embassy (to be assessed in terms of followers periodically) | 5 marks (on the basis of presentation) |
| | Scalability-expansion/ accommodation of new accounts of the Embassy | 5 marks (on the basis of presentation) |
| Social Media analysis | Strategy & Resources (Human/Technological) for social media analysis | 5 marks (on the basis of presentation) |
| | Creation of analytical reports & summarizing of the social media developments of the day | 5 marks (on the basis of presentation) |
| Security | Disaste management (response management) & Data security. Safety mechanism to prevent unauthorized access to Social Media platforms. | 5 marks (on the basis of presentation) |
| Manpower | Total manpower employed by Agency | 10 marks [<= 10 = 2 marks 10<= 20 = 4 marks 20<= 30 = 6 marks 30<= 40 = 8 marks >40 = 10 marks] |
| Relevant experience | Experience in Social media management and analysis in Govt./ Public sector in number of years (An experience of at least 3 years) | 10 marks [3 =<4 = 2 marks 4=<5 = 4 marks 5=<6 = 6 marks 7=<8 = 8 marks >=8 = 10 marks] |
| | Experience in Social media management and analysis in private sector in number of years (An experience of at least 3 years) | 10 marks [3 =<4 = 2 marks 4=<5 = 4 marks 5=<6 = 6 marks 7=<8 = 8 marks >=8 = 10 marks] |

| | | |
|-----------------|--|--|
| | Number of projects undertaken with/currently working with; Govt./Public sector | 10 marks [1-2= 2 marks 3-4 = 4 marks 5-6 = 6 marks 7-8 = 8 marks >8 = 10 marks] |
| | Number of projects undertaken with/currently working with; private sector enterprises. | 10 marks [1-2= 2 marks 3-4 = 4 marks 5-6 = 6 marks 7-8 = 8 marks >8 = 10 marks] |
| Turnover | Turnover of the Agency over the last three years | 10 marks [DA 25 million <= DA 40 million = 2 marks DA 41 million <= DA 60 million = 4 marks DA 61 million <= DA 80 million= 6 marks DA 81 million <= DA 120 million= 8 marks > DA 120 million = 10 marks] |
| | TOTAL | 100 marks |

3. The minimum qualifying score shall be 70.

(I) Financial round:

1. Only the agencies who qualify the Technical evaluation round, shall be eligible to participate in the financial bidding round. The date and time for opening of the Financial Bid shall be intimated on a later date.
2. The bidder/agency applying shall quote their '**per annum (yearly) rates (exclusive of applicable taxes)**'. The rates shall be quoted as per sheet provided with this tender document. **(Annexure II)**
3. No change in financial bids is allowed after the last date of submission of tender documents.

(G) Other Terms & Conditions of Tender:

1. Tender received after closing date and time shall not be entertained.
2. The Embassy reserves the right to extend the last date and time for submission of the bids as its own discretion.

3. The bidder/agency shall bear all costs associated with the preparation and submission of its bids and the Embassy shall in no way be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. It is also clarified that no binding relationship shall exist between any of the respondents and the Embassy until execution of a contractual agreement.
4. The bids shall remain valid for a period of 120 (One hundred & twenty) days. In exceptional circumstances, the consent of the bidder may be requested in writing for an extension to the period of bid validity. Such requests should preferably be made much before the expiry of the bid validity. The bid security provided shall also be suitably extended.
5. Failure to furnish all the required information may result in rejection of the bid.
6. Agencies applying for the tender shall submit a certificate that the information submitted by them is correct and they shall abide by the decision of the Embassy. In case the information submitted by the firm is found to be false and/ or incorrect in any manner, the agency shall be suspended and/or debarred.
7. Any notice by one party to the other pursuant to the Contract shall be sent by fax/ e-mail/letter and confirmed in writing to the address specified for that purpose in the Contract.
8. To assist in Technical evaluation, the Embassy reserves the right to call for any clarification from any/all bidder/agency during the evaluation of the bids. Such clarification should be submitted only in writing. However, no other correspondence on bids shall be entertained.
9. Participation in this bid shall imply that the bidder has accepted all the terms and conditions and subsequent modifications, if any, of this bid document.
10. The Embassy shall have the sole proprietary rights over the content created/edited/ provided by the agency who has been awarded the contract through this tender.
11. In all matters related to dispute relating to this tender, the decision of the Embassy shall be final and binding upon the firm/agency.
12. The Embassy reserves the right to accept or reject any or all proposals without assigning any reasons whatsoever. No tenders shall have any cause or claim against the Embassy for rejection of his proposal.
13. **Payment terms :**
 - i. The price quoted shall remain fixed and not be subject to variations in exchange rate, duties, levies etc.
 - ii. The agency who has been awarded the contract shall submit the bills within a week of the subsequent month after the expiry of a quarter indicating

full description.

iii. In case it is required to cover events in any place outside Algiers, the agency shall only be reimbursed for bills related to travel (to & fro from Algiers to place of coverage) and accommodation (hotel) in respect of the team sent by Mission. The agency shall have to produce receipts for the expenditures made in order to be compensated for them. The type and class of accommodations and travel arrangements shall be decided by the Embassy and prior approval sought.

iv. Agencies, which submit the bid, are advised to ensure that the prices/ rates quoted are inclusive of the manpower support required for the execution and continuous monitoring of the project during the Contract period. No deviation in any of the conditions is allowed during the project period. No increase in prices would be allowed during the contract period. Only applicable taxes shall be applied in addition to quoted rates.

14. Agency must procure and provide all the hardware required to its project team to enable them to meet the target assignment.

15. The Embassy requires that the company engages professionals in the field of journalism, graphic designing, video-audio editing, social media analysis to undertake the project and reserves the right to call for the resumes, documents relating to their professional background, expertise and their achievements.

16. **No Subcontracting** : The bidder/agency so selected should have the capability to perform the entire scope of the work without outsourcing the same to any third party in any manner, unless otherwise separately agreed with the the Embassy under the work contract to be signed subsequently.

17. Quality of creatives and timely uploading them on the social media handles of the Embassy within the time schedule are of paramount importance and any lapse may lead to cancellation of the contract with the agency without any further notice.

18. The agency selected through this tender must provide the Embassy access to all the source code & material/data utilized for the fulfilment of all work under this tender.

19. It shall be the responsibility of service provider to comply with local labour laws and rules related to Minimum wages. The Embassy in any manner, shall not be responsible with regards to pay, emoluments and other benefits of the employees of service provider.

20. Notwithstanding any of the provisions mentioned above, for rates and other terms and conditions, in case of any disagreement etc., decision of the Embassy shall be final and binding on all bidders participating in this bid.

21. Earnest Money Deposit: Bidders are required to submit an **Earnest Money Deposit (EMD) of DA 50,000/-** (Algerian Dinar Fifty thousand only) as described in **Annexure I**

must be delivered to Embassy of India, Algiers and reach by on or before 7 July 2026 (1700 hrs). The bid security of unsuccessful bidder shall be returned to them after the award of the contract. Earnest Money Deposit with the Embassy for the purpose of tender shall earn no interest. EMD shall be forfeited on account of one or more of the following reasons:

- I) The Bidder withdraw/modify his bid during the period of bid validity.
- ii) In case the selected bidder fails to sign the agreement in time and furnish performance bank guarantee.

(K) Indemnification:

I) The selected Contractor shall indemnify, defend, and hold and save harmless, the Embassy/ Government of India, and its officials and employees, from and against all suits, proceedings, claims, demands, losses and liability of any kind or nature brought by any third party against the Embassy/ Government of India , including , but not limited to, all litigation costs and expenses, attorney's fees, settlement payments and damages, based on, arising from, or relating to:

a) Allegations or claims that the possession of or use by the Embassy of any patented device, any copyrighted material, or any other goods, property or services provided or licensed to the Embassy under the terms of the Contract, in whole or in part, separately or in a combination contemplated by the Contractor's published specifications thereof, or otherwise specifically approved by the Contractor, constitutes an infringement of any patent, copyright, trademark, or other intellectual property right of any third party; or,

b) Any acts or omissions on the part of the Contractor, or Contractor's Personnel or anyone directly or indirectly employed by the Contractor in the performance of the Contract, which give rise to legal liability to anyone not a party to the Contract including, without limitation, claims and liability in the nature of a claim for worker's compensation.

c) The indemnity set forth, above, shall not apply to a claim of infringement resulting from the Contractor's compliance with specific written instruction by the Embassy directing a change in the specifications for the goods, property, materials, performance of the contract of requiring the use of specifications not normally used by the Contractor.

d) In addition to the indemnity obligations set forth in this Article, the Contractor shall be obligated, at its sole expenses, to defend the Embassy/ Govt. of India and its officials, agents and employees, pursuant to this Article regardless of whether the

suits, proceedings, claims and demands in question actually give rise to or otherwise result in any loss or liability.

e) The Embassy shall advise the Contractor about any such suits, proceedings, claims demands, losses or liability within a reasonable period of time after having received actual notice thereof. The Contractor shall have sole control of the defense of any such suit, proceeding, claim or demand and of all negotiations in connection with the settlement or compromise thereof, except with respect to the assertion or defense of the privileges and immunities of the Embassy/Govt of India or any matter relating thereto, for which only the Embassy itself is authorized to assert and maintain. The Embassy shall have the right, at its own expense, to be represented in any such suit, proceeding, claim or demand by independent counsel of its own choosing.

(L) Confidentiality & Secrecy

- i) Secrecy of the matter given should be maintained at all times by the Contractor.
- ii) Contractor hereby acknowledges that the copyright of the material rests with the Embassy for both text and audio-visuals. In case the contract is terminated, the Contractor shall duly hand over all the content created in the duration of the contract to the Embassy of India.
- iii) Contractor is not authorized to reproduce/reprint/transmit to a third party in any manner including photocopying, photographing, cyclostyling, microfilming, scanning or any electronic means of copying or any other means whatsoever without the written permission of the Embassy.

(M) Performance Guarantee : The successful bidder shall provide a Performance Guarantee for the due and faithful performance of contract for a sum of 10% of the total contract price before the signing of Agreement. The Performance Guarantee should remain valid for a period of 60 days beyond the date of completion of contractual obligations. Earnest Money Deposit of successful bidder shall be returned after submission of Performance guarantee.

Refusal or inability or delay by successful bidder to supply all deliverables as per scope of work at the contracted rate shall result in termination of the contract and forfeiture of Performance Guarantee (PG) as well as disqualification of the bidder from participating in future tenders.

(N) Agreement deed : The successful bidder shall execute an agreement for the fulfillment of the contract within 15 days from the date of award of the contract. The incidental expenses of execution of agreement/Contract shall be borne by the successful bidder. Agreement/contract shall be signed after the submission of the Performance Bank Guarantee (PBG) which shall be 10 percent of the contract value.

(O) PENALTY :

l) If the bidder withdraws or alter its bid before the bid validity period, the Embassy may take the decision to forfeit the EMD and debar it from participating in future tenders.

ii) Notwithstanding any of the provisions mentioned above, for rates and other terms and conditions, in case of any disagreement etc. decision of the Competent Authority of the Embassy shall be final and binding.

(P) Governing Laws and Jurisdiction : This shall be construed and governed by the laws of India, and parties hereby submit to exclusive jurisdiction of the Courts of India.

(Q) Settlement of Disputes and Arbitration :

All disputes, differences and questions arising out of or in any way touching or concerning the agreement or subject matter thereof or the representative's rights, duties or liability of the parties shall be referred to the sole arbitrator by the Ambassador of India to Algeria, by way of arbitration under the Arbitration and Conciliation Act 1996 as amended up to date. The arbitrator shall be entitled to extend the time of arbitration proceedings with the consent of the parties. The venue of such arbitration shall be at Algiers. The language of arbitration proceedings shall be English.

(R) FORCE MAJEURE:

1. The Embassy may consider relaxing the penalty and delivery requirements, as specified in tender document, if and to the extent the delay in performance or failure to perform its obligations under the contract is the result of Force Majeure.

2. Force majeure as determined by the Embassy and as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Contractor.

3. In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the affected Party shall give notice and full particulars in writing to the other Party, of such occurrence or cause if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract.

4. The affected Party shall also notify the other party of any other changes in condition or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice or notices required hereunder, the Party not affected by the occurrence of a cause constituting force majeure shall take such action as it reasonably considers being appropriate or necessary in the circumstances, including granting the affected Party of a reasonable extension of time in which to perform any obligations under the Contract.

5. If the contractor is rendered unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under the Contract, the Embassy shall have the right to suspend or terminate the Contract

on the same terms and conditions with immediate effect. In any case, the Embassy shall be entitled to consider the Contractor permanently unable to perform its obligations under the Contract in case the Contractor is unable to perform its obligations, wholly or in part, by reason of force majeure.

(S) Penalty and termination :

I) It would be the first and foremost responsibility of the Agency to ensure that the services are being provided satisfactorily and agreement is executed as per agreed terms and conditions. The Embassy shall regularly monitor the performance of the contractor. Any qualified mistake/shortcoming on part of the bidder shall be penalized as per following quantum:

| | Any qualified mistake/ shortcoming with respect to para | Quantum of penalty |
|---|--|-----------------------------|
| a | Content strategy & content creation | Upto 5% of monthly payment |
| b | Social media strategic advice on a monthly basis | Upto 5% of monthly payment |
| c | Planning and reporting | Upto 5% of monthly payment |
| d | Social media marketing | Upto 5% of monthly payment |
| e | Reputation management | Upto 5% of monthly payment |
| f | Monitoring of social media handles | Upto 5% of monthly payment |
| g | Photography and videography requirements | Upto 10% of monthly payment |
| h | General terms & conditions | Upto 5% of monthly payment |

Repetitive mistakes/ shortcoming on part of the successful bidder may attract penalty upto 50% of monthly payment.

ii) In case of quality of service provided by the agency found wanting / inadequate, the competent authority may terminate the agreement after giving 15 days' notice. In that case the competent authority may forfeit the Performance Guarantee deposit.

iii) In case of material breach of any of terms and conditions mentioned in the tender document, the competent authority shall have the right to terminate the contract, cancel the work order without assigning any reason and nothing shall be payable by this Embassy in that event and the Performance security deposit may also be forfeited.

iv) If at any future point of time it is found that the Contractor has made a statement which is factually incorrect or if the Contractor does not fulfill any of the contractual obligations or found to be in breach of the terms & conditions of the contract, the Embassy may take a decision to cancel the Agreement with immediate effect, forfeit the Performance Bank Guarantee deposited by the Contractor and / or debar the Contractor from bidding prospectively for a period of three years or take any other action as deemed necessary. The penalty with respect to its time period shall be quantified by the Embassy at its own discretion/satisfaction.

(T) Closure of Contract - While the final payment to the agency is made before releasing the PBG, a "no claim certificate" shall be submitted by the agency as per the format given in the Annexure 21 of Manual for Procurement of Goods, 2017.

(RK Sharma)
HOC
Embassy of India Algiers, Algeria

Annexure I

| S.No. | Document |
|--------------|--|
| 1. | Earnest Money Deposit (EMD) of DA 50,000 (Algerian Dinar Fifty Five Thousand only) in the form of Demand Draft/Bank Guarantee in favour of Embassy of India, Algiers |
| 2. | Copy of company's registration with competent authorities/Ministry of Commerce |
| 3. | Copy TVA/IF/ICF number |
| 4. | A list of their owners/partners etc. of the agency |
| 5. | Copy of certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any Criminal Case is registered against the firm or its owner or partner anywhere in Algeria. |
| 6. | Copies of award of contracts along with Certificate of satisfactory performance from Ministries/Departments/Diplomatic Missions/private organizations of repute. |
| 7. | Copy of proof of qualification/additional skills in respect of the team proposed to be employed by the Agency |
| 8. | Proof of Annual turnover of DA 25 million or more during each of the last three years |
| 9. | Self certification regarding Manpower employed by Agency |

Financial Bid Proforma

Subject: Selection of an agency for managing Embassy's accounts/handles across various social media platform

1. Name of the Agency:
2. Address of the Registered Office:
3. Correspondence address:
4. Contact details:

- (a) Telephone:
- (b) Fax:
- (c) E-mail:

| Sl. No. | Item | Charges (<i>per annum</i>) in Algerian Dinar | Remarks, if any |
|----------------|--|---|------------------------|
| (i) | Charges for managing Embassy's accounts/handles across various social media platform [as per scope of work mentioned in para (A) of tender notice] | | |
| | Total | | |

[Signature(s) of the Tenderer(s) with Name, Designation, Date & Seal]

**Annexure 21: No Claim
Certificate**

(On company letter head)

To,
Head of Chancery
Embassy of India, Algiers Algeria

NO CLAIM CERTIFICATE

Sub: Contract Agreement no. dated for the supply of

We have received the sum of DA (Algerian Dinar..... only) in full and final settlement of all the payments due to us for the supply of under the above-mentioned contract agreement, between us and the Embassy of India, Algiers. We hereby unconditionally and without any reservation whatsoever, certify that with this payment, we shall have no claim whatsoever, of any description, on any account, against Procuring Entity, against afore said contract agreement executed by us. We further declare unequivocally, that with this payment, we have received all the amounts payable to us, and have no dispute of any description whatsoever, regarding the amounts worked out as payable to us and received by us and that we shall continue to be bound by the terms and conditions of the contract agreement, as regards performance of the contract.

Yours faithfully,

Signatures of contractor or officer
authorized to sign the contract
documents on
be

Date: Place:

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