



**EMBASSY OF INDIA, ANKARA
INVITES QUOTATIONS
FOR HIRING OF MEDIA MONITORING AGENCY**

LIMITED TENDER NOTICE

TENDER NO. ANK/CUL/310/01/2015

LAST DATE FOR SUBMISSION OF BIDS : 06 OCTOBER 2020 1700 hours

DATE OF OPENING THE BIDS : 09 OCTOBER 2020 1000 hours

**PLACE OF OPENING OF BIDS : EMBASSY OF INDIA, CINNAH CADESI 77, CANKAYA,
ANKARA**

Invitation for Bids

The Embassy of India in Ankara invites bids from reputed Media Agencies based in Turkey for monitoring of all India-related coverage in Turkish Print and online media.

1. Eligibility Criteria for bidders

- The Company should have valid registration from the respective Chamber of Commerce and the Union of Chambers and Commodity Exchanges of Turkey.
- The Company should be registered with the Revenue Administrative Unit and have a valid tax number under a registered tax office.
- The Company should be in operation for more than three years.
- The Company should have experience, expertise and technical know-how in monitoring media and press.
- The Company should be agreeable to sign a Non-Disclosure Agreement with the Embassy of India, if selected.
- The Company should deploy one person to be available 24x7 for monitoring of media.
- The Company should be agreeable to sign Draft Contract, if selected.
- The Company should be able to communicate both in English and Turkish languages.

2. Scope of Work :

- a. Monitoring off all India-related coverage in Turkish Print and online media.
- b. Any coverage on specific issues required by the Embassy from time to time (not to exceed 6 issues per year).

3. Bid System

The Company shall submit its quotations in two separate sealed envelopes, namely (a) **First Envelope** – superscripted “Technical Bid for hiring of media monitoring agency”; and (b) **Second envelope** – superscripted “Financial Bid for hiring of media monitoring agency”. It should also be superscripted at the bottom left corner of the envelopes with full name, postal address, fax, email, telephone number of the bidder.

- (i) The sealed bid shall be submitted to **The Head of Chancery, Embassy of India, Cinnah Cadesi 77, Cankaya, Ankara.**

- (ii) Contact person : Mr. Basant Kumar Sahu, Attache, Phone : +903124382195-08, Fax +903124403429, Email : property.ankara@mea.gov.in
Any clarification on the scope of work may be sought by email at email id property.ankara@mea.gov.in before 02 October, 2020.
- (iii) Bids may be sent by hand in person or by courier. Bids received by fax/email shall **not** be accepted.
- (iv) Bids received after the closing date and time (06 October 2020, 1700 hours) as prescribed in the tender notice shall **not** be accepted.
- (v) Bids shall be opened on the date and time as given in the tender notice at Embassy of India, Cinnah Caddesi 77, Cankaya, Ankara in the presence of the authorized representatives of the companies, who may wish to attend. The **technical bids** shall be opened on 09 October, 2020. Financial bids of only of those companies who have qualified in the technical bid stage shall be considered.
