



Invitation to Tender: Delind/P&I/SM/2018-Social media and digital marketing consultant for the Delegation of the European Union to India -Ares(2018)1377092

Contracting authority:

EEAS

The European Union Delegation to India is planning to award the contract referred to above. The procurement documents consist in this invitation letter, the tender specifications with their annexes and the draft contract.

If you are interested in this contract, you should submit a tender in one of the official languages of the European Union.

You must submit your tender exclusively on paper, in original. The tender must be placed inside a closed envelopes addressed as indicated below. The envelope should be marked as follows: "CALL FOR TENDERS - NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT". The time limit for submission of the tender is 30 March, 2018. There should be two separate sealed envelopes for technical and financial proposal inside the main envelope.

You must use one of the means of submission listed below. Receipt is understood as the time at which the tenderer hands over the tender to the post office or courier service or at the reception of the Delegation.

Means of submission: Post

Time limit: 24:00

Evidence: Postmark

Address for delivery: CALL FOR TENDERS

Invitation to Tender: Delind/P&I/ SMC/2018 - Social media and digital marketing consultant for the Delegation of the European Union to India

EU Delegation to India

For the attention of the Deputy Head of Delegation, 5/5 Shanti Niketan, New Delhi -

110021

Means of submission: Courier

Time limit: 24:00

Evidence: Deposit slip of courier service

Address for delivery: CALL FOR TENDERS

Invitation to Tender: Delind/P&I/ SMC/2018 – Social media and digital marketing consultant for the Delegation of the European Union to India

EU Delegation to India

For the attention of the Deputy Head of Delegation, 5/5 Shanti Niketan, New Delhi - 110021

Means of submission: In person (hand delivery)

Time limit: 17:00 local time in India

Evidence: Proof of receipt, signed and dated by the agent at the reception of the Delegation

Address for delivery: CALL FOR TENDERS

Invitation to Tender: Delind/P&I/ SMC/2018 – Social media and digital marketing consultant for the Delegation of the European Union to India

EU Delegation to India

For the attention of the Deputy Head of Delegation, 5/5 Shanti Niketan, New Delhi - 110021

Hand delivery can be received from 09.30 to 17.00 Monday to Fridays. The service is closed on Saturdays, Sundays and official holidays of the contracting authority.

Tenders must be:

- perfectly legible so that there can be no doubt as to words and figures;
- drawn up using the model reply forms in the tender specifications, where applicable.

The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is 3 (three) months from the date indicated in point 3.

Submission of a tender implies acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. The submitted tender is binding on the tenderer to

whom the contract is awarded for the duration of the contract.

All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.

Contacts between the contracting authority and candidates or tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the date of receipt indicated in point 3:

Upon request, the contracting authority may provide additional information solely for the purpose of clarifying the procurement documents.

Any request for additional information must be made in writing only to **delegation-india-press@eeas.europa.eu**.

The contracting authority is not bound to reply to requests for additional information received less than four working days before the date of receipt of tenders indicated in point 3.

The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other type of clerical error in the text of the procurement documents.

After the opening of tenders:

If obvious clerical errors in the tender need to be corrected or confirmation of a specific or technical element is necessary, the contracting authority will contact the tenderer provided this does not lead to substantial changes to the terms of the submitted tender.

The contracting authority may negotiate with tenderers the tenders they have submitted, in order to adapt them to the procurement documents and in order to find the most economically advantageous tender. The minimum requirements defined in the procurement documents are not subject to negotiation. During negotiations equal treatment of all tenderers will be ensured. The contracting authority reserves the right not to negotiate and to award the contract on the basis of the tenders initially received.

This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only upon signature of the contract with the successful tenderer.

Up to the point of signature, the contracting authority may cancel the procurement procedure without the tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.

Once the contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.

You will be informed of the outcome of this procurement procedure by e-mail only. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check this e-mail address regularly.

If processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by the Head of EU Delegation to India.

Details concerning the processing of your personal data are available on the privacy statement at

http://eueuropaeas.fpfis.slb.ec.europa.eu:8084/sites/eeas/files/procurement_-_privacy_statement.pdf.

Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation. For more information, see the Privacy Statement on

Sd/-

Tomasz

Kozlowski

Ambassador

 [declaration-honour-en.pdf](#)

 [social_media_specifications_ver_1.3_march_9.pdf](#)

 [model_contract.pdf](#)

Status:

Open

Type:

Services

Sending of invitation to tender (Indicative time):

24:00

Contact e-mail:

delegation-india-press@eeas.europa.eu

Deadline to express your interest (inscription):

Friday, 30 March, 2018

See also

Q & A

www.eeas.europa.eu

Source URL:

http://eueuropaeas.fpfis.slb.ec.europa.eu:8084/delegations/india/41312/invitation-tender-delindpism2018-social-media-and-digital-marketing-consultant-delegation_en