

**OFFICE OF THE DIRECTOR,
FIRE & EMERGENCY SERVICES, ASSAM, PANBAZAR, GUWAHATI- 781001**

((SHORT TENDER NOTICE))

Sealed tenders affixing court fee stamp worth Rs 8.25 (Rupees Eight and Paise Twenty Five) only are hereby invited from experienced reputed Consultants for providing professional services of mainly managing and planning content of Awareness Campaign on prevention of fire and disaster with or without Mock Drill activities and management of known personalities to generate awareness on prevention of different kinds of disaster in the state.

The incumbent must have the required qualification of a minimum of B.Com and M.B.A(desirable). Experience in similar nature of work will be taken into consideration for selection.

Tenders will be received upto **1500 Hrs on 21/02/2019** in the Office of the undersigned. The tender will be opened on the same date at **1515 Hrs**. If the office remains closed, the tender will be opened on the next working day at the same time and venue. Tender will be superscribed with **"TENDER FOR CONSULTANTS FOR PROVIDING PROFESSIONAL SERVICES OF MANAGING AWARENESS CAMPAIGN"** and sent to the Spl. Director General of Police cum Director, Fire & Emergency Services ,Assam, Guwahati.

TERMS AND CONDITIONS:

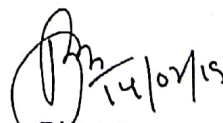
1. Tender received after fixed date and time will not be accepted.
2. Tender is open to the eligible professional only having experience in similar nature of work. He/she should also have trained manpower and adequate network to carry out the job assigned.
3. The engagement of the consultant for the assignment shall be for 1(one) year only and further engagement may be reviewed at the end of the year for further action.
4. The payment will be made against each event deliverables and fees for the consultant will not exceed **Rs 35,000/-(Rupees Thirty Five Thousand only)** in one set of event. The said amount is not monthly remuneration.
5. Other expenses incurred for activities like video graphy, editing and preparation of campaign measures and other cost incurred for organisation and management of known personalities will be as per actuals.
6. The bidder are requested to quote their charge per set of events and should not exceed **Rs 35,000/-(Rupees Thirty Five Thousand) for each event**. Events include Awareness Programme with or without mock drills, events relating to Fire Service Games, Fire Service Week, and other Ceremonial Programmes, Campaigns etc.
7. The rate should be quoted in figures and words inclusive of all taxes and other charges.
8. The interested professionals will have to furnish work experience certificate of similar nature of work, educational qualification credentials along with a CV.
9. Joint venture of professionals is not allowed.
10. The undersigned reserves the right to reject any or all the quotations without assigning any reason thereof and not to bind him to accept the lowest and may accept which is reasonable.

Sd/-
Director,
Fire & Emergency Services,
Assam, Guwahati

No. F&ES/ 660-63
Copy to:-

Dated Guwahati the 14/2/19.

1. The Head Asstt., Fire & Emergency Services, Assam ,Guwahati for information..
2. Office Website.
3. Notice Board
4. Guard File.


Director,
Fire & Emergency Services,
Assam, Guwahati