

**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 Experts/Consultants for providing professional services of mainly managing Social Media handle(s) of Fire & Emergency Services, Assam on various social and digital platforms. The post being considered is of Consultant-Social Media Management, the incumbent therefore must have the required qualification of a minimum of M.B.A or equivalent and experience of 5(five) years or more in similar nature of work. The ideal candidate would be experience in the field of Social Media/Advertising /PR with high competency level, established peer reputation and exposure into the latest Social/Digital media marketing tools and techniques.

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 EXPERTS/CONSULTANTS FOR MANAGING SOCIAL MEDIA HANDLE(S) OF FIRE & EMERGENCY SERVICES, ASSAM ON VARIOUS SOCIAL AND DIGITAL PLATFORMS" and sent to the Spl. Director General of Police cum Director, Fire & Emergency Services, Assam, Guwahati.

**TERMS AND CONDITIONS:**

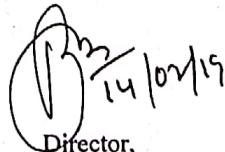
1. Tender received after fixed date and time will not be accepted.
2. Tender is open to the eligible professional only having 5(five) years experience in Information Technology Services/Media Management Services or similar nature of work.
3. The engagement of the consultant for the assignment shall be for 1(one) year only and further engagement may be reviewed at the end of the year for further action.
4. The rate should be quoted in figures and words inclusive of all taxes and other charges and should not exceed Rs 35,000/- (Rupees Thirty Five Thousand only) per month.
5. The interested professionals will have to furnish work experience certificate of similar nature of work, educational qualification credentials along with a CV.
6. Joint venture of professionals is not allowed.
7. 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

Dated Guwahati the 14/2/19

No. F&ES/ 656-59  
Copy to:-

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