



**OFFICE OF THE SECRETARY
SRIMANTA SANKARADEVA KALAKSHETRA SOCIETY
CULTURAL AFFAIRS DEPTT., GOVT. OF ASSAM
PANJABARI, GUWAHATI-37**

File No. SSK/Facebook Page/132/2020/Pt/1386

Dated Guwahati the 14th May, 2026

NOTICE INVITING QUOTATION

The Secretary, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37, Assam, invites fresh quotation affixing non-refundable Court-Fee Stamp of Rs. 8.25 (Rupees Eight and Twenty five paise) only for the following work from the Assam Govt. Registered Social Media Management Firms/ Agencies having requisite experience in the similar nature work. Details may be seen in the www.sankaradevakalakshetra.com official website of Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 and also in the office of the undersigned during office hours from 17-05-2036 to 31-05-2026.

Sl. No.	Name of work	Approx. Value of the project per year	Bid Security 2 % for General, and 1% for Reserved category	Bid Security and cost of Bid to be drawn in favour of.
1.	Social Media Management of Srimanta Sankaradeva Kalakshetra Society, (SSKS), Panjabari, Guwahati-37.	Rs. 4,80,000.00 (Rupees Four Lakhs Eighty Thousand) only	Rs. 9,600.00 for General category and Rs. 4,800.00 for reserved category.	Srimanta Sankaradeva Kalakshetra Society, Panjabari Guwahati-37.

All the interested bidders are requested to download the bidding document from official website of Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati-37 and also requested to read carefully before submission of their bid.


Secretary

Srimanta Sankaradeva Kalakshetra Society

Memo No. SSK/Facebook Page/132/2020/Pt/

-A, Dated Guwahati the 14th May, 2026

Copy to :

1. The Vice-Chairman, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati- 37.
2. The Director, Information and Public Relations, Govt. of Assam, Dispur, Guwahati-6 is requested to take kind necessary action for publication of the Notice Inviting Quotation in one issue of the Assam Tribune, Niyomiya Barta and Dainik Asom on or before 16th May, 2026.
3. The Accounts Section, Srimanta Sankaradeva Kalakshetra Society, Panjabari, Guwahati- 37
4. Sri Ramen Haloi, Jr. Asstt. of SSKS, Panjabari, Guwahati- 37 is requested to publish in the official website of www.sankaradevakalakshetra.com .
5. Notice Board/ Tender file.


Secretary

Srimanta Sankaradeva Kalakshetra Society





Detailed terms and conditions for submission of quotation for Social Media Management of Srimanta Sankaradeva Kalakshetra.

1. The Firm / Agency have to submit up to date GST clearance Certificate (GSTR-1/GSTR-3B as the case may be) and photocopy of GST Registration Certificate, PAN Card along with the quotation.
2. The Firm/Agency have to submit Experience Certificate duly issued by the concerned Department where the Firm/Agency was handled/is handling the Social Media Platform in support of their working experience.
3. The quotation/quotations will be summarily rejected due to non-affixing of required non-refundable Court Fee of Rs.8.25 (Rupees Eight and Twenty Five Paise) only.
4. The Firm/Agency have to quote the rate inclusive of all taxes.
5. The Firm/Agency should have own experienced Content Writer having well versed knowledge of Assamese Culture and literature and should possess sound knowledge in English, Hindi and Regional languages.The Firm/ Agency have to submit the resume of the personnel to be engaged for handling the Social Media platform.
6. The Firm /Agency should have camera with full frame mirror less full frame with all required lens and accessories for Still Photography and NX 200 or equivalent camera with all accessories for Videography and should have equipment for live telecast etc.
7. The selected Firm/Agency have to execute an 'Deed of Agreement' with Srimanta Sankaradeva Kalakshetra Society. The contract period will be valid for one year from the date of execution of the Deed.
8. The selected Firm have to handled all the social media platforms of SSKS i.e. Faebook, Twitter, You tube channel, Instagram WhatsApp etc.
9. The selected Firm/Agency have to depute crew members outside Srimanta Sankaradeva Kalakshetra premises as and when required for coverage. For outstation coverage bus fare will be provided on submission of actuals. The selected Firm have to send photographer/videographer at Kalakshetra premises when required (for which no extra payment will be made) and have to attend phone calls from Kalakshetra at any moment.Team members have to report SSK regularly for the smooth functioning of the task and one photographer/videographer have to be accompanied with Vice chairman and Secretary whenever moves for outstation if required.
10. Post production work including Editing, Mixing, Colour grading, etc. should be done by the party and a finished product including raw sources should be submitted for preservation.
11. All project are time bound, so should be completed and furnished as required as per order within the time frame.
12. All contains including Power Point, Graphic Design, DTP etc. should be done by the party relating to project concerned.
13. Selected Firm could use all our material sources as well as library for our own projects only.