



MUMBAI DISTRICTS AIDS CONTROL SOCIETY

Established by

BRIHANMUMBAI MUNICIPAL CORPORATION



Regd. No. 891/980

MDACS /Quo/ 24 / PO-IEC

Date: 20.10.2025

To,

Dear Sirs,

Sub: Invitation of Expression of Interest (EOI) for calling quotation rates for Social Media Influencer workshop

You are invited to submit your most competitive Expression of Interest (EOI) for the following:

Sr. No	DISCRIPTION	Qty.
1	4 Star Hotel Banquet Hall (AC, AV-equipped)	1
2	Stage Branding (Backdrop, Printing & mounting, LED Screen, Banner)	1
3	Arch Gate + LED Standees + Direction Boards	1
4	Stationery Kit for Influencers (Bag, Notepad, Pen, QR Etc.)	70
5	Awards (Troffee & Certificates)	15
6	Certificates (Participants & promoters)	80
7	Social Booth Props or Hashtag Wall	1
8	Food (Welcome Drink + High Tea + Dinner) (Participant, promoters, Event staff, MDACS Officials)	100
9	Transportation of Event material + Misc.	1
10	Travelling allowance for the Influencers	70
11	Anchor (1 Male & 1 Female)	2
12	Photo & Video Coverage of the program & 3 Reel Edit	1
13	Team Supervisor	2
14	Event Staffing (6 Staff)- Promoter	6

1. Bid Price

- The contract shall be for the full quantity as described above. Corrections, if any, shall be made by crossing out
- All duties, taxes and other Levis payable on the raw materials and components shall be included in the total price.
- GST in connection with the sale shall be shown separately.

Acworth Complex, R. A. Kidwai Marg, Wadala (West), Mumbai – 400 031.

Tel No. 24100246/47 Telefax: 24100250 Email: mumbaimacs@gmail.com,



Life is precious Stop HIV/AIDS
Keep the Promise

- d. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - e. The Prices shall be quoted in Indian Rupees only.
2. Each bidder shall submit only one quotation.
3. **Validity of Quotation**
- Quotation shall remain valid for a period not less than 45 days after the deadline date specified for submission. The withdrawal of the offer before validity period will entail forfeiture of EMD.
4. **Evaluation of Quotations**
- The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which are
- a) properly signed; and
 - b) Conform to the terms and conditions and specifications.
- GST in connection with sale of goods shall be taken into account in evaluation.
5. **Award of Contract**
- The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- 5.1 Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 5.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order
6. Payment shall be made within 30 days from the receipt of bill along with report of the delivery with stamp and signature of authorized person as acknowledgement.
7. As per prevailing rules TDS / SGST / CGST will deducted at source towards income tax / SGST / CGST from all the bills submitted to the department. The TDS / SGST / CGST certificate shall be generated on line by Finance section of Mumbai Districts AIDS Control Society.
8. Purchaser reserves the right at the time of contract award to increase or decrease the quantities indicated above by 25% without any change in the unit price or any other terms and conditions.
9. The EOI should be sealed.
10. **Incomplete, irregular, unsealed, unsigned and Quotations received after the due date and time will not be considered.**
11. The Quotationers must fill up the rates in the format given along with the Quotations notice. The quotation must be stamp and signed by authorized person. **If it is filled up in any other format, the same shall be rejected outright.**
12. Notwithstanding the above, the MDACS reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract without assigning any reason.
13. Copy of GST Certificate & PAN card should be submitted.
14. The Quotationers must paginate the quotation properly.

15. Last Date and time of receipt of EOI:

The Sealed EOI with quotation must reached to Mumbai Districts AIDS Control Society on or before Dated 03.11.2025 5.00 PM. We look forward to receiving your EOI and thank you for your interest in this project.

Address:

**The Project Director
Mumbai Districts AIDS Control Society (MDACS)
Acworth Complex, R. A. Kidwai Marg,
Wadala (W), Mumbai - 400033**


20/10/25

**DD (IEC)
MDACS**


20/10/2025

**DD (Procurement)
MDACS**


20/10/25

**Addl. Project Director (I/c)
MDACS**

Terms and Conditions for Expression of Interest (EOI)

Expression of Interest (EOI) for Calling Quotation Rates for Social Media Influencer Workshop

Mumbai Districts AIDS Control Society (MDACS)

Acworth Complex, R. A. Kidwai Marg, Wadala, Mumbai – 400031

Subject: *Expression of Interest (EOI) for inviting quotations from eligible agencies for organizing a “Social Media Influencer Workshop”*

1. Background

Mumbai Districts AIDS Control Society (MDACS) is implementing various Information, Education & Communication (IEC) and Behaviour Change Communication (BCC) activities under the National AIDS Control Programme (NACP). To enhance digital engagement and create HIV/AIDS awareness among youth, MDACS proposes to organize a **Social Media Influencer Workshop**.

The workshop aims to build the capacity of youth, influencers, and college representatives to effectively use social media platforms for spreading positive health messages and eliminating stigma around HIV/AIDS.

2. Objective of EOI

MDACS invites **Expression of Interest and quotation rates** from reputed event management firms, media agencies, or training organizations having relevant experience in conducting youth or social media-based workshops, to plan and execute the proposed event.

3. Scope of Work

The selected agency will be responsible for the following tasks:

1. Event Planning & Management

- Conceptualization, coordination, and on-ground management of the workshop.
- Venue setup, audio-visual arrangements, registration desk, stage backdrop, banners, standees, etc.

2. Training & Facilitation

- Designing interactive training sessions on responsible social media usage, digital campaigning, and influencer ethics.
- Engagement of professional resource persons / trainers / social media experts.

3. Participant Engagement

- Coordination with identified influencers, youth groups, and RRC members (as directed by MDACS).
- Facilitate content creation activities (Reels, Posts, Hashtags, etc.) during the workshop.

4. Documentation & Reporting

- Photo and video coverage of the event.
- Workshop report including participant list, agenda, content samples, and media outputs.

4. Deliverables

- One-day “Social Media Influencer Workshop” for approximately 50–75 participants.
- 10–15 short social media content pieces (Reels / Posts) created during the workshop.
- Final event report with visuals and online engagement analytics.

5. Eligibility Criteria

- The agency should have a minimum of **2 years of experience** in organizing public events / workshops / training sessions.
- Prior experience with **government departments, NGOs, or social campaigns** will be preferred.
- GST registration and PAN are mandatory.
- The agency must have the capacity to manage event logistics, digital engagement, and creative design.

6. Submission Details

Interested agencies are requested to submit:

- A brief proposal outlining concept, methodology, and work plan.
- Item-wise quotation rates (inclusive of all taxes).
- Organizational profile and past work references.
- Copy of GST registration, PAN, and any relevant certificates.

The sealed EOI with quotation must reach the office of MDACS on or before:

(Date): 03.11.2025 by 5:00 PM

Address:

The Project Director,
Mumbai Districts AIDS Control Society (MDACS),
Acworth Complex, R. A. Kidwai Marg,
Wadala (W), Mumbai – 400031.

7. Terms & Conditions

- MDACS reserves the right to accept or reject any or all proposals without assigning any reason.
- The decision of MDACS will be final and binding.
- Payment will be released as per satisfactory completion of assigned tasks and submission of deliverables.
- No additional claim beyond approved rates will be entertained.



Dy. Director (IEC)
MDACS

Price Schedule Expression of Interest (EOI)

Sr. No.	Description of Goods	Total Qty	Unit rate in Rs.	Total amount (in Rs.)	Amount In Words (in Rs.)
1	2	4	5	6	8
1	4 Star Hotel Banquet Hall (AC, AV-equipped)	1			
2	Stage Branding (Backdrop, Printing & mounting, LED Screen, Banner)	1			
3	Arch Gate + LED Standees + Direction Boards	1			
4	Stationery Kit for Influencers (Bag, Notepad, Pen, QR Etc.)	70			
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10	Travelling allowance for the Influencers	70			
11	Anchor (1 Male & 1 Female)	2			
12	Photo & Video Coverage of the program & 3 Reel Edit	1			
13	Team Supervisor	2			
14	Event Staffing (6 Staff)- Promoter	6			
	Total...				
	Add: GST %				
	Grand Total...				

We agree to carry out the job in accordance with the specifications & terms and conditions for a total contract price of Rs. _____ (amount in figures) Rs. _____ (amount in words) within the period specified in the invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

Signature of vendor with rubber stamp

INFORMATION TO BE FILLED IN BY THE QUOTATIONER / TENDERER

Sr. No.	Particulars	To be filled by Quotationer / Tenderer
1	Quotation / Tender No and Date	
2	EMD Amount, Receipt no. and date	
3	Quotationer / Tenderer Firm Name	
4	Quotationer / Tenderer Address	
5	Name of Contact Person and Contact No.	
6	E-mail ID	
6	If is proprietary concern if so name of the owner	
7	If it partnership concern Name of Each partner	
8	Partnership deed and copy of registration certificate	
9	If it is company if so the documentary proof to show that the company is registered Name of the Director	
10	Details of the bank	
	1) Name of the bank	
	2) Name of the Branch	
	3) Address of the branch	
	4) Type of bank Account	
	5) Bank account No.	
	6) IFC Code	
	7) MICR Code	
11	Registration under GST Act	Yes / No
12	GST Registration No.	
13	GST Registration Certificate	
14	The Certificate of PAN documents and Photograph	Self-attested

Signature of authorized person of concern Company / Quotationer / Tenderer

