



OFFICE OF THE COCHIN DEVASWOM BOARD
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INVITATION FOR QUOTATION

No.CS.5163/20

Dated: 11-04-2022

The Cochin Devaswom Board headquartered in Thrissur seeks to appoint a highly regarded and well recognized agency to manage our presence on Social Media for a period of one year. For this, sealed quotations are invited from reputed agencies for the following social media management activities.

SI	Activity Details	EMD(Rs.)
1	SOCIAL MEDIA MANAGEMENT –through Cochin Devaswom Board's official social media platforms like Facebook, Instagram and YouTube along with boosting management, Creative Poster Designing, Content Suggestions, Geo – Targeting etc.	Rs.2500/- (in the form of DD in favour of The Devaswom Commissioner, Cochin Devaswom Board)

Special Terms & Conditions :-

1. Period of contract -1 Year.
2. The Agency should have a minimum experience of at least 1 year in Social Media Management which should include areas as: Social Media Planning & Advertising, Social Channel Optimization, Content Creation, Analytics, Executing campaigns, Response Management, Geo Targeting and other areas of Social Media Management. The Contents/Posts to be published will include:- Creative Designs, News, Articles, Video, Slideshows etc. related to Cochin Devaswom Board. Every content/post published in the social media should get prior approval from CDB and should be in accordance with the terms and conditions mentioned in the agreement.
3. Round the clock service and support should be provided for Cochin Devaswom Board in managing Social Media Portals.
4. Quotations are to be submitted by the Bidder in sealed envelope and superscribed as "Quotation for Maintaining Cochin Devaswom Board page on Social media" on or before 20.04.2022.No agency shall submit more than one quotation. If an Agency submits more than one quotation, all the quotations submitted by the Agency shall be disqualified.
5. Devaswom Commissioner reserves the right to accept or reject any or all offers and to annul the tendering process at any time prior to award of contract without thereby incurring any liability to the effected Bidder or Bidders or any obligatory to inform the effected tenders on the grounds of CDB action.

By Order

Sd/-
Devaswom Commissioner