

Notice Inviting Quotation for 'India Focus'

High Commission of India invites quotations from competent agencies/professionals for designing & preparation of 'India Focus', a monthly publication of the High Commission in digital format for a period of 1 year. This newsletter shall feature significant economic, banking, business/trade news along with the latest technology and start up related news from India.

Scope of Work:

- i. Raw material to be provided by HCI
- ii. Additional content sourcing
- iii. Proof-reading and editing
- iv. Presentation & design for greater readability
- v. Work with HCI team for effective publicity through social media handles
- vi. Any other editorial responsibilities that arise during the course of the publication

Eligibility:

Competent Agencies/professionals fulfilling the following minimum criteria are eligible to send the quotation.

- i. A minimum of 10 years' experience in designing, preparation, publication and management of digital online newsletter on multimedia apparatus as well as adept at digital content management.
- ii. Experience of working closely with Business Chambers, Trade Promotion Organizations, newspapers would be an advantage.
- iii. Adequate work experience proof may be enclosed along with.

Quotations can be addressed to Trade & Commerce Wing, High Commission of India, Singapore, and sent latest by 23rd July 2025, by email to hoc.singapore@mea.gov.in or com.singapore@mea.gov.in