

NY/PMI/302/5/2024
Permanent Mission of India
New York

Request for Proposal (RFP) for International Day of Yoga 2024 Events

Permanent Mission of India (PMI) to the United Nations will be celebrating the International Day of Yoga 2024 at the United Nations on 21st June, 2024.

2. In this regard, PMI intends to engage a reputed company with impeccable credentials and adequate experience in hosting live UN events for setting up of a main stage back drop and LED video walls at the venue (North Lawn of UNHQ) on Friday, 21st June, 2024. The programme will take place from 1730-1930 hrs and all the arrangement would need to be put in place at least two hours before the event.

3. PMI therefore, invites bids under two-bid system from qualified companies to submit technical and financial bids for providing the following services at the event venue:

3-A. Scope of work:

- a) Stage: Rectangular stage preferably 24 ft by 8ft and 16 inch high with steps and skirting
- b) Carpet of plain color, to be selected by PMI, to cover the entire stage
- c) Stage Backdrop: 24 ft wide and 10 ft high with stable base
- d) Colour Backdrop: 24 ft x 10 ft - design 3 styles and printing of design selected by PMI on vinyl
- e) LED screen: LED video walls - 2 Nos (appx. 13.12 ft wide by 6.8 ft high)
- f) AV equipments, hardware, accessories, mixers, cables and related hardware for LIVE streaming of content to LED walls.
- g) Audio/Sound system to cover the lawn area with 6/7 speakers and mixer, 3/4 microphones (wired and wireless)
- h) Labour and staffing: Adequate and qualified labor to install and dismantle the above arrangement/setup.

3-B. Additional Terms and Conditions:

- a) Audio-visual material produced and streamed shall not be used /streamed anywhere else for any purpose, without the permission of the Permanent Mission of India.
- b) The service provider has to ensure that stand-by crew members are available for the event.
- c) Set-up to start at 9.30 am and to be completed by 3.00 pm on 21 June 2024: Post-event dismantling to be done by 9 pm.

4. Technical Bid should include the following:

- a) Profile of the company with brief description
- b) name and Contact details of (i) owner/MD of the company (ii) Local U.S. Representative
- c) Details of all major events facilitated /done in UNHQ, New York in last 5 years
- d) Reference letters/Work completion certificate from customers, including diplomatic Missions/UN agencies/multilateral agencies.

Financial bid should be as per the scope of work mentioned in para 3-A and should include detailed break-up of cost for each item/Service separately and transportation, clearances, delivery etc.

6. Interested service providers/firms may submit the tenders in two separate envelopes under the two-bid system [(i) Technical Bid and (ii) Financial Bid]. All necessary documents including those in support of eligibility criteria etc. (except the Financial Bid) are to be submitted along with the Technical Bid in a sealed envelope marked as "Technical bid". The Financial Bid will be submitted in A separate sealed envelope marked a "Financial Bid". Both the envelopes may be sent in one outer envelope marked as "Bid documents for Yoga Day 2024 Event" and it is to be addressed to : Head of Chancery, Permanent Mission of India to the UN, 235 East 43' Street, New York 10017. Any queries regarding the event shall be directed to Attache(Events) at email ID events.newyorkpmi@mea.gov.in.

7. The last date for submission of bids is June 13, 2024. Sealed Technical Bids will be opened on June 14, 2024 at 1100 hrs by a Committee authorized by the Permanent Mission of India. The financial bids of only those bidders, who qualify the Technical Bid stage, shall be opened by the Committee. Permanent Mission of India reserves the right to reject any or all the bids or the event itself without assigning any reason and the decision of the competent authority of the Mission shall be final and binding.