

**Jawaharlal Nehru Cultural Center
Embassy of India
Moscow**

13th February, 2018

Invitation of Tender for organizing Sarod Concert on 30 March and 3 April, 2018

1. Jawaharlal Nehru Cultural Centre, Embassy of India, Moscow invites bids from interested professional event management companies for the organization of Sarod Concert in St. Petersburg on 30th March, 2018 and in Moscow on 3rd April, 2018. The events are being planned as the Closing Ceremony of the 70th Anniversary of Diplomatic Relations between India and Russia. The Concert will be organized at St. Petersburg State Budgetary Institution of Culture in St. Petersburg and at the Moscow State Academic Philharmonic Society in Moscow.

2. **Scope of Work** – Providing overall technical and professional event management services in organization of the Gala Concert. Some of the specific requirements are given below:
 - (i) Designing and printing of Invitation Cards for the events both at St. Petersburg and in Moscow.
 - (ii) Designing and printing of tickets for the event in Moscow.
 - (iii) Preparation of all publicity and promotion material including and not exhaustive of, banners, standees, leaflets etc. for both the venues.
 - (iv) Setting up and decoration of main stage for the performance by the Artists at both the venues.
 - (v) Providing display screens in foyer areas, videography and photography of the concerts, decoration of the main entrance and galleries, setting of registration desks for the audience, providing of sufficient number of ushers to handle and guide the audience and other miscellaneous logistical arrangements as will be required for both the venues.
 - (vii) Any other services as are generally provided by the professional event management companies during the organization of such concerts.

3. **Format of bids** - Interested parties are required to submit their detailed bids in two separate sealed envelopes as follows:
 - (i) The first envelope should be marked 'Technical Bid' and should contain the technical description of the work, material used, methodology and event management strategy for meeting the professional standard and targets outlined for the event.
 - (ii) The second envelope should be marked 'Financial Bid' and should contain the total cost of the services, along with detailed breakup of costs.

4. **Schedule of Payment** - Embassy of India will pay 30% of the total quoted amount, before the commencement of work. The balance payment will be settled within 14 days of the completion of the work on submission of a certificate stating that work has been completed as per our instruction.

5. **Terms and Conditions** :
 - (i) The agency should preferably be based in Moscow and must have had experience in providing event management services for high level events in the past.
 - (ii) Mere submission of bids, shall not confer any right whatsoever on the submitting entity.
 - (iii) The bids shall remain valid till the events get over from the date of publication of this Tender.
 - (iv) It shall be obligatory on part of the submitting entity to furnish any further information as may be sought by Embassy of India.
 - (v) Every page of Tender must be self attested by bidder.
 - (vi) Neither the issue of this Invitation for Tender nor any part of its contents are to be taken as any form of commitment or acknowledgement on part of Embassy of India to proceed with any

- Tender or any entity. Embassy of India reserves the rights to annul or terminate the process, project or reject any Tender at anytime or at any stage without assigning any reason.
- (vii) Incomplete proposals and those with extraordinary high budgets will not be considered.
 - (viii) Embassy reserves the right to call for additional information from the bidders at any stage.

6. **Timeline for Submission of bids** - The start date for receiving the bids is 14.02.2018 (0900 hrs, Moscow Time). Interested parties for the Tender can apply online at Central Procurement Portal of Government of India or offline by sending us the offer by post/courier latest by 28.02.2018 before 1800 hrs (Moscow Time). For any clarification party representative can meet Director (JNCC) with prior appointment during the active period of tender.

7. **Opening of Tender** - The bids shall be opened on 1st March, 2017 at 1100 hrs (Moscow Time) at the office of Director, Jawaharlal Nehru Cultural Centre, Embassy of India, in the presence of bidders or their authorized representatives who choose to attend the opening of bids. Authorized Representative with authority letter on the letter head of bidding company duly signed by the bidder only will be allowed to attend the meeting of the Tender Committee.

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