

**Embassy of India
Moscow**

No. Mos/Info/302/2/2016

April 27, 2016

1. Embassy of India, Moscow invites bids from interested professional event management companies for the organization of 2nd International Day of Yoga (IDY) in Moscow on June 19, 2016.

2. **Details of Items/Services required**

I. Scope of Work: Scope of work is as follows:

Providing overall technical and professional event management service in organization the 2nd IDY event in Moscow on June 19, 2016 for a target audience of about 4000 people.

II. Specific Requirement/Specification (Dedicated Server Hosting).

1. Overall professional event management services for 2nd IDY event on June 19, 2016 in Moscow.
 2. Setting up of online registration portal, sufficient media campaign and advertisements for the organization of 2nd IDY 2016 in Moscow, ensuring a turnout of approximately 4000 persons
 3. Setting up of stage suitable for Yoga demonstration for by Yoga Teacher and 50 students in the venue.
 4. Providing technical equipment, sound system, display screens, remote switching, stage equipment
 5. Providing External design – decoration, banners, press the ox, flagpoles, posters, etc.
 6. Providing Technicians – video engineers, sound engineer
 7. Providing Services of media relations specialist, copywriter, photographer, videographer and producer etc.
 8. Site development
 9. Providing Printed – Posm (flyers, brochures, bags, bracelets, T-shirts, etc)
 10. Montage and Demontage
 11. Providing other miscellaneous services like transport, podium, enclosure, screen, video shooting and creating videos of the event, etc.
3. Interested parties are required to submit their detailed bids in two separate sealed envelopes as follows:
- (a) The first envelope should be marked 'Technical Bids' 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.
 - (b) The second envelope should be marked 'Financial Bid' and should contain the total cost

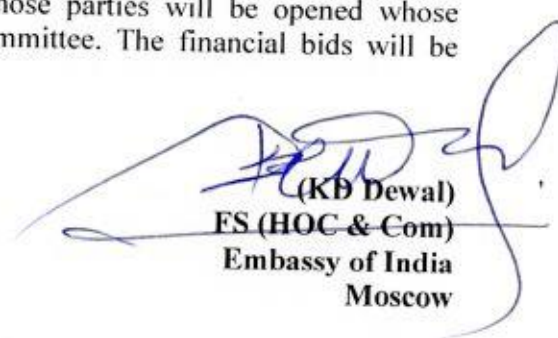
of the services, along with detailed breakup of costs.

4. Schedule of payment for the services will be as follows:
 - a) Embassy of India will pay 30% of the total quoted, 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 that work has been completed as per our instruction.
5. Additional requirements:
 - i) The agency should be based in Moscow
 - ii) The agency should provide the complete detail of the company.
 - iii) The agency should provide telephone numbers (Landline & Mobile No) to be able to contact any time.
 - (iv) Quotations may be submitted in English
- 6) Interested parties are requested to send their offer / cost for printing of these brochures by post / courier **latest by Wednesday, 11th May 2016 before 1800 hrs (Moscow Russia Time)**. Proposals received after the deadlines or incomplete proposals will be disqualified.

Both the sealed envelopes should be sent by post/courier to:

The Director (JNCC),
Embassy of India,
Ulitsa Vorontsovo Polye 9,
Building No.1, 103064,
Moscow, Russia

- 7) Representatives of all the bidding parties can be present at the time of the opening of the bids. The technical bids will be opened on 12th May 2016 at 1500 hrs. at the Embassy of India, Ulitsa Vorontsovo Polye 9. After the examination of the technical bids by the Tendering Committee of the Embassy, the financial bids of only those parties will be opened whose technical bids are found acceptable by the Tendering Committee. The financial bids will be opened at 1630 hrs on the same day.



(K.D. Dewal)
FS (HOC & Com)
Embassy of India
Moscow