

Date: May 8, 2019


No. WAS/PIC / Tender/1/2019
Embassy of India
Washington DC

Notice for Inviting Tenders for providing Stage and Audio-Visual services for an event to be organized by Embassy of India, Washington DC

Embassy of India, Washington DC, invites quotations on lump-sum basis from reputed companies for providing Stage and Audio-Visual Services for 5th International Day of Yoga celebrations to be organized by Embassy of India, Washington DC on Sunday, June 16, 2019 from 08:30am to 10:30am at the Washington Monument (Venue Address: 1600 Constitution Ave NW Washington DC 20006). The quotations may be sent in **sealed envelope** clearly mentioning on the envelope "**QUOTATION FOR STAGE, AUDIO-VISUAL (INCLUDING VIDEOGRAPHY AND PHOTOGRAPHY) SERVICES**" addressed to:

Mr. Shambhu Hakki
First Secretary PIC
Embassy of India
2107, Massachusetts Ave, NW,
Washington DC - 20008

2. Companies should provide details of management, owners, nationality, origin, and experience in the field of work. **YOU MAY ALSO QUOTE SEPARATELY FOR EACH COMPONENT, THAT IS STAGE, AUDIO-VISUAL AND VIDEOGRAPHY + PHOTOGRAPHY.**
3. Companies may please note that the equipment have to be installed on 16th June 2019 by 05:00AM.
4. The Embassy of India is exempted from paying any taxes. Quotes submitted should not include any tax. A copy of Embassy's tax exemption card shall be provided.
5. Quotations may be submitted latest by 05:00pm on May 30, 2019.
6. Scope of work is attached at Annexure-I


(Shambhu Hakki)
First Secretary (PIC)
Embassy of India
2107, Massachusetts Ave, NW,
Washington DC - 20008
Email: FSPIC.washington@mea.gov.in
Tel: 202.939.7041

SCOPE OF WORK

Stage, AV services will be provided at 1600 Constitution Ave NW, Washington DC 20006.

Works to be carried out by the Tenderer:

- a) Setup of 40x20 stage with 4 feet height from the ground.
- b) Setup of 4 additional Sub stages in size of 8x6x4.
- c) Setup of frame for banners to be placed on the stage in size of 10x4(Left), 10x4(Right) and 40x4(TOP).
- d) Audio Visual to cover 2 acres of area and sound sufficient for at least 5000 people expected to gather at the venue.
- e) Pickup of all Items to be carried out same day after the event.
- f) Setting up of the stage to the satisfaction of the Event officer of the Embassy.
- g) Two Videographer and Two photographer to cover the event and the gathering.

Special Terms and Conditions

- The Tenderer need to deploy the professional workers/technicians trained in the field. The quality of work should not be compromised.
- If, at any time during the period of contract, it is observed by the Embassy or its authorized representative, that the services rendered by the company are not to the satisfaction of the corporation or any terms of the contract are violated, Embassy reserves the right to terminate the contract without any notice.
- Work will be authorized by means of a works order issued under the authority of Embassy of India, Washington DC.
- The Tenderer is to maintain during the period of the contract the level and quality of service offered in the contract documents.
- At no time during the continuance of the contract shall the principal or its representative, servant or agent act or be deemed to act in any manner whatsoever for or on behalf of the tenderer or so as to relieve or release the tenderer in any way from his contract responsibilities.
- The Tenderer's attention is drawn to his statutory obligations pursuant to the Health and Safety law in the country. No cost additional to the contract price shall accrue on account of the tenderers obligations under the Act and the tenderer shall indemnify the principal against costs arising from any failure of the tenderer to meet his obligations.
- All work is to be carried out as per best trade and accepted working practices, using current market of standards.
- **Eligibility of Tenderer** - Tenderer should have good experience in relevant field of work and submit recent list of jobs done with specified names of clients.