

Date: April 25, 2025

No. WAS/PIC/322/06/2025
EMBASSY OF INDIA
Washington DC

TENDER NOTICE No. PIC/06/2025

Notice for Inviting Tenders for providing Stage, Audio-Visual equipment including LED Screens and Frames for Banners 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, Audio-Visual equipment including LED Screens and Frame for Banners Services for 11th International Day of Yoga Celebrations to be organized by Embassy of India, Washington DC on **Sunday, June 15, 2025** from 08:30am to 10:30am at the **Washington Monument (ground North East Quadrant)**. The quotations may be sent in **sealed envelope** clearly mentioning on the envelope "**QUOTATION FOR STAGE, AUDIO-VISUAL, LED SCREENS SERVICES**" addressed to:

Ms. Neha Singh
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 INDICATE THE EXPENDITURE FOR EACH COMPONENT, THAT IS STAGE, AUDIO-VISUAL, TWO LED SCREENS, FRAMES FOR BANNERS AND OTHER RELATED EXPENDITURE.**
3. Companies may please note that the stage set up, audio visual equipment and LED screens installations have to be completed on **14th June 2025 by 07:00 PM.**
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 18, 2025.**
6. Scope of work is attached at Annexure-I



(Neha Singh)
First Secretary (Political & PIC)
Embassy of India
2107, Massachusetts Ave, NW,
Washington DC – 20008
Email: fspic.washington@mea.gov.in
Tel: 202.939.7767

SCOPE OF WORK

Stage, AV services will be provided at The Washington Monuments grounds North East Quadrant.

Works to be carried out by the Tenderer:

- a) Setup of 28ft x 12ft stage with 4 feet height from the ground level.
- b) Setup of 03 frames for 03 banners to be placed on the stage in size of i) 12ft x 4ft ii) 12ft x 4ft and iii) 24ft x 4ft.
- c) Audio Visual equipment including 04 microphones (including one headset microphone) to cover 2 acres of area and sound sufficient for at least 2000 people.
- d) Pickup of all Items to be carried out on the same day after the event.
- e) Setting up of the stage to the satisfaction of the Event officer of the Embassy.
- f) Setting of two LED screens (8ft 5 inch x 14 ft) to show the stage performance live on the screens.
- g) Turf Protection (as per requirements of the Park Authority)
- h) 08 Tents (10ft x 10ft) (to keep various items such as water, t-shirts, yoga mats etc.)

Special Terms and Conditions

- The Tenderer need to deploy the professional workers/technicians trained and having adequate experience in the field to carry out work in a satisfactory and professional manner. 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, Safety and insurance 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.