



भारत का राजदूतावास
Embassy of India
Tel Aviv

15 September 2022

TENDER NOTICE

Subject: Tender Notice for Hiring of Services of Event Production Agency for National Convention of Indian Jews 2022

On the upcoming National Convention of Indian Jews 2022, the Indian Jewish Community along with the Municipality of Petach Tikvah and the Embassy of India, Tel Aviv is organizing a grand India-Day by the name- National Convention of Indian Jews, 2022 tentatively at Yaad LeBanim Park, Petach Tikvah on 13 October 2022 between 1800-2200 hours. The NATIONAL CONVENTION OF INDIAN JEWS – CHAPTER 6, will be an event to celebrate the Indian/Indian-Jewish culture in Israel. With more than 85,000 Indian Jews in Israel and the untamable interest of the Israeli population in Indian culture, the Embassy of India intends to provide a platform for the Indian Jewish community in Israel to celebrate Indianness in Israel. The event will also celebrate and commemorate the 75th anniversary of India's Independence and the 30th anniversary of the establishment of full diplomatic relations between India and Israel.

2. The organizational aspects of the event will include the following components:

- a. **MAIN CULTURAL PROGRAM.**
- b. **INDIAN FOOD FESTIVAL.**
- c. **EXHIBITION.**

- II. For the Main Cultural program, the Embassy intends to invite an 8-member Indian Classical dance delegation from India that will provide a dance performance for 30-40 mins. Apart from that, the Embassy will also provide a music performance for the public.
- III. Indian Food Festival: For the festival, the local food vendor and restaurant owners will be invited to offer Indian delicacies on a payment basis.

3. In view of the above, Sealed quotations are invited for the award of contract for the hiring of services of an Event Production Agency for organizing the event. The quotations are to be sent in two sealed envelopes addressed to the Head of Chancery, Embassy of India, HaYarkon St. 140, Post Box 3368, Tel Aviv – 6103, as per the following details:

Cover1: Technical bid detailing technical description of the work, logistics, methodology and event management strategy for meeting the professional standard and targets outlined for the event. The envelope should be prominently superscribed with "TECHNICAL BID FOR EVENT PRODUCTION AND MANAGEMENT OF NATIONAL CONVENTION OF INDIAN JEWS 2022"

Cover 2 : **Financial bid**: The envelope should be prominently superscribed "FINANCIAL BID FOR EVENT PRODUCTION AND MANAGEMENT OF NATIONAL CONVENTION OF INDIAN JEWS 2022"

Location of Work: Park Yaad Lebanim, Petach Tikvah

Period of Contract: From the Date of Signing the Contract until 13 October 2022

Last date for Receipt of bid: 02.10.2022 till 1500 hrs.

Opening of Technical Bid: 03.10.2022 at 1000 hrs.

Opening of Financial Bid: 03.10.2022 at 1500hrs.

During the contract period, no increase in rates will be allowed.

4. Scope of Work – Providing overall technical and professional event management services in the organization of the mega event as per the instructions of the Embassy. Some of the specific requirements are given below:

- (i) Designing and Erection of Main Stage for guest speakers, Yoga instructors and Classical Music Performance. Supply of carpet for the main stage floor.
- (ii) Design and Printing of Main Stage Backdrop/Label Wall, publicity posters, stickers, and signs for directing the crowd.
- (iii) Supply of Electricity, Sound, and Lighting to the main stage and the venue.
- (iv) Ensuring the security of the venue according to the security plan of the police.
- (v) Erection of Barriers (as required) for crowd control
- (vi) Supply of side screen for the stage and additional projector and screen.
- (vii) Permits from Construction and Safety Engineer including a plan and its approval by the Municipality, Police, Electricity and Fire Department.
- (vii) Rental of Fire Extinguishers, Safety Signs as needed.
- (viii) Supply of Fans, Rags, Tables and Umbrellas including transportation and electricity connections as needed.
- (ix) Printing and Supply of around 10 Vertical Flag Banners (*Azadi Ka Amrit Mahotsav* and 30th Anniversary Logos) for mounting on the poles at the Venue. Design of the flags to be provided by the Embassy.
- (x) Insurance for the event.
- (xi) Overall coordination with all the vendors and suppliers to the event

(xii) Managing Outdoor Publicity of the Event in consultation with the Embassy.

(xiii) Any other services as are generally provided by the professional event management agencies during the organization of such outdoor events.

5. Eligibility Criteria: The Contractor/Firms who submit quotation is required to have experience of at least 3 years in the above business and must be registered with the relevant Israeli government offices as is required under the local regulations for tax and other purposes.

6. Schedule of Payment: Embassy of India will settle the payment within 14 days of the completion of the work along with the invoices attached and submission of a certificate stating that work has been completed to the Embassy's satisfaction.

7. Terms and Conditions:

(i) The agency should preferably be based in Israel or have a local liaison office 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 acknowledgment on part of the Embassy of India to proceed with any Tender or any entity. Embassy of India reserves the right to annul or terminate the process, project or reject any Tender at any time or at any stage without assigning any reason.

(vii) Incomplete proposals and those with extraordinarily high budgets will not be considered.

(viii) Embassy reserves the right to call for additional information from the bidders at any stage.

Note:

- For any clarification party representative can write to Second Secretary (Public Diplomacy) at pd.telaviv@mea.gov.in and pd1.telaviv@mea.gov.in during the active period of tender. The bids shall be opened 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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