



भारत का राजदूतावास

Embassy of India

Tel Aviv

18 April, 2024

TENDER NOTICE

Subject: Tender Notice for Hiring of Services of Event Production Agency for 10th International Day of Yoga Celebrations 2024 - regd.

On the occasion of the upcoming 10th International Day of Yoga, the Indian Cultural Center under the aegis of Embassy of India, Tel Aviv is organizing a mega-finale Yoga Day event tentatively at Peres Center for Peace and Innovation ,Tel Aviv,Jaffa on 20 June 2024 between 1830-2230 hours.

2. The event will comprise of the practice of Common Yoga Protocol (CYP) by an Indian Yoga Instructor from the Embassy and certified local Yoga instructor. The event will have introductory remarks by Ambassador and dignitaries invited for the event. The event will also include an Indian Classical Music/Dance performance by Israeli artists. It is estimated that the event will attract around 300 participants.

3. In view of the above, Sealed quotations are invited for award of contract for hiring of services of an Event Production Agency for organizing the aforementioned event. The quotations are to be sent in two sealed envelopes addressed to 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 "TECHNICAL BID FOR EVENT PRODUCTION AND MANAGEMENT OF IDY 2024".

Cover2 : **Financial bid** : The envelope should be prominently superscribed "FINANCIAL BID FOR EVENT PRODUCTION AND MANAGEMENT OF IDY 2024".

4. Details about the logistics of the event are as follows:

Location of Work : Outdoor area of Peres Center for Peace and Innovation, Jaffa.

Period of Contract : From the Date of Signing the Contract until 21 June 2024.

Last date for Receipt of bid: 09.05.2024 till 1200 hrs.

Opening of Technical Bid: 09.05.2024 at 1500 hrs at Embassy of India, Tel Aviv.

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

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

(i) Arrange for premises at Peres Center for Peace and Innovation for organizing the event.

(ii) Designing and Erection of Main Stage for guest speakers, Yoga instructors and Classical Music Performance. Supply of carpet for the main stage floor.

(iii) Design and Printing of Main Stage Backdrop/Label Wall, publicity posters, stickers, and signs for directing the crowd.

(iv) Supply of Electricity, Sound and Lighting to the main stage and the venue.

(v) Ensuring security of the venue according to the security plan of the police.

(vi) Erection of Barriers (as required) for crowd control.

(vii) Supply of side screen for the stage and additional projector and screen.

(viii) Permits from Construction and Safety Engineer including a plan and its approval by the Municipality, Police, Electricity and Fire Department.

(ix) Rental of Fire Extinguishers, Safety Signs as needed.

(x) Supply of Fans, Rags, Tables and Umbrellas including transportation and electricity connections as needed.

(xi) Printing and Supply of 9 Vertical Flag Banners (10th International Day of Yoga) for mounting on the poles at the Venue. Design of the flags to be provided by the Embassy.

(xii) Insurance for the event.

(xiii) Overall coordination with all the vendors and suppliers to the event.

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

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

6. 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. Contractor/Firms who

submit quotation is required to present proof of experience for 3 years with major events organized in last 3 years.

7. Schedule of Payment: Embassy of India will pay 50% of the quoted event producer fees as advance, 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 to the Embassy's satisfaction.

8. 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 event gets 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 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.

Note:

- For any clarification party representative can write to Director (ICC) at diricc.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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