

PMI/NY/302/22/2025
Permanent Mission of India to the United Nations
New York

Request for Proposal (RFP) for International Yoga Day on 18th June, 2026 Event

Permanent Mission of India (PMI) to the United Nations will be celebrating the 12th International Day of Yoga at the United Nations headquarter on 18th June, 2026.

2. In this regards, PMI intends to engage a reputed company with impeccable credentials and adequate experience in hosting live UN events for setting up of a main stage back drop and LED video walls at the venue (North Lawn of UNHQ) on Thursday, 18th June, 2026. The programme will take place from 1700-1830 hrs and all the arrangement would need to be put in place at least two hours before the event.

3. PMI therefore, invites bids under two-bid system from reputed companies to submit bids for providing the following services at the event venue:

3-A. Scope of work:

- a). Stage: Rectangular stage 24 ft by 8ft and 16 inch high with steps and skirting.
- b) White Carpet to cover the entire stage.
- c) Stage Backdrop: 24 ft wide and 10 ft high with stable base.
- d) Colour Backdrop: 24ft 10 ft-design 3 styles and printing of design selected by PMI On vinyl.
- e) LED Screen: LED video walls-2 Nos (appx. 13.12.ft wide by 6.8 ft high)
- f) AV equipments, hardware, accessories, mixers, cables and related hardware for LIVE streaming of content to LED walls.
- g) PA system to cover the lawn area with 3-4 microphones (wired and wireless)
- h) Labour and staffing: Adequate and qualified labor to install and dismantle the above arrangement/set-up.

3-B. Additional Terms and Conditions:

- a) Audio-visual material produced and streamed shall not be used/streamed anywhere else for any purpose without the permission of the Permanent Mission of India.
- b) The service provider has to ensure that stand-by crew members are available for the event.
- c) Set-up to start at 9.30 am and to be completed by 3.00 pm on 18 June 2026: Post-event dismantling to be done by 9 pm.

4- Technical Bid should include the following:

- a) Profile of the company with brief description.
- b) Name and Contact details of (I) owner/MD of the company(ii)Local U.S. Representative.
- c) Details of all major events facilitated/done in UNHQ, New York in last 5 years.
- d) Reference letters/Work completion certificate from customers, including diplomatic Mission/UN agencies/multilateral agencies.

5. Financial bid should be as per the scope of work mentioned in para 3-A and should include detailed break-up of cost for each item/Service separately and transportation, clearances, delivery etc.

6. Bid Securing Declaration (BSD)

A Bid Securing Declaration (BSD) must be given as per the format at Annexure-I. The bidder will be suspended for a period of 5 years from being eligible to submit Bids for contracts with the Permanent Mission of India to the UN, in case the bidder:

- a) Fails to observe and comply with the stipulations made herein or backs out after quoting the rates.
- b) Withdraws his bid during the period of validity of the bids.
- c) fails to sign the contract in accordance with the terms of the tender documents.
- d) fails or refuses to honor his own quoted prices for the services or part thereof.

7. Interested service providers/firms may submit the tenders in two separate envelopes under the two bid system ((i) Technical Bid (ii) Financial Bid)). All necessary documents including those in support of eligibility criteria etc. (except the Financial Bid) are to be submitted along with the Technical Bid in a sealed envelope marked as "Technical bid". The Financial Bid will be submitted in a separate sealed envelope marked as "Financial Bid". Both the envelopes may be sent in one outer envelope marked as "Bid documents for Yoga Day 2026 Event" and it is to be addressed to : Head of Chancery, Permanent Mission of India to the United Nation, 235 East 43' street, New York 10017. Any queries regarding the event shall be directed to Attache (Events) at email ID events.newyorkpmi@mea.gov.in

8. The last date for submission of bids is May 11, 2026. Sealed Technical Bids will be opened on May 12, 2026 at 1100 hrs by a Committee authorized by the Permanent Mission of India. The financial bids of only those bidders, who are shortlisted at the Technical Bid stage, shall be opened by the Committee. Permanent Mission of India reserves the right to reject any or all the bids or the event itself without assigning any reason and the decision of the competent authority of the Mission shall be final bidding.