

NY/PMI/302/1/2022
Permanent Mission of India
New York

Request for Proposal (RFP) for organizing Digital Exhibition on Yoga inside UN Building

Permanent Mission of India (PMI) to the United Nations will be celebrating the International Day of Yoga 2022 at the United Nations.

2. In this regard, PMI intends to engage a reputed company with impeccable credentials and adequate experience in hosting UN events for setting up of Digital Exhibition on Yoga at the Delegates Entrance at the UN from June 20, 2022 to July 1, 2022.

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

3-A. Scope of Work :

- a) Mounting a 48 ft x4 ft x8 ft wall to curate the exhibition on the wall
- b) Design and printing of content on all 5 sides of the exhibition wall (2 sides of 48 ft x 8 ft; 2 sides of 4 ft x 8 ft; 1 side 48 ft x4 ft). Design will be finalized/approved by PMI
- c) Renting of LED TV (8 Nos.), wireless headphones (8 Nos.) and other related hardwares including charging equipment for the duration of the exhibition.
- d) On-call technician for troubleshooting during the period of exhibition
- e) Crew/Labor for setting up and dismantling the above mentioned exhibition
- f) Transportation and delivery

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) Contents for the exhibition will be provided by Permanent Mission of India to the UN.
- d) Setup would be required to be done on 18/19 June 2022 and dismantling would be done on July 2, 2022. Financial bid should include set-up, dismantling and cleaning charges.
- e) All equipment installed in the exhibition should be insured. PMI would not bear any cost of damages.

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 certificates from customers, including diplomatic Missions/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. Interested service providers/firms may submit the tenders in two separate envelopes under the two-bid system [(i) Technical Bid and (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 Digital Exhibition during IDY 2022” and it is to be addressed to : **Head of Chancery, Permanent Mission of India to the UN, 235 East 43rd Street, New York 10017**. Any queries regarding the event shall be directed to Second Secretary (Events) at email ID events.newyorkpmi@mea.gov.in.

7. **The last date for submission of bids is May 26, 2022.** Sealed Technical Bids will be opened on **May 27, 2022** at 1100 hrs by a Committee authorized by the Permanent Mission of India. The financial bids of only those bidders, who qualify 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 and binding.
