

NYCG/CUL/321/33/2018 - Part II
Consulate General of India
New York

NOTICE INVITING TENDER / QUOTATIONS

The Consulate General of India, New York in collaboration with Indian Council for Cultural Relations (ICCR) is going to organize the 1st International Conference on Yoga in New York from **June 20-21, 2018**. In this regard, Consulate General of India, New York invites sealed tenders from eligible firms/agencies for the following services:

Sl. No	Service type	Requirements
1	Photography	On site from 9 am – 5.30 pm Compilation of unedited & edited photos at the end of the conference.
2	Videography	On site from 9 am – 5.30 pm Compilation of unedited & edited footage at the end of the conference.
3	Sound Engineer	On site from 9 am – 5.30 pm Use existing sound system and provide four additional corded, cordless & lapel mics
4	Printing of backdrop	To print 20 x 8 ft backdrop; design will be provided.
5.	Providing Vegetarian meal	Total 3 meals (2 dinner + 1 lunch) for 30 delegates at restaurant/consulate (Indian vegetarian food)
6.	Providing Dinner	1 dinner for 60 people at restaurant (Indian vegetarian food)
7.	Providing High tea	One time high tea for 100 people at Consulate (vegetarian)
8.	Providing Lunch	2 Working Lunch for 50-60 People at Consulate (Indian vegetarian food)
9.	Providing Tea/Coffee/Snacks/ Biscuits	4 Times (for 50-60 people) at Consulate (vegetarian food items)

The above mentioned services will be required for 1st Yoga Conference to be held at the Consulate General of India, 3 East 64th Street, New York NY 10065 from **June 20-21, 2018 (two days)**. All food items must be a vegetarian.

TERMS & CONDITIONS

- i. Tenders to be submitted in sealed envelope to: Head of Chancery, Consulate General of India, 3 East 64th Street, New York, NY 10065 **or** Email your quote in password protected file to: hoc.newyork@mea.gov.in & pol.newyork@mea.gov.in
- ii. Rates should be quoted in figures and words clearly.

- iii. Rates should be inclusive of all taxes and other charges.
- iv. Submit separate quote for different service.

INTERESTED BIDDERS/QUERIES CAN BE EMAILED TO:

hoc.newyork@mea.gov.in / pol.newyork@mea.gov.in

DEADLINE OF TENDER: *June 13, 2018 (LATE TENDERS WILL NOT BE ACCEPTED)*
