

Scope of work:

1. Audio Visual arrangements with On-line Live Streaming, connectivity provisions.
2. Photography/Videography Services.
3. Handling felicitation requirement including presentation of Souvenirs, Mementos, Certificates, and Trophies etc.
4. Event Branding including artwork, design, printing & publication of publicity material.
5. Event Décor & other Interior Design arrangements.
6. Lights & other display arrangements.
7. Arrangements for events outside the Embassy
8. Post event activities

Details:

1.

i. Audio system.

High quality audio system comprising digital audio console with scalable inputs to connect various types of input devices at the event venues.

High quality goose neck microphones for the podium and hand-held microphones with or without stands as per the requirement

Small speakers with high tonal quality for the regular events.

High quality tower array speakers for bigger programs and separate controllable speakers for the first VIP seats to limit the audio with high degree of speech intelligibility

Portable fully automatic conference system for the conferences if required.

Facility to connect minimum three laptop audios to the console.

Wireless headset / lapel microphones for group discussions.

- Audio professionals (Sound Engineer & Operators-4) to handle the audio
- FOH Speakers
- Monitor Speakers for Stage
- Goose Neck Podium Microphones
- Audio Distributors
- Wireless Hand-Held Microphones
- Zoom Feed: Laptops PC, Monitors, Video Switchers
- Audio-Video Recording
- Switches/Extension Cables

ii. Video

Professional photo/video cameras to cover the complete events in full HD format. Video editing as per requirements would depend on the type of event and the coverage required.

iii. Online feeds

Live feeds for Social Media Handles (Facebook, Twitter, Youtube and Instagram) of the Embassy Online Interaction Platform like Microsoft Teams, Webex, Zoom etc. feed and return with clear video and audio.

Professional audio video switching equipment with Multi-view capable devices and displays.

Capability to feed in house screens in split mode if required.

Exclusive specialized personnel for the system handling.

2. Photography/Videography Services

Professional photo/video cameras to cover the complete events in full HD format. Video editing as per requirements would depend on the type of event and the coverage required. Arabic subtitles may be needed in certain short videos.

Still photographers to cover the events. Real Time sharing of photographs with the designated official of the Embassy.

- Video Cameras (Videographer – 2)
- Still Cameras (Photographer – 2)

3. Felicitation requirement

Handle Felicitation requirement including presentation of Souvenirs, Mementos, Certificates, and Trophies would depend on the type of event. The standard Dimensions with appropriate packaging/wrapping are mentioned below

- Certificates – (30 cm * 40 cm)
- Frames – (40 cm * 50 cm)
- Trophies – (40 cm * 15 cm)

4. Event Branding& Publicity Material

Supply and fixation of required banners and back drops on the stage and outside as per the requirement. The standard Dimensions for

- Flex Banner – 1 (5.5m * 3m)
- Pop up Banners – 1 (3m x 2.3m)

Designing and printing special invitations when needed

Pre-event publicity material, including Audio Visual material when needed with Arabic subtitles

Design, printing & publication of publicity material. The standard Description are mentioned below

- Size – A3 Open
- Paper – 150 GSM Matt (Full Colour Digital)

- Binding – Folding
- Quantity - 100

5. Event Décor & other Interior Design arrangements

Stage arrangements and flower decorations for various events as per the occasion.

Fresh flowers, anthurium and creepers all along the 14-meter-wide stage front edge.

Creepers and flowers along the bottom edge of the 8-meter-long rear back drop.

Table top flower bouquets on the teapoy.

Supply of flowers, bouquets and garlands on the occasion of VIP visits and in special functions

Supply of Chairs/Tables for Conferences/Discussions.

Supply of easels/frames for display of photographs, artworks or mementoes during events

6. LED wall Lights & other lighting arrangements

Installation and Operation of LED screen and stage lights in the auditorium in events as per the requirement.

- Spotlights and dynamic lights for cultural events

7. Arrangements for events outside regular Embassy

- Outdoor events - setting up backdrops, access control, audio visual support etc.
- Events outside the Embassy premises, at venues such as hotels or other places such as seats of organizations- publicity material, transport of necessary backdrop material to the venue, ensuing quality of backdrop and displays, photography and videography.

8. Post-event activities:

- Preparing lists of attendees after events
- Arranging for collection of visiting cards of visitors for physical events
- Sending mementoes or follow-up publicity material such as reports/bulletins to invitees

9. For any queries please write to us at info.kuwait@mea.gov.in and you can reach out to us at 22550348 (Extension – 234) on working days (08:00 hrs to 16:30 hrs)

Technical details

S.No	Description	Qty	Remarks
1	Channel digital console	1	Audio control & routing
2	Audio snake cable 20/4 (30 mtrs)	1	Audio
3	8way audio distribution amplifier	1	Audio distribution
4	Fast track pro external sound card	1	Audio interface on-line
5	Presonus external sound card	1	Audio interface live
6	Wireless hand held microphone (UHF) Shure	2	Audio
7	Podium microphone – SHURE -goose neck	1	Remote controlled
8	Laptops	2	For Zoom & control
9	Laptop	1	For P-P
10	Laptop	1	For video playback
11	8 port Desk top switch	1	Net distribution
12	ATEM Mini switcher	1	Video switching
13	Still camera & photographer	1	For stills
14	ATEM multi view & switcher	1	Video preview
15	Monitor screen 17”	1	Monitoring
16	Video camera on tripod	2	Video for Zoom
17	FOH speakers RCF art708	2	Audio
18	Front fill RCF art 708	1	Separate feed
19	Stage fold back RCF art 708	1	Aux feed- monitor
20	Camera man	1	For video
21	IT technician/operator	1	For on- line feeds
22	Electronics/sound engineer	1	Sound control & supervision
23	Display specialist	1	Display support tech
24	General tech support	1	General help

All the technical jobs to be supervised by KES (Kuwait Engineers Society) approved engineer