



**EMBASSY OF INDIA  
Kuwait**

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KUW/ADMN/551/07/2021

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**NOTICE INVITING QUOTATION**

**(Hiring of Event Management Company)**

The Embassy of India, Kuwait invites quotations from local Event Management Companies in Kuwait. The scope of work, as per requirement, is comprehensive and composite:-

**Scope of work:** The scope of work, as per requirement, is a comprehensive one and as per our composite requirement.

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 including set up of Temporary stage, lights, décor, banners of different sizes and types
8. Post event activities including providing photos and short videos of HD Quality in timely manner for Embassy's outreach

**Detailed description of requirements:**

**1. Audio-Video**

**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 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.
- High quality goose neck microphones for the podium and hand-held microphones with/without stands as per the requirement Small speakers with high tonal quality for the regular events.
- 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. Please, provide your quote for per unit price or price of setup.

- Audio professionals (Sound Engineer & Operators-4) to handle the audio
- Front of House Speakers – 01 to 02 pair or as per requirement
- Monitor Speakers for Stage – 01 to 02 pair or as per requirement
- Goose Neck Podium Microphones – as per requirement
- Audio Distributors – 01 to 02 or as per requirement
- Wireless Hand-Held Microphones – as per requirement
- Zoom Feed: Laptops PC, Monitors, Video Switchers
- Audio-Video Recording of complete event
- Switches/Extension Cables

## **ii. Video Capturing**

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. Photography and Videography**

Still photographers and videographers as per requirement. Please, share your quotation for the blocks viz. (Please also include cost of tripods and other periphery items)

- Upto 2 hours
- 2 to 4 hours
- More than 4 hours

## **iv. Online feeds/Live Streaming**

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. 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. Please provide your quote for the following price

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

## **3. Event Branding& Publicity Material**

Printing, supply and installation of required banners and backdrops 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)
- Standing Rollups - 1(80cm × 200 cm)
- Standing Rollups - 1(200cm × 200 cm)

Designing and printing special invitations when needed. Pre-event publicity material like video invitation, slides. Design, printing & publication of publicity material. The standard Description are mentioned below

- Size – A3, A4, Postcard or custom size
- Paper – 150 GSM Matt (Full Colour Digital)
- Binding – Folding

#### **4. Stage setup, arrangements and miscellaneous decoration**

- Stage Setup and decoration, including flowers. Creepers and flowers along the bottom edge of the 8-meter-long rear backdrop. Table top flower bouquets on the tea poy. Supply of flowers, bouquets and garlands on the occasion of VIP visits and in special functions Supply of Chairs/Tables for Conferences/Discussions.
- Decoration of Gandhiji's Statue at the Embassy, India House if required.
- Supply of easels/frames for display of photographs, artworks or mementoes during events.

#### **5. LED wall Lights & other lighting arrangements**

Installation and Operation of stage lights, auditorium lights during events as per the requirement. Spotlights and dynamic lights for cultural events

#### **6. 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.

#### **7. Technical details**

<b>S.No</b>	<b>Description</b>	<b>Qty</b>	<b>Remarks</b>
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)	2	Audio

	Shure		
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	General tech support	1	General help

## 8. Mode of Submission:

All bidders are requested to give their Technical bids and Financial bids in two separate envelopes (in hard copy, signed on each page in blue/black ink) to the Embassy of India, Kuwait on or before **10.08.2022**. The sealed cover should be addressed to the Head of Chancery, Embassy of India, Kuwait. Detailed profile of the company needs to be attached with technical bid in sealed cover.

## 10 . Tender Evaluation:

a. The sealed bids will be open at **11.00 AM** on **11.08.2022**, by Tender Evaluation Committee of Embassy of India, Kuwait. The vendor may send their representative at the time of opening of bids. Based on the evaluation for fulfilling the criteria, the financial bids of only the short-listed agencies would be opened. The authority reserves the right at its sole discretion to seek any information, documents etc. from the bidders, as it may consider necessary for the purpose of evaluation of bids.

b. Financial Bids of only those bidders who qualify and short-listed on evaluation of their Technical Bids would be opened. The date and time of opening of Financial Bids would be intimated in advance to the bidders who have qualified in the Technical Bid

Evaluation, and their authorized representatives only would be permitted to participate in the opening of financial bids.

#### **11. Other Important Criterion:**

- a. The bidders should have good experience in the relevant field of work and submit recent list of jobs done with specified names of clients. The bidding firm should be based in Kuwait.
- b. The bids received after the due date & time of submission shall not be entertained, and shall be returned to the Tenderer unopened.
- c. The right of acceptance of bids will rest with the Embassy of India, Kuwait. Incomplete tenders or tenders not fulfilling the prescribed condition are liable to be rejected.
- d. The bids should be strictly as per the conditions of Embassy of India, Kuwait. Bids with any additional condition(s)/modification shall be rejected.
- e. The Embassy of India, Kuwait reserves the right to accept or reject any or all bids in part or full without assigning any reason thereof.
- f. In case the conditions mentioned above are found violated at any time before opening of bids, the tender shall be summarily rejected.
- g. The company/firm shall only submit one proposal. If a company submits or participates in more than one proposal, such proposals shall be disqualified.
- h. The bid proposals, all related correspondence exchanged by the company/firm and the contract to be signed with the winning company shall be written in the English Language.
- i. Even though the applicant may satisfy the above requirements, he/she would be liable to disqualification, if he/she has made misleading or false representation or deliberately suppressed the information in the forms, statements and enclosures.

#### **12. Confidentiality**

Information relating to evaluation of bids and recommendations concerning awards shall not be disclosed to the firm/company who submitted the tender or to other persons not officially concerned with the process, until the publication of the award of contract.

#### **13. Proposal Validity**

The firm/company's bid must remain valid for 6 months from the closing date for submission of bids.

#### **14. Inquiry/Clarification**

For any queries please write to us at [hoc.kuwait@mea.gov.in](mailto:hoc.kuwait@mea.gov.in) and you can reach out to Embassy of India, Kuwait at 22550348 (Extension – 235/239/229) on working days (08:00 hrs to 16:30 hrs)

**(Dr. Vinod Gaikwad)**  
**First Secretary (Head of Chancery)**

**Note:** Please, provide your quotation as per Appendix-A below seeking details pertaining to different categories of events:

## Category A – Virtual Event (Duration: Less than Two Hour)

S.No.	Type	Per Unit Price	Total Price
1	Live Streaming Operator		
2	Live Streaming Software		
3	Audio/Video Mixer		
4	Publicity Material		

## Category B – Physical + Virtual Event (Duration: Two to Four Hours)

S.No.	Type	Component	Per Price	Unit	Total Price
1	Audio	Podium microphone			
2		Wireless hand held microphone & receivers			
3		Audio distributor 6 way			
4		FOH speakers			
5		Stage monitor			
6		16 channel digital console			
7		External sound card M audio fast track pro			
8		Laptop for audio playback			
9		Audio connections from screen display laptop			
10		Multicore snake cable to stage and interface cables	Bulk		
11		Electrical cables and splitters	Bulk		
12	Online Service	Custom configured online laptop -1.			
13		Online laptop -2			
14		Online laptop -3			

15		Multi view screen		
16		Video mixer/ switcher		
17		External sound card		
18		Internet Gigabit switch		
19		HDMI to SDI converter		
20		Professional video camera		
21		Loop cables and SDI interface cables		
22		Sound engineer		
23		IT technician/operator for online services		
24		Videographer		
25		Helping technician		
26		Operator		

**Category C – Physical + Virtual Event (Duration: Two to Four Hours)**

S.No.	Type	Component	Per Unit Price	Total Price
1	Audio	Podium microphone		
2		Wireless hand held microphone & receivers		
3		Audio distributor 6 way		
4		FOH speakers		
5		Stage monitor		
6		16 channel digital console		
7		External sound card M audio fast track pro		
8		Laptop for audio playback		
9		Audio connections from screen display laptop		
10		Multicore snake cable to stage and interface cables	Bulk	
11		Electrical cables and splitters	Bulk	
12		Additional wireless microphones 7 receivers ( Hand held/Headset/Lapel)		



13		Additional microphone stands small or big		
14		Mackie 1501 active subwoofers		
15		Notation stand		
16		8 channel optical converter for mixer channel expansion		
17		8 pair snake cable to stage		
18		Additional interface cables		
19	Online Service	Custom configured online laptop -1.		
20		Online laptop -2		
21		Online laptop -3		
22		Multi view screen		
23		Video mixer/ switcher		
24		External sound card		
25		Internet Gigabit switch		
26		HDMI to SDI converter		
27		Professional video camera		
28		Loop cables and SDI interface cables		
29		Sound engineer		
30		IT technician/operator for online services		
31		Videographer		
32		Helping technician		
33		Operator		

**Category D – Physical + Virtual Event (Duration: More than Four Hours)**

S.No.	Type	Component	Per Price	Unit	Total Price
1	Audio	Podium microphone			
2		Wireless hand held microphone & receivers			
3		Audio distributor 6 way			

4		FOH speakers		
5		Stage monitor		
6		16 channel digital console		
7		External sound card M audio fast track pro		
8		Laptop for audio playback		
9		Audio connections from screen display laptop		
10		Multicore snake cable to stage and interface cables	Bulk	
11		Electrical cables and splitters	Bulk	
12		Additional condenser microphones		
13		Long boom microphone stands and cables to snake box		
14		Additional side fill monitors on tripods		
15		FOH center fill speaker		
16		Key board connections in the stage if required		
17		Additional FOH speakers on tripods		
18		24 pair snake cable to the stage for mic connections		
19		8 channel optical converter for mixer expansion to 32 ch		
20		Additional man power for installation		
21	Online Service	Custom configured online laptop -1.		
22		Online laptop -2		
23		Online laptop -3		
24		Multi view screen		
25		Video mixer/ switcher		
26		External sound card		
27		Internet Gigabit switch		
28		HDMI to SDI converter		
29		Professional video camera		
30		Loop cables and SDI interface cables		

31		Sound engineer		
32		IT technician/operator for online services		
33		Videographer		
34		Helping technician		
35		Operator		

<b>LED WALL Configuration &amp; Accessories for Category B, C and D</b>			
S.No.	Type	Per Unit Price	Total Price
1	Cabinets (28 nos)		
2	Cabinet Size		
3	Screen Size (5.4 m width × 3.1 m height)		
4	Power Input cables (20A)		
5	Data input cables 4 nos (40m × 4m) (from processor)		
6	Data loop cables 26 nos		
7	VD Wall Processor : HDMI, DVI, VGA, SDI inputs		