

**Embassy of India, Moscow
(E&C Wing)**

Dated: 12.02.2024

Notice Inviting Bids

The Embassy of India, Moscow invites bids/offers from interested agencies for provision of PR services for tourism promotion events of Economic and Commercial Wing, Embassy of India, Moscow.

2. The following are the specifications:

- Rent of a site/hall for a tourism roadshow on 20 March 2024 in Moscow and 22 March 2024 in St. Petersburg;
- Equipping the hall with audio and video equipment, organizing the work of a technical specialist on site;
- Preparation of promotional materials (design and printing of roll-ups, catalogs and badges);
- Organization of staff work (5-10 Russian to English interpreters, hostess for the event, usher);
- Organizing a buffet lunch/dinner for delegation members;
- Inviting and holding business meetings with representatives of the Russian tour operators / agencies and social media bloggers;
- Provision of cultural activities like saree & saree draper, henna, yoga performer, dance troupe, photographer, interpreter for the Incredible India Pavilion at MITT 2024 Exhibition;
- Press conference during MITT 2024 Exhibition.

3. Submission of Bids:

Companies are required to submit their offers/bids in a sealed envelope superscribed **“Provision of PR services for Tourism Roadshow for the Embassy of India, Moscow”**, describing in detail the specifications of the services and the prices of all the services.

The bids/offers should be valid for a period of three months from the date of opening of bids. The sealed envelope containing the bids/offers should be addressed to **Mr. Naorem J. Singh, Head of Chancery, Embassy of India, Ulitsa Vorontsove Polye, 6-8, Moscow, 105 064** so as to reach the Embassy latest by **3rd March, 2024 (by 1700 hrs)**.

4. Opening of Bids:

The bids shall be opened on **4th March at 1100 hrs at the Embassy of India, Ulitsa Vorontsovo Polye 4, Moscow**. Representatives of all the bidding parties can be present at the time of the opening of the bids. The work shall be offered to the lowest bidding party.

5. Contact details:

For any queries/clarifications, please contact the Embassy at the following address:

**Embassy of India,
Ulitsa Vorontosovo Polye 4,
Moscow, 105 064
Tel. No. +7 9035958807
E-mail: com.moscow@mea.gov.in / eco2.moscow@mea.gov.in**

6. The Embassy of India reserves the right to reject any or all the bids or to modify any terms and conditions of the tender without assigning any reason and the decision of the Embassy shall be final and binding. This notice inviting bids is not an offer or an agreement by Embassy of India, Moscow.

Sd/-
(Naorem J. Singh)
Counsellor (HOC)
Embassy of India
Ulitsa Vorontsovo Polye 6-8
Moscow, 105064
Email: hoc.moscow@mea.gov.in