

Embassy of India
Vilnius

Request for Proposal (RFP) for Engagement of Event Management Company (EMC)
Occasion Celebration of India's Harvest Festivals: Makar Sankranti | Pongal | Lohri | Maghi

1. Background

The Embassy of India proposes to organize a cultural celebration to mark India's cherished harvest festivals — **Makar Sankranti, Pongal, Lohri, and Maghi** — for members of the Indian community and invited guests. The event will be held at the **Embassy of India premises**.

To ensure professional planning and seamless execution, the Embassy invites proposals from experienced **Event Management Companies (EMCs)** for managing the event.

2. Event Details

- **Event:** Celebration of Harvest Festivals of India
- **Date:** Saturday, 17 January 2026
- **Time:** 03:00 PM – 5:00 PM
- **Venue:** Embassy of India Premises
- **Nature of Event:** Cultural programme followed by refreshments

3. Scope of Work

The selected EMC shall be responsible for the end-to-end execution of the event, including but not limited to the following:

3.1 Event Planning & Coordination

- Overall event planning and execution
- Preparation of detailed event schedule/run-down
- Coordination with Embassy officials
- On-site event supervision

3.2 Venue Setup & Décor

- Stage setup (as per Embassy-approved layout)
- Cultural and festival-themed décor
- Backdrop design and installation
- Seating arrangement for guests and performers

All installations must comply with Embassy security and safety norms.

3.3 Audio-Visual & Technical Arrangements

- Sound system including microphones and speakers
- Basic stage lighting for performances
- Music playback and technical support

3.4 Cultural Programme Management

- Coordination with cultural performers
- Stage management during performances
- Cue management and time adherence

3.5 Guest & Event Management

- Registration desk setup and management
- Deployment of support staff/volunteers
- Crowd flow and seating coordination
- Liaison with Embassy security staff

3.6 Branding & Event Collateral

- Design and printing of event backdrop
- Signage and standees (welcome, programme flow)
- Display of programme schedule

3.7 Catering Coordination (if required)

- Coordination with Embassy-approved caterers
- Arrangement of tea and snack service (250 people)
- Cleanliness and waste management

3.8 Photography & Videography (Optional)

- Event photography
- Short highlight video
- Submission of edited digital content

3.9 Post-Event Activities

- Dismantling of stage, décor, and equipment
- Restoration of venue to original condition

4. Compliance & Protocol

- EMC must strictly adhere to Embassy security, safety, and protocol guidelines
- All materials, equipment, and personnel must be pre-approved
- No subcontracting without prior written approval

5. Eligibility Criteria

The EMC should:

- Have prior experience in managing cultural/government/embassy events
- Possess adequate manpower and technical capability
- Be legally registered and compliant with applicable regulations

6. Proposal Submission Requirements

Interested EMCs are requested to submit:

- Company profile and relevant experience
- Detailed technical proposal
- Item-wise financial quotation
- Manpower deployment plan
- Timeline for execution
- References of similar past events

7. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and expertise
- Understanding of scope of work
- Quality of technical proposal
- Cost-effectiveness

8. General Terms & Conditions

- The Embassy reserves the right to accept or reject any proposal without assigning reasons
- Submission of proposal does not guarantee selection
- Final payment terms will be as per Embassy norms

9. Submission Deadline: Proposals must be submitted **on or before 08 January 2026**.

10. Contact Details: For any clarifications related to this RFP, EMCs may contact:

Head of Chancery (HOC)

Embassy of India

 **Email:** hoc.vilnius@mea.gov.in

11. Payment

Payment to the selected EMC shall be released as per the following milestones, subject to satisfactory performance and Embassy norms:

- **30%** of the total approved cost – Upon award of work and submission of performance guarantee (if applicable)
- **40%** of the total approved cost – After successful setup and commencement of the event
- **30%** of the total approved cost – After successful completion of the event and submission of final invoice

All payments shall be made through bank transfer as per Embassy financial procedures.

12. Penalty Clauses

- Delay in setup, non-compliance with agreed timelines, or deviation from approved scope may attract a penalty of **up to 10%** of the total contract value.
- Any damage to Embassy property due to negligence shall be recovered from the EMC.

- Failure to comply with Embassy security or protocol guidelines may lead to immediate termination of the contract without compensation.
- Poor performance or non-fulfilment of contractual obligations may result in blacklisting for future Embassy events.

13. Annexure-A: Financial Bid Format

(EMCs are required to submit the financial bid strictly in the format below)

Sl. No.	Description of Service	Quantity	Unit Cost	Total Cost
1	Event Planning & Coordination	1		
2	Stage Setup & Décor	1		
3	Audio-Visual & Lighting	1		
4	Cultural Programme Management	1		
5	Guest Management & Registration	1		
6	Branding & Event Collateral	1		
7	Catering Coordination	1		
8	Photography & Videography (Optional)	1		
9	Manpower & Logistics	1		
10	Any Other Charges (Specify)	1		

Grand Total (INR / EUR): _____

Note: The quoted price should be inclusive of all applicable taxes, duties, and charges.

Issued by:

Embassy of India