



**Request for proposal**

India Taipei Association intends to conduct a cultural event (Diwali celebration) on **Sunday, November 5, 2023**. It is estimated that there will be 500 visitors to attend this event.

2. The following logistics arrangement is required for this event:

S. No.	Particulars	Quantity	Dimension
1	Main Stage	01	W 960 cm x D 630 cm
2.	Stage cover /tent	01	W1020cm x D1070 cm x H 600cmm
3.	Backdrop for stage	01	As per size of stage
4.	Audience Tent	01	10 m x 10 m
5.	Sound & light equipment for evening		As required for the event venue
6.	High Voltage power supply for restaurants		As required for the event venue
7.	Stall with 2 tables and 4 chairs each stall	10	3m x 3m
8.	Green room with light, fan and covered with flap	3	
9.	Chairs for Audience	100	
10.	Fireworks		Upto 5 -10 minutes
11.	Hand held firecrackers (like sparklers)		
12.	Movable toilets	10	
13.	Accessible toilets	2	
14.	Labour and Insurance for the event		
15.	Approval for fireworks and architecture permit		
16.	Cleaning of venue after event		
17.	Video and photography of the event		

3. Reputed Service providers are requested to email their proposal and quotation (In English language), to [secycul1.ita@mea.gov.in](mailto:secycul1.ita@mea.gov.in) & copy to [ddgpol.ita@mea.gov.in](mailto:ddgpol.ita@mea.gov.in) & [adadmn.ita@mea.gov.in](mailto:adadmn.ita@mea.gov.in), latest by 1700 hrs on **September 25, 2023**. The quote should include (i) previous experience of similar events (with photographers) and (ii) references. The agency should have necessary permits from local authorities to carry out such event management.

**4.** India Taipei Association reserve the right to cancel this tender inquiry at any stage without assigning any reason whatsoever.

**(Aparna Ganesan)**  
**Deputy Director General**  
**17 September 2023**