

**Embassy of India
Bucharest**

Tender for Empanelment of Event Management Agencies

1. Background

The Embassy of India in Bucharest proposes to organize a series of official events, including B2B meetings, cultural programs, seminars, and promotional events, for approximately 40–60 participants on a regular basis. The Embassy invites Expressions of Interest (EoI) from reputed and experienced event management agencies based in Romania for empanelment.

2. Scope of Services

The empanelled agencies may be required to provide:

- Venue and booking (approx. 50 persons capacity)
- Event setup (stage, podium, branding, registration desk, etc.)
- Audio-visual arrangements (sound system, microphones, LED screens, projectors)
- On-site technical and coordination support
- Catering services (tea/coffee, meals – as required)
- Photography/videography and other related services

3. Eligibility Criteria

Interested agencies should:

- Be legally registered in Romania
- Have at least 1 year of experience in this field
- Possess experience in organizing corporate/government events
- Have adequate technical and manpower resources
- Be able to operate in English

4. Submission Requirements

Interested agencies may submit the following:

- Company profile and registration details
- Brief description of relevant experience
- Details of services offered and available infrastructure
- Indicative rate for scope of service for different venues depending upon number of participants (40/50/75/100 on pro rata basis)
- Contact details

5. Selection Process

- This is an EoI for empanelment only
- Shortlisted agencies may be invited for further discussions to establish uniform rates based on the L1 bid, in accordance with the specific requirements of each event.
- The Embassy reserves the right to accept or reject any application without assigning reasons

6. Validity

The empanelment will be valid for an initial period of one year, extendable based on performance.

7. Submission Details

EoI may be submitted by email or in sealed envelope to:

Head of Chancery
Embassy of India, Bucharest
86, Strada Grigore Alexandrescu, District 1, Bucharest - 010627
Email: hoc.bucharest@mea.gov.in
Deadline: 13.05.2026

8. Disclaimer

This EoI does not constitute a commitment by the Embassy to award any contract. The Embassy reserves the right to cancel the process at any stage.
