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Tender

## **Framework Agreements for Events Management and Related Services for the British High Commission (New Delhi) and British Deputy High Commissions across India Network**

Foreign, Commonwealth and Development Office

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-045516

Procurement identifier (OCID): ocids-h6vhtk-04ec95 ([view related notices](#))

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### **Scope**

### **Reference**

CPG-12169-2025

### **Description**

The British High Commission in India brings together numerous UK Government departments including the Foreign Commonwealth and Development Office (FCDO) and the UK Department for Business and Trade (DBT). The British High Commission in New Delhi covers consular services for Northern India. The British High Commission, New Delhi has British Deputy High Commissions, at Kolkata, Chennai, Mumbai, Chandigarh, Hyderabad, Ahmedabad and Bengaluru. It also has a trade office in Pune and the British National Assistance office in Goa.

The BHC's departments organize and participate in a large number of events to raise awareness about the UK as a destination for education, tourism and to do business with.

Some of these events are organised independently however, we do work in partnership with industry associations (e.g. National Association of Software and Service Companies (NASSCOM), The Confederation of Indian Industry (CII), Global International Entrepreneurs Organization (TiE), Federation of Indian Chambers of Commerce & Industry (FICCI) and Federation of Indian Export Organisations (FIEO), Government of India/State Governments (and respective ministries), NGOs, other diplomatic missions, private companies and Institutions. The events that the BHC organizes are not restricted to cities where the BHC/ BDHC has offices but also Tier-2/Tier-3 cities where BHC does not have a physical office. BHC hosts many of its events at the diplomatic residences of the BHC/DHC senior staff as well as partner organisations like British Council and UK India Business Council.

FCDO in India anticipates that the initial framework agreement for Lot 1 to 5 will operate for a period of 36 months, commencing on 1st December 2025. In accordance with the provisions for open frameworks under the Procurement Act 2023, the Authority reserves the right to re-open the framework in the third year and may award a subsequent framework agreement on substantially the same terms for a further period of up to 24 months. In the framework suppliers will be empanelled for the following Five (5) Lots:

Lot 1: Events Planning, Management and Delivery, including Audio Visuals (AV) Equipment, Services Design and Integration, Print Production

Lot 2: Video Production and Photography Services

Lot 3: Public Relations and Market research

Lot 4: Influencer Marketing

Lot 5: Catering

Suppliers/Bidders for this tender should be legally registered in India with relevant trade and government bodies to operate in India. Registered businesses should be compliant with various laws and regulations, including taxations, labour laws and other relevant laws/acts

## **Commercial tool**

Establishes an open framework

A series of frameworks with substantially the same terms. Awarded suppliers are carried over and new suppliers can bid.

## **Total value (estimated)**

- £4,500,000 excluding VAT
- £4,500,000 including VAT

Above the relevant threshold

## **Contract dates (estimated)**

- 1 December 2025 to 30 November 2028
- Possible extension to 30 November 2030
- 5 years

Description of possible extension:

FCDO in India anticipates that the initial framework agreement will operate for a period of 36 months, commencing on 1st December 2025. In accordance with the provisions for open frameworks under the Procurement Act 2023, the Authority reserves the right to re-open the framework in the third year and may award a subsequent framework agreement on substantially the same terms for a further period of up to 24 months.

## **Main procurement category**

Services

## **Contract locations**

- IN - India

## **Not the same for all lots**

CPV classifications are shown in Lot sections, because they are not the same for all lots.

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## **Lot 1. Events Planning, Management and Delivery, including Audio Visuals (AV) Equipment, Services Design & Integration and Print Production**

### **Description**

The Contractor will provide end-to-end strategic event planning and delivery services for the British High Commission, with a strong emphasis on sustainability and green practices. Events must reflect the UK's commitment to climate action, innovation, and collaboration with India, using eco-friendly materials and minimizing environmental impact. Services include event design, AV production, logistics, branding, content creation, and VIP facilitation. The Contractor must adhere to strict timelines, branding guidelines, and operational protocols, ensuring seamless execution and post-event deliverables. Flexibility, creativity, and environmental responsibility are key expectations throughout the contract.

### **Lot value (estimated)**

- £900,000 excluding VAT
- £900,000 including VAT

Framework lot values may be shared with other lots

### **CPV classifications**

- 79952000 - Event services

## **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 2. Video Production & Photography Services**

### **Description**

The British High Commission in India seeks multimedia agencies across the country to capture and produce high-quality photographs and videos that showcase the UK-India partnership. Agencies must deliver content suitable for social media, websites, and media use, while adhering to UK branding and privacy standards. Assignments include filming high-level events, ministerial visits, and initiatives, often on short notice. Agencies must ensure confidentiality, cultural sensitivity, and timely delivery of raw and edited content. A strong presence across India, technical expertise, and prior experience with diplomatic or development organizations are essential.

### **Lot value (estimated)**

- £900,000 excluding VAT
- £900,000 including VAT

Framework lot values may be shared with other lots

### **CPV classifications**

- 79961000 - Photographic services

## **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

## **Lot 3. Influencer Marketing**

### **Description**

The British High Commission, India seeks an Influencer Marketing (IM) agency to drive trade and investment goals through strategic, low-cost influencer partnerships. The agency must have a diverse, ready-to-deploy influencer database across sectors and tiers, and handle all engagements in-house. Experience with government or diplomatic entities is preferred. The agency must also support international payments and deliver high-impact, multi-format campaigns with sensitivity to DBT India's budget and messaging.

### **Lot value (estimated)**

- £900,000 excluding VAT
- £900,000 including VAT

Framework lot values may be shared with other lots

### **CPV classifications**

- 79413000 - Marketing management consultancy services
- 79340000 - Advertising and marketing services

### **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Lot 4. Marketing Research & Public Relation**

## Description

The British High Commission, India seeks a full-service Public Relations Agency (PRA) to manage campaigns, media, influencers, and events across India. The agency must demonstrate strong pan-India reach, sectoral experience, and digital innovation. It should offer strategic marketing, research, and evaluation aligned with the Government Communication Service (GCS) framework. The PRA must also support international payments and collaborate with other vendors for large-scale campaigns.

## Lot value (estimated)

- £900,000 excluding VAT
- £900,000 including VAT

Framework lot values may be shared with other lots

## CPV classifications

- 79416000 - Public relations services
- 79310000 - Market research services

## Same for all lots

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## Lot 5. Catering Services

### Description

The British High Commission, India seeks catering providers for indoor and outdoor events, covering food and beverage services with a focus on sustainability, hygiene, and

quality. Contractors must offer eco-friendly practices, full-service setups (including staff, crockery, and cleanup), and be capable of handling both vegetarian and non-vegetarian menus. Preference is given to those offering both food and beverages. Strict adherence to health, safety, and security protocols is mandatory.

### **Lot value (estimated)**

- £900,000 excluding VAT
- £900,000 including VAT

Framework lot values may be shared with other lots

### **CPV classifications**

- 55520000 - Catering services

### **Same for all lots**

Contract locations and contract dates are shown in the Scope section, because they are the same for all lots.

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## **Framework**

### **Open framework scheme end date (estimated)**

30 November 2030

### **Maximum number of suppliers**

Unlimited

## **Maximum percentage fee charged to suppliers**

0%

## **Further information about fees**

NA

## **Framework operation description**

Please refer the documentation in tender pack

## **Award method when using the framework**

Either with or without competition

## **Contracting authorities that may use the framework**

The British Council and Department for British Trade in India

## **Contracting authority location restrictions**

- IN - India

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## **Participation**

## **Legal and financial capacity conditions of participation**

**Lot 1. Events Planning, Management and Delivery, including Audio Visuals (AV) Equipment, Services Design & Integration and Print Production**

**Lot 2. Video Production & Photography Services**

**Lot 3. Influencer Marketing**

**Lot 4. Marketing Research & Public Relation**

**Lot 5. Catering Services**

Suppliers/Bidders for this tender should be legally registered in India with relevant trade and government bodies to operate in India. Registered businesses should be compliant with various laws and regulations, including taxations, labour laws and other relevant laws/acts

## **Technical ability conditions of participation**

**Lot 1. Events Planning, Management and Delivery, including Audio Visuals (AV) Equipment, Services Design & Integration and Print Production**

**Lot 2. Video Production & Photography Services**

**Lot 3. Influencer Marketing**

**Lot 4. Marketing Research & Public Relation**

**Lot 5. Catering Services**

Please refer the documentation in tender pack

## **Particular suitability**

**Lot 1. Events Planning, Management and Delivery, including Audio Visuals (AV) Equipment, Services Design & Integration and Print Production**

**Lot 2. Video Production & Photography Services**

**Lot 3. Influencer Marketing**

**Lot 4. Marketing Research & Public Relation**

**Lot 5. Catering Services**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

21 August 2025, 5:00pm

### **Tender submission deadline**

4 September 2025, 5:00pm

### **Submission address and any special instructions**

Your tender must be submitted via the FCDO's e-sourcing portal (<https://fcdo.bravosolution.co.uk/web/login.html>) in accordance with the attached ITT Instructions. Tenders submitted by any other means will not be accepted. Please also note the requirement to register and submit commonly used information on the Central Digital Platform as described in the instructions for completing the invitation to tender.

Important information for all Potential Suppliers: In order to participate and gain access to the Invitation To Tender documentation in relation to this procurement, potential suppliers should access the FCDO's e-sourcing portal (link provided above). Once logged in, search for Project Reference No. 12169. If a potential supplier is not registered on the portal, click the 'Click here to register!' button, and follow the on-screen instructions to complete registration. Please note the portal operates a Two-Factor Authentication (2FA) login process and unregistered suppliers should read the guidance document available on the portal home page.

Registration takes approximately 5 minutes and is free of charge.

## **Tenders may be submitted electronically**

Yes

## **Languages that may be used for submission**

English

## **Award decision date (estimated)**

3 November 2025

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## **Award criteria**

<b>Name</b>	<b>Description</b>	<b>Type</b>	<b>Weighting</b>
Technical & Social Value	Weightage of this lot is allotted 70% to Technical+Social Value and 30% to Commercials	Quality	70%
Commercial	Weightage of this lot is allotted 70% to Technical+Social Value and 30% to Commercials	Cost	30%

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## **Other information**

### **Applicable trade agreements**

- Government Procurement Agreement (GPA)

## **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Open procedure

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## **Contracting authority**

### **Foreign, Commonwealth and Development Office**

- Public Procurement Organisation Number: PXRR-8771-PHVX

King Charles Street

London

SW1A 2AH

United Kingdom

Contact name: Nikhil Kalra

Email: [SouthAsia.Procurement@fcdo.gov.uk](mailto:SouthAsia.Procurement@fcdo.gov.uk)

Website:

<https://www.gov.uk/government/organisations/foreign-commonwealth-development-office>

Region: UKI32 - Westminster

Organisation type: Public authority - central government