



**EXPRESSION OF INTEREST (EOI)**  
**FOR**  
**EMPANELMENT OF STRATEGIC PARTNER**  
**FOR**  
**INDIA MARITIME WEEK (IMW) 2025**

**16 July 2025**

**INDIAN PORTS ASSOCIATION**

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## 1. Introduction

India has one of the largest merchant shipping fleets among the developing countries and is ranked 19th in terms of carrying capacity in dead weight tonnage. India's maritime sector is poised for a significant transformation following the unveiling of a comprehensive roadmap at Global Maritime India Summit, 2023 organized by Ministry of Ports, Shipping & Waterways.

The India Maritime Week (IMW), 2025 is a prestigious international event aimed at enhancing India's position in the global maritime industry and showcasing its commitment to sustainable development and innovation in the sector. To ensure the successful execution of this large-scale event, the Indian Ports Association (IPA) seeks to appoint an Industry partner to assist IPA for organising the event.

India Maritime Week (IMW) 2025 serves as a week-long series of discussions, workshops, activities emphasizing capacity building, policy alignment, and industry insights. In addition to this the Maritime stakeholders will also have the opportunity to showcase their product and services.

This document outlines the scope of work, and roadmap for selecting a suitable industry partner aligning with the objectives of IMW 2025 ensuring seamless delivery of the work as described in the scope of work.

**IPA seeks assistance from highly reputed and experienced industry associations/Industrial Chambers or Industry bodies as a strategic partner for the event Indian Maritime Week 2025.**

## 2. About the Indian Port Association (IPA)

The Indian Port Association (IPA) was constituted in 1966 under the Societies Registration Act, primarily with the objective of fostering growth and development of all Major Ports which are under the supervisory control of the Ministry of Ports, Shipping and Waterways. IPA serves as a think tank for the Major Ports, working towards integrating and enhancing the efficiency and productivity of the maritime sector. More information can be found at [www.ipa.nic.in](http://www.ipa.nic.in).

## 3. About Indian Maritime Week 2025 (IMW 2025)

India Maritime Week (IMW) 2025 is designed to be a dynamic and impactful international event aimed at strengthening India's maritime sector. It serves as a platform for capacity building, industry discussions, and knowledge sharing through workshops and training sessions, policy dialogues, thematic Sessions, technology innovations showcase, state/ regional sessions, Maritime Excellence awards, Digital Integration and report and publications etc. Likewise, the International Exhibitions at IMW 2025 will serve as a dynamic platform for stakeholders from across the globe to showcase their products, services, technologies, and innovations in the maritime sector. This exhibition will underline India's readiness to embrace global advancements and encourage international collaboration in the maritime space.

### Key Features:

1. **Global Participation:** Leading maritime companies, port operators, shipbuilders, technology providers, and logistics firms to set up stalls displaying their offerings.
2. **Sector-Specific Pavilions:** Dedicated zones for innovations in port automation, smart shipping, waterways, tourism, green technologies and offshore infrastructure development.
3. **Live Demonstrations:** Exhibitors will conduct live demos of cutting-edge technologies, including AI-driven port operations, autonomous vessels, and sustainable logistics solutions

4. **B2B Opportunities:** Visitors will have opportunities to engage with exhibitors, fostering business development, knowledge sharing, and partnerships.
5. **Country Sessions:** The Country Sessions will be a unique feature of IMW 2025, focusing on international collaborations and strengthening bilateral relationships with maritime nations

**Key Highlights:**

1. **Showcase of National Strengths:** Participating countries will highlight their expertise, investments, and technologies in the maritime domain.
2. **Policy Exchange and Cooperation:** Sessions will include presentations and discussions on maritime policies, trade strategies, and the best global practices.
3. **Investment Forums:** Delegates will explore opportunities for joint ventures, foreign direct investments, and other forms of collaborations.
4. **Delegation Meetings:** High-ranking government officials and business leaders from different countries will engage in focused discussions to identify collaboration areas.
5. These sessions will reinforce India's position as a global maritime hub and enable fruitful international partnerships.
  - a. **Thematic Sessions:** The Thematic Sessions will focus on critical and emerging issues in the maritime industry, bringing together thought leaders, policymakers, and industry experts for knowledge-sharing and strategic discussions.
  - b. **State Sessions:** The State Sessions will spotlight the maritime initiatives, policies, and opportunities within India's states and union territories, showcasing their contributions and collaborations to the country's overall maritime development.
  - c. **Maritime Excellence Achievers:** The Maritime Excellence Achievers program at IMW 2025 will recognize outstanding contributions and achievements in India's maritime industry through award categories, selection processes, success stories etc

**Key Benefits of IMW 2025**

- a) Facilitation of global collaborations, Investment Opportunities for domestic and international investors, Government to Government meetings to foster the collaboration between India and other countries. International Collaborations will lead to promote, policy discussions, and innovation showcases with latest products and solutions with government officials, industry leaders, and experts and attracting investments to boost India's economy.
- b) The event will include sessions on training and capacity-building initiatives, showcasing successful models and programs.
- c) This focus on human resource development will ensure that the industry has access to a pool of skilled professionals equipped to meet the evolving demands of the sector including growth frameworks. These discussions will address critical issues such as frameworks, policies, and sustainable development goals.

- d) The event will provide unparalleled networking opportunities for delegates, exhibitors, and attendees. Participants will have the chance to connect with industry leaders, potential partners, and clients through dedicated networking sessions, business matchmaking events, and informal gatherings. These interactions will foster new business relationships, partnerships, and collaborations, driving growth and innovation in the maritime sector.
- e) The event will feature cutting-edge innovations and technologies in maritime logistics, port management, and shipping. Exhibitors will showcase their latest products and solutions, including smart ports, green shipping technologies, and automation in logistics. Attendees will have the opportunity to explore these advancements, learn about their applications, and discuss potential implementations with technology providers and experts.
- f) The benefit is to highlight the importance of a skilled workforce in driving the growth and development of the maritime industry. The event will include sessions on training and capacity-building initiatives, showcasing successful models and programs. This focus on human resource development will ensure that industry has access to a pool of skilled professionals equipped to meet the evolving demands of the maritime sector.

#### 4. Objectives of Partnership:

The primary objective of this EOI is to identify and empanel/shortlist highly competent and experienced industry associations that possess the requisite expertise, resources, and track record to successfully organize an event of the scale and significance of Indian Maritime Week 2025.

***The engagement of Strategic Industry Partners under this EOI will be primarily on a non-commercial basis. No financial remuneration is committed except in cases where the partner facilitates sponsorships or exhibitor onboarding, provides value added services and such contributions are formally acknowledged by IPA.***

This EOI is not a request for proposal (RFP) and does not commit IPA to enter into any agreement or to pay any costs incurred in the preparation and submission of the EOI. Based on the evaluation of EOIs, empaneled/ shortlisted organizations will be invited to submit a detailed technical presentation.

Selected partners will collaborate with IPA to:

- Should have demonstrated technical capabilities and sectoral outreach for organizing Maritime Summit both at National and international level.
- Enhance Industry Participation: Drive engagement from maritime, logistics, trade, and defense sector
- Facilitate Thought Leadership: Promote knowledge exchange on global best practices, regulatory frameworks, and emerging technologies.
- Drive Investments: Demonstrated experience of securing investments/sponsorships for similar events.
- Showcase Innovation: Highlight cutting-edge technologies and best practices.
- Strengthening Collaboration: Foster partnerships between government, industry, and academia.

## 5. Scope of Work

Strategic Industry Partners on-boarded will play a key role in advisory, promotional, and sectoral mobilization. They are expected to support IPA in successful implementation of IMW 2025 by contributing by means of expertise, outreach, and engagement.

Applicants may choose to undertake anyone, multiple, or all components of the scope of work as per their organizational strengths and strategic relevance. The EOI response should clearly mention the specific components the organization proposes to execute.

The detailed scope components include.

### 5.1. Marketing and Outreach:

- Disseminate IMW 2025 updates through chambers/associations websites, newsletters, and social media.
- Organize informational webinars and workshops to highlight the benefits to their member firms for attending the summit.
- Ensure visibility of IMW 2025 in all chambers'/associations' existing and upcoming events/expos/meetings/conference.
- Encourage affiliate participation from allied sectors and geographies.
- Provide collaterals & creativity to IPA's onboarded IT firm to be published on the website / mobile application / social media handles of IPA.
- Produce high-quality physical marketing materials including brochures, flyers, posters, and digital banners for IMW 2025, and provide the same to IPA, as well as disseminate the same through their own channels.
- Organize press conference(s) in collaboration with IPA's media partner. Media events must be aligned with session themes and offer access to featured speakers. Partners will also contribute to media quotes, speaker bytes, and post-event op-eds.
- Develop a robust PR strategy, including drafting press releases, media advisories, and backgrounders.
- Facilitate and manage outreach with relevant international & global industry associations / chambers to promote IMW 2025 globally through targeted mailers & online posts tagging the target audience.

### 5.2. Sponsorship

- Sponsorship Package Development: Assist IPA and knowledge partner in developing attractive sponsorship packages tailored to different sponsorship tiers and the corresponding benefits to sponsors under each tier bracket.
- Sponsorship Acquisition: Identify and onboard potential sponsors (companies, government bodies, sectoral associations, international organizations) from the maritime and allied sectors. Facilitate meetings and presentations with potential sponsors with IPA and assist in onboarding such sponsors.
- Ensure all contractual obligations to sponsors are met, and provide dedicated support before, during, and after the event.

### 5.3. Roadshows

- Prepare detailed proposal for organizing roadshows (suggested locations, agenda, participants), and submit them to IPA for approval.
- Make all necessary arrangements and smooth organization of roadshow (adequate number of volunteers, venue, branding, layout, invitations, delegate management etc.)
- Promote the IMW 2025 in the roadshow and seek interest from participants in attending the IMW 2025

- Ensure media coverage of the roadshow with a special focus on promotion of IMW 2025
- Provide Minutes of meeting and session notes, list of delegates, list of attendees, list of potential investors to IPA after the roadshow has been conducted.

#### 5.4. Onboarding of exhibitors

- Develop a comprehensive exhibitor acquisition strategy.
- Curate a list of high-potential maritime technology startups from India and abroad and ensure the participation of such start-ups as exhibitors.
- Market and sell exhibition booths to relevant companies from the maritime, port, shipping, logistics, technology, and allied sectors<sup>1</sup>.
- Onboard participants for exhibition booths.
- Manage exhibitor registration, logistics, build-up, and dismantle.
- Provide necessary services and support to exhibitors (e.g., power, internet, cleaning, security).
- Exhibition design & layout: Understand the requirement of exhibitors being onboarded by industry partner and conceptualize, design, and manage the exhibition space. Communicate the required stall layout to the event organizers.
- Implement strategies to attract a high volume of relevant trade visitors to the exhibition.

#### 5.5. Other Support

- Participate in strategic advisory discussions convened by IPA.
- In close consultation with IPA and knowledge partner, contribute to the strategic vision for IMW 2025, defining overarching goals, target audience, and key messages.
- Facilitate the member firms in the registration process by providing guidance and support.
- Gather market intelligence and insights from member firms regarding their expectations, requirements and plans for participating in the summit and share the same with IPA.
- Provide a comprehensive list of potential attendees and associated member firms to IPA.
- Act as a liaison between IPA and member firms to address queries and provide necessary information.
- Provide onsite assistance to their member-firms during the conference and exhibition.
- Provide assistance to the onboarded IT firm for event website and mobile app by providing them with up-to-date information, registration links, agenda, speaker profiles, and exhibitor details.

## 6. Eligibility Criteria

Interested industry organizations must meet the following minimum eligibility criteria

### 1. Legal Status and Organizational Nature:

The applicant must be a nationally recognized industry association, chamber of commerce, or trade body registered under the Societies Registration Act, Indian Trusts Act, or as a Section 8 Company under the Companies Act, with a primary objective of promoting industry development, policy advocacy, and trade facilitation on a not-for-profit basis.

### 2. Inclusiveness of Organizational Type:

Organizations eligible to apply under this EOI include national-level industry chambers, sectoral associations, trade promotion councils, federations, NGOs working in maritime/logistics policy, and professional societies registered under relevant Indian statutes.

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<sup>1</sup> Refer to annexure V for detailed list of thematic areas for exhibition.

### **3. Sectoral Expertise Alignment and experience in Organizing Large Scale Event**

The organization must demonstrate domain knowledge or operational focus in maritime, shipping, inland waterways, logistics, port development, or allied infrastructure and trade sectors. The applicant must demonstrate a proven track record of organizing at least five (5) national or international exhibitions and conferences focused on maritime, shipping, logistics, or related sectors within the last ten years. These events should have involved collaboration or partnership with Government of India ministries, departments, or public sector undertakings.

### **4. Blacklisting:**

The organization has not been blacklisted or debarred, as of the date of submission of this EOI, from providing services by any Central or State Government entity, nationalized bank, autonomous body, public sector enterprise (PSE/PSU), or any other organization in India.

### **5. Membership Profile:**

The organization should have a broad-based membership comprising a minimum of 5,000 entities, including corporations, sectoral associations, and trade bodies, representing diverse sectors of the Indian economy at a national level.

### **6. Government Engagement and Recognition:**

The organization should have an established relationship with government entities, demonstrated by participation in policy advisory committees, government-led initiatives, or formal recognition by central government ministries relevant to the maritime or trade sectors.

### **7. Financial Stability:**

Applicants must submit audited financial statements for the last three financial years, evidence of stable financial health, with revenue primarily generated from membership fees, sponsorships, and event-related activities rather than commercial trading or service contracts.

***Notes: The engagement of Strategic Industry Partners under this EOI will be primarily on a non-commercial basis. No financial remuneration is committed except in cases where the partner facilitates sponsorships or exhibitor onboarding, provides value added services and such contributions are formally acknowledged by IPA.***

## **7. Benefits provided to the chambers and associations for collaborating with IPA for IMW 2025.**

### **7.1. Partner's Benefits- An overview:**

#### **7.1.1. Visibility and recognition**

- Acknowledge the contributions of chambers and associations in summit-related publications, websites, and promotional materials.
- Logo placement on the selected<sup>2</sup> events/sessions curated by them (digital & physical).
- Dedicated branding in conference halls and exhibition zones.
- Featured recognition in media partnerships
- Offer speaking slots at the summit for representatives of chambers and associations to share insights and expertise.

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<sup>2</sup> To be decided by IPA

### 7.1.2. Networking and Collaboration

- Provide access to exclusive networking sessions with industry leaders, policymakers, and international delegates.
- VIP passes for leadership team
- Private networking with ministers and global CEOs
- Early access to delegate database.
- Customized matchmaking services
- Facilitate business matchmaking opportunities for member firms to connect with potential partners and clients.

### 7.1.3. Access to Resources

- Provide access to summit materials, presentations, and reports to all participating chambers and associations.
- Post-event intelligence reports.
- Share post-event insights and analysis to help member firms leverage the knowledge gained during the summit.

### 7.1.4. Enhanced Industry Influence

- Collaborate with IPA on policy advocacy initiatives to address industry challenges and promote growth.
- Foster strategic partnerships with IPA and other stakeholders to drive industry development.

## 7.2. Milestone based quantifiable benefits:

To recognize the contributions and incentivize enhanced participation from Strategic Industry Partners under India Maritime Week (IMW) 2025, IPA has established a milestone-based, non-commercial benefit framework. These milestones align directly with the scope of work outlined in the EOI and are designed to reward qualitative and measurable outputs. While this EOI is non-commercial in nature, select milestones (such as sponsorship facilitation) may carry a success-based financial benefit.

Table 1: Criteria to avail benefits

S.No.	Milestone Category	Criteria	Benefits/Recognition
1.	Marketing & Outreach Activation	Promote IMW 2025 across 50+ digital and physical platforms including newsletters, events, or social media at the national level on association's media handles.	Logo on Partner Wall + Featured Acknowledgment on Website
2.	Informational Webinar/ workshop Execution	Conduct 25+ member webinar or promotional workshop for highlighting the benefits of attending the summit.	Webinar branding + quote in event newsletter
3.	Press Engagement	Conduct press conference with IPA's media partner	Press Room Branding + Media mention
4.	Designing collaterals & creative	Providing publishable creatives to IPA's onboarded IT firm for further dissemination. 5-7 posts/ week or 1-2 posts/day.	Digital media partner logo in banner.

5.	Global Promotion Outreach	Promote IMW 2025 across approximately 75 countries by reaching out to associations, chambers, and private sector entities through targeted email campaigns and strategic tagging on online platforms	Global Outreach Partner badge
6.	Sponsorship Facilitation	Facilitate confirmed sponsorship of ₹10L or more	Eligible for success fee (see below)
	Sponsorship Package Input	Contribute to sponsorship package strategy	Sponsor Advisor credit
7.	Roadshow Execution	Organize a minimum of 2 approved roadshows, each with documented minutes of meeting (MoM), media coverage, and participation of over 50+ attendees	On-ground Branding + Regional Partner status and association's name in IPA's press notes.
8.	Exhibitor Mobilization	Onboard new exhibitors through outreach	Booth branding + Exhibitor Zone recognition + Monetary incentives <sup>3</sup>
9.	Startup Pavilion Support	Curate at least 2 high-potential startups as exhibitors	Innovation Pavilion Co-Partner badge
10.	Visitor Promotion Campaign	Design & execute campaign to attract trade visitors	Recognition in Visitor Report

### 7.2.1. Success Fee – Sponsorship Facilitation

Table 2: Success fees from various sponsorship

S.No.	Details of Sponsorship Slab	Minimum Sponsorship Fees	Maximum Sponsorship
1.	Total sponsorship/advertisement/branding/exhibition space charges up to Rs 25 Lakhs	6%	10%
2.	Total sponsorship/advertisement/branding/exhibition space charges more than Rs 25 Lakhs and up to Rs 50 Lakhs	4%	6%
3.	Total sponsorship/advertisement/branding/exhibition space charges more than Rs 50 Lakhs and up to Rs 01 Crores	2%	4%
4.	Total sponsorship/advertisement/branding/exhibition space charges more than Rs 01 Crores	1%	2%

The sponsorship fees shall be calculated slab wise at lowest discovered rate subject to capping of maximum sponsorship fees for that slab, by dividing the received sponsorship/ advertisement/ branding/ exhibition space charges in appropriate slabs and then finally adding the sponsorship fees of every slab, in order to arrive at total sponsorship fees payable for any sponsor / exhibitor.

#### Illustration

If the sponsorship fees is Rs. 1.5 crores and the fees quoted by a bidder for the 4 slabs are 8%, 6%, 3% and 2% respectively, the total incentive to be paid will be calculated as follows;

<sup>3</sup> Monetary benefits as decided by IPA. The decision of IPA shall be non-negotiable in this matter.

Total incentive =  $(25 \times 0.08) + (25 \times 0.06) + (50 \times 0.03) + (50 \times 0.02) = \text{Rs.}6.00 \text{ lakhs}$

In case IPA decides to offer a rebate to any organization on their sponsorship/ advertisement/ branding/ exhibition space charges, the incentive will be payable on the actual amount received from the organisation.

In case the sponsorship partner proposes a rebate to be offered to any organisation who wish to opt for any sponsorship/ advertisement/ branding/ exhibition space under IMW 2025, IPA at its discretion may agree to the rebate, however the incentives to the sponsorship partner will be based on the actual amount received by IPA.

The sponsorship partner will be eligible to claim the incentive only after the entire amount is received by IPA and no incentives will be made for part payments received.

#### 7.2.2 Payment Schedule

Payments will be made by IPA on a monthly basis based on the amount received as sponsorship/ advertisement / branding / exhibition space charges from various organizations on boarded through the sponsorship partner. Incentives will be paid only after the full amount is received by IPA from individual organizations.

## 8. Conflict of Interest

1. An Applicant shall not have a conflict of interest that may affect the Selection Process (the "Conflict of Interest"). Any Applicant found to have a Conflict of Interest shall be disqualified.
2. IPA requires that the Agency provides professional, objective, and impartial advice and always hold IPA's interest paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work. The Agency shall not accept or engage in any assignment that would conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of IPA.
3. An Applicant shall be deemed to have a Conflict of Interest affecting the Selection Process, if:
  - A. the Applicant or Associates (or any constituent thereof) and any other Applicant or Associate (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Applicant or Associate (or any shareholder thereof having a shareholding of more than 5 per cent of the paid up and subscribed share capital of such Applicant or Associate, as the case may be) in the other Applicant or Associate is less than 5% (five per cent) of the subscribed and paid up equity share capital thereof. For the purposes of this Clause (a), indirect shareholding held through one or more intermediate persons shall be computed as follows:
    - a) where any intermediary is controlled by a person through management control or otherwise, the entire shareholding held by such controlled intermediary in any other person (the "Subject Person") shall be taken into account for computing the shareholding of such controlling person in the Subject Person; and subject always to Sub-clause (aa) above, where a person does not exercise control over an intermediary, which has shareholding in the Subject Person, the computation of indirect shareholding of such person in the Subject Person shall be undertaken on a proportionate basis provided, however, that no such shareholding shall be reckoned under this if the shareholding of such person in the intermediary is less than 26% (twenty six per cent) of the subscribed and paid up equity shareholding of such intermediary; or
  - B. a constituent of such Applicant is also a constituent of another Applicant
  - C. such an Applicant or its Associate receives or has received any direct or indirect subsidy or grant from any other Applicant or its Associate; or
  - D. such Applicant has the same legal representative for purposes of this Application as any other Applicant; or
  - E. Such Applicant has a relationship with another Applicant, directly or through common third parties, that puts them in a position to have access to each other's information about, or to influence the Application of either or each of the other Applicant; or
  - F. There is a conflict among this and other assignments of the Applicant (including its personnel and other members, if any) and any subsidiaries or entities controlled by

such Applicant or having common controlling shareholders. The duties of the will depend on the circumstances of each case. While providing goods or services to IPA for this particular assignment, the Agency shall not take up any assignment that by its nature will result in conflict with the present assignment; or

- G. A partner which has been engaged by IPA to provide goods or works or services for a project, and its Associates, will be disqualified from providing goods or services for the same project save and except as provided in the EOI document; conversely, a firm hired to provide goods or services for the preparation or implementation of a project, and it's or Associates, will be disqualified from subsequently providing goods or works or services related to the same project; or
- H. the Applicant or Associate (or any constituent thereof), and the Applicant or concessionaire if any, for the Project, its contractor(s) or sub-contractor(s) (or any constituent thereof) have common controlling shareholders or other ownership interest; provided that this disqualification shall not apply in cases where the direct or indirect shareholding or ownership interest of an Applicant or Associate (or any shareholder thereof having a shareholding of more than 5% (five per cent) of the paid up and subscribed share capital of such Applicant or Associate, as the case may be,) in the Applicant or concessionaire, if any, or its contractor(s) or sub-contractor(s) is less than 5% (five per cent) of the paid up and subscribed share capital of such concessionaire or its contractor(s) or sub- contractor(s); provided further that this disqualification shall not apply to ownership by a bank, insurance company, pension fund or a Public Financial Institution referred to in section 2 (72) of the Companies Act 2013. For the purposes of this Sub-clause (h), indirect shareholding shall be computed in accordance with the provisions of Sub-clause (a) above

## 9. Submission Requirements

While this EOI is intended for non-commercial partnership, applicants may optionally include a financial quote or value estimate for any proposed activity. This will be recorded for reference but will not influence the selection, which will be based on technical presentation and subsequent discussion with IPA/ MoPSW.

These submissions will not influence the evaluation or selection process but may be considered for future reference.

***Note: "As previously stated in Clause. No 4, The engagement of Strategic Industry Partners under this EOI will be primarily on a non-commercial basis. No financial remuneration is committed except in cases where the partner facilitates sponsorships or exhibitor onboarding, provides value added services and such contributions are formally acknowledged by IPA."***

## 10. Cover Letter:

Interested entities must submit their proposal in a closed envelope under a cover letter on their official letterhead, expressing their intent to partner in the organization of India Maritime Week 2025. The Envelope is to be addressed to;

The Head Officer (Procurement and Projects)  
Indian Ports Association  
1<sup>st</sup> Floor, South Tower, NBCC Place  
Bhisham Pitamah Marg, Lodhi Road  
New Delhi- 110003

## 11. Components of EOI

### A. Summary Table

S.no.	Criteria	Summary Remark	Reference
4.	Year of Registration	[Insert date of incorporation]	Refer Pg No.13 Organisation profile of Clause 10
5.	Number of members	[Insert number of associated members]	Refer Pg No.8 Clause 6 Eligibility Criteria
6.	Numbers of Port events done in last 10 years	[Insert number of events handled]	Refer Pg No.13-point C experience and expertise of Clause 10
7.	Financial Capacity Should have positive net worth and positive PAT	[Yes/No]	Refer Pg No. 23 – Annexure IV: Declaration of blacklisting
8.	Blacklisting in last 3 years	[Yes/No]	Refer Pg No. 13 – Point E Financial Capability of Clause 10
9.	Conflict of Interest	[Yes/No]	Refer Pg No. 22 – Annexure III: Declaration of No Conflict of Interest

### B. Organizational Profile:

- Name, legal status, and registration details of the organization.
- Year of establishment.
- Brief overview of the organization's mission, objectives, and key areas of work.
- Organizational structure and leadership team.
- GSTIN, PAN, and other relevant tax registrations.
- CSR/sustainability initiatives.

### C. Experience and Expertise

- Detailed list of major national and international events organized in the last five financial years, including:
  - Event Name, Date, and Venue.
  - Client/Host Organization
  - Brief description of the event (scope, objectives, key activities)
  - Number of delegates/exhibitors
  - Estimated event budget/value
  - Specific roles and responsibilities undertaken by your organization.
  - Client contact details for verification (optional but encouraged).
- Highlight any specific experience in the maritime, logistics, or port sectors.
- Describe your organization's core competencies in event conceptualization, logistics, marketing, and execution.

#### **D. Proposal Document:**

- Detailed engagement plan for IMW 2025.
- Past experience in similar partnerships.
- Key performance indicators (KPIs) proposed in the table number 1 of the clause 7.2

#### **E. Financial Capability:**

- Audited financial statements (Balance Sheet and Profit & Loss Account) for the last three financial years (FY 2022-23, 2023-24, 2024-25), duly certified by a Chartered Accountant.
- Should have positive net worth and positive PAT
- Statement of average annual turnover from event management activities for the last three financial years.

#### **F. Resources and Infrastructure**

- Details of key personnel who would be dedicated to this project, including their roles, experience, and qualifications.
- Description of in-house infrastructure, technology, and software relevant to event management.
- Information on any strategic partnerships or alliances that would enhance your capability to organize IMW 2025.

#### **G. Approach and Understanding (Preliminary):**

- A brief write-up (approx. 500 words) outlining your preliminary understanding of the Indian Maritime Week 2025 and your proposed approach to organizing it, highlighting any innovative ideas or value additions.
- Mention events/conferences/exhibitions/webinars that will be held before October, with brief justifications.

#### **H. Declarations:**

- Declaration confirming that the organization has not been blacklisted by any Government authority or PSU in India.
- Declaration of No Conflict of Interest
- Declaration confirming the accuracy and authenticity of all information provided.

## 12. Evaluation Process

As decided by Indian Port Association a panel / Technical committee will be constituted to evaluate and finalize the received proposals based on the prescribed evaluation parameter. Decision of the committee/ panel as prescribed by IPA shall be final and binding on everyone. In case of any dispute arising out of evaluation shall be permissible only in the **New Delhi**.

Shortlisting of Strategic Industry Partners will be based solely on the quality of their technical proposal and presentation before the evaluation committee constituted by IPA. **No financial score will be considered in evaluation.**

Applicants may apply for anyone, multiple, or all components of the scope of work (mentioned above) based on their core competencies. Selection will not be biased toward the number of components applied for but evaluated on relevance, feasibility, and proposed execution strategy.

However, committee on consultation with IPA/ stipulated authority may up on its discretion during any stage of this EoI document may decide to cancel this bid. Any matter arising out of cancellation of bid shall not be permissible in the matter of law and there will not be any legal implications/ imputations against IPA or its members.

## 13. Timeline

Partners may seek clarifications from IPA and may send their queries to

1. Prema Kumar Pillai  
[prem.mpt@gmail.com](mailto:prem.mpt@gmail.com)  
Mobile: 9822388841
2. Amit Kumar Sethi  
[amitsethi.ipa@gmail.com](mailto:amitsethi.ipa@gmail.com)  
Mobile: 8335056653

The last date for receipt of queries will be 22/07/2025.

The final proposal must be submitted by 29/07/2025.

# ANNEXURES

## **Annexures:**

- **Annexure I:** Applicant Information Form
- **Annexure II:** Technical Proposal Template
- **Annexure III:** Proposal submission form
- **Annexure IV:** Declaration of blacklisting
- **Annexure V:** Thematic areas of exhibition
- **Annexure VI:** Draft MoU Format

Please ensure all forms are duly completed and signed by the authorized representative.

We look forward to your innovative proposals and to partnering in the success of India Maritime Week 2025.

## Annexure I: Applicant Information Form

Please fill in all fields. Incomplete forms may be disqualified.

Field	Details
<b>Name of Organization</b>	
<b>Year of Establishment</b>	
<b>Legal Status (e.g. Society, Company)</b>	
<b>Registered Address</b>	
<b>Corporate Identification Number (CIN)</b>	
<b>PAN</b>	
<b>GST Number</b>	
<b>Website</b>	
<b>Primary Contact Person</b>	<b>Name:</b>
	<b>Designation:</b>
	<b>Mobile:</b>
	<b>Email:</b>
<b>Alternate Contact Person</b>	<b>Name:</b>
	<b>Designation:</b>
	<b>Mobile:</b>
	<b>Email:</b>
<b>Bank Details</b>	<b>Bank Name:</b>
	<b>Branch &amp; Address:</b>
	<b>Account No.:</b>
	<b>IFSC Code:</b>
<b>Annual Turnover (Last FY)</b>	
<b>Profit After Tax (Last FY)</b>	
<b>Number of Full-time Employees</b>	
<b>In-house Capabilities</b>	<b>(Design, Logistics, AV, Digital, etc.)</b>

**Authorized Signatory:**

**Name:**

**Designation:**

**Date:**

**Signature & Stamp:**

## Annexure II: Technical Proposal Template

### 1. Understanding of Assignment

Provide a concise statement (max 500 words) demonstrating your grasp of:

- India Maritime Week’s objectives and stakeholder landscape
- Key challenges for a high-profile maritime conference
- Success factors for programme design, partnerships and outreach

### 2. Methodology & Work Plan

#### 2.1. Overall Approach

- Describe your phased approach (Planning, Execution, Closure).
- Highlight risk-management and quality-assurance mechanisms

#### 2.2. Detailed Work Plan

Phase	Major Activities
Planning	Theme finalization, speaker mapping, venue shortlisting
Execution	Logistics setup, media launches, sponsorship drives
Closure	Post-event reporting, asset handover

### 3. Project Team & Organization

Role	Name	Experience (Yrs)	Key Responsibilities
Project Director			Overall leadership, client liaison
Programme Manager			Agenda curation, speaker liaison
Logistics Lead			Venue, housing, transport
Marketing Lead			Communications, media engagement
Digital Platform Lead			Website, app, live streaming

Attach CVs of core team members (max five pages each).

#### 4. Past Experience

For each of three relevant events (min. 800 participants), provide:

- Event Name, Date & Location.
- Event brochures
- Event Photographs
- Any citation/ articles in reputed newspaper/magazine/digital media platform
- List of important dignitaries who have attended the event.
- Client & Value of Contract.
- Scope of Work & Outcomes.
- Reference Contact (Name, Email, Phone)

## Annexure III: Proposal Submission Form

(To be provided on the bidder's company letter head with signature and seal)

To,

The Managing Director  
Indian Ports Association  
1st Floor, South Tower  
NBCC Place, Bisham Pitamah Marg  
Lodhi Road, New Delhi 110003

**Sub: Proposal for Empanelment of Strategic Partner for India Maritime Week (IMW), 2025 under IPA**

Dear Sir,

We here by agree to undertake, the following scope of work primarily on non commercial basis as mentioned in the EOI dated 16<sup>th</sup> July 2025 floated by IPA.

S.No.	Scope Component	Scope Description	Yes/No
1.	Clause 5.1.	Marketing and Outreach	[Yes/No]
2.	Clause 5.2	Sponsorship	[Yes/No]
3.	Clause 5.3	Roadshows	[Yes/No]
4.	Clause 5.4	Onboarding of exhibitors	[Yes/No]
5.	Clause 5.5	Other Support	[Yes/No]

Further our commercial quotation for following services are as follows (*Interested parties may provide commercial quotations in INR per unit basis*)-

Item 1 [Description]: INR/unit

Item 2 [Description]: INR/unit

Item 3 [Description]: INR/unit

We hereby agree that the above commercial quotation is subject to revision and finalization post negotiation with Indian Ports Association.

Yours faithfully,

(Signature of the Bidder, with Official seal)

Witness with signature

1) Name & Address

2) Name & Address

\_\_\_\_\_

\_\_\_\_\_

## Annexure IV: Tender Acceptance and Declaration on Litigation & Blacklisting

(To be provided on the bidder's company letter head with signature and seal)

To,  
The Managing Director  
Indian Ports Association  
1st Floor, South Tower  
NBCC Place, Bisham Pitamah Marg  
Lodhi Road, New Delhi 110003

**Sub: Proposal for Empanelment of Strategic Partner for India Maritime Week (IMW), 2025 under IPA**

Dear Sir,

WE DECLARE THAT:

- B. I/We have not been involved in any litigation as on the date of submission of the bid that may have an impact of affecting or compromising the delivery of service as required under this tender.
- C. Information regarding any litigation and arbitration against the IPA as on the date of submission of the bid, the parties concerned and disputed amount is as given below:
  - I. \_\_\_\_\_
  - II. \_\_\_\_\_
- D. I/We am / are not blacklisted or debarred as on the date of submission of bid from providing service by any Central / State Government / Autonomous bodies / PSEs / PSUs /Nationalized Banks / Public Limited or Private Limited Companies, etc., in India.
- E. I/We have downloaded / obtained the EOI(s) for the above-mentioned EOI /work from the website(s) namely: as per your advertisement, given in the above-mentioned website(s).
- F. I/We hereby certify that I/we have read the entire terms and conditions of the EOI document from Page No. to (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement, and I/we shall abide hereby and agree the terms / conditions / clauses contained therein.
- G. The corrigendum(s) issued from time to time by Indian Ports Association for the above subject work has also been taken into consideration, while submitting this acceptance letter.
- H. I / We hereby certify that there is no deviation from the EOI conditions either technical or commercial or tender enquiry.
- I. I / We hereby unconditionally accept the EOI conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
- J. I / We certify that all information furnished by me / us is true & correct and in the event that the information is found to be incorrect / untrue or found violated, then Indian Ports Association shall without giving any notice or reason therefore, summarily reject the bid or terminate the contract,

without prejudice to any other rights or remedy including the forfeiture of the full earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official seal)

Witness with signature

1) Name & Address

\_\_\_\_\_

\_\_\_\_\_

2) Name & Address

\_\_\_\_\_

\_\_\_\_\_

## Annexure V: Thematic areas of exhibition

The following points outline the thematic zoning and sector-based clustering for exhibitors, including but not limited to:

- Port Infrastructure & Shipping
- Shipbuilding and Repair
- Shipyard Installations and Equipment
- Ship Fittings, interiors and Equipment
- Marine Technology with focus on Sustainability & Decarbonization (viz. green technologies)
- Prime Movers, transmission and auxiliary systems
- Propulsors, Maneuvering Devices, Stabilizers, and Energy Saving Devices
- Marine Safety and Security
- Electrical Engineering and Electronics
- Ports and Port Technology
- Marine Services
- Boat Building
- Smart Shipping & Digital Navigation
- Maritime Startups & Innovation
- Cruise & Coastal Tourism
- Logistics, Warehousing & Cold Chain
- Skill Development & Academia
- Public Sector Undertakings (PSUs) and MoPSW Pavilions
- International Country Pavilions.

## Annexure VI: Draft Memorandum of Association Format

This Memorandum of Understanding ("MoU") is made and entered into at [Insert Place] on this [Insert Date] by and between:

**[Partner Organization Name]**  
Located at: [Insert Address]  
Represented by: [Insert Name & Title]  
("Partner")  
**AND**  
**Indian Port Association (IPA)**  
Located at: [Insert Address]  
Represented by: [Insert Name & Title]

**Together hereinafter referred to as "the Parties" and individually, a " Party"**

### 1. Purpose

The purpose of this MoU is to establish a strategic partnership between IPA and .....Partner to collaboratively explore opportunities in organising [INDA MARITIME WEEK2025. This partnership aims to leverage the strengths of both organizations to achieve mutual goals and drive innovation.

---

### 2. Background

The Indian Ports Association (IPA), under the aegis of the Ministry of Ports, Shipping and Waterways (MoPSW), Government of India, is organizing India Maritime Week (IMW) 2025, a flagship international maritime event to be held from 27th to 31st October 2025 at the Bombay Exhibition Centre, Mumbai. IPA intends to partner with reputed industry associations and chambers of commerce to collaborate on non-commercial strategic engagement under this MoU.

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### 2. Objective

This MoU outlines the broad understanding between IPA and the Strategic Partner for non-commercial collaboration, with the objective of leveraging the Partner's network, expertise, and outreach for successful organization and sectoral mobilization during IMW 2025.

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### 3. Scope of Work

[As per participant's proposal and agreement with IPA]

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### 4. Term & Validity

This MoU shall remain valid from the date of signing until [Insert Date], unless extended by mutual consent.

---

### 5. Non-commercial commitment as per clause 4 of the EOI

As previously stated in Clause. No 4, The engagement of Strategic Industry Partners under this EOI will be primarily on a non-commercial basis. No financial remuneration is committed except in cases where the partner facilitates sponsorships or exhibitor onboarding, provides value added services and such contributions are formally acknowledged by IPA.

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### 6. Confidentiality

Both parties agree to maintain confidentiality of proprietary or sensitive information exchanged under this MoU, unless such information is already in the public domain or required to be disclosed under applicable law.

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### 7. Termination

Either party may terminate this MoU with a 15-day prior written notice. All commitments made before the date of termination shall be duly honored.

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**8. Dispute Resolution**

Any differences arising from this MoU shall be resolved amicably through mutual discussions. If a resolution cannot be reached, the matter shall be referred to the Ministry of Ports, Shipping and Waterways (MoPSW) for final guidance. In the event of a dispute, legal jurisdiction shall lie exclusively with the courts in New Delhi.

---

**9. Legal Status**

This MoU is not legally binding and does not constitute any partnership or joint venture. It is a statement of intent based on mutual cooperation.

---

**IN WITNESS WHEREOF**, the Parties have executed this Memorandum of Understanding as of the date first written above.

**[Partner Organization Name]**

Signature: \_\_\_\_\_

Name: [Insert Name]

Title: [Insert Title]

Date: \_\_\_\_\_

**Indian Ports Association.**

Signature: \_\_\_\_\_

Name: [Insert Name]

Title: [Insert Title]

Date: \_\_\_\_\_