



Indian Ports Association

Request for Proposal (RFP)

for

Empanelment of Event Management Agencies for Executing National Level Events

TENDER NOTICE NO: IPA / Domestic Event Execution Partners / 2026

Date: 08.04.2026

1st Floor, South Tower, NBCC Place
B.P Marg, Lodhi Road
New Delhi – 110003
Phone: 011-24369061

April 2026

Contents

Chapter	Content Details	Page No.
	Disclaimer	2
	RFP Notice	3
1	Introduction	5
2	Glossary	6
3	Instructions to the Bidders	8
4	Selection & Empanelment Process	22
5	Scope of Work	31
6	General Conditions of Contract	38
7	Special Conditions of Contract	44
8	Annexures and Forms	
	Annexure – A	48
	Form -1	50
	Form -2	53
	Form -3	54
	Form -4	55
	Form -5	57
	Form -6	59
	Form -6A	60
	Form -7	61
	Form -8	62
	Form -8A	63
	Form -8B	64
	Form -9	65
	Form -10	67
	Form -11	69
	Form -12	70
	Annexure B	71
	Annexure B1	72
	Annexure C	87
	Annexure D	89

Disclaimer

This Request for Proposal (RFP) is being issued by the Indian Ports Association (IPA) to interested and eligible Event Management Agencies for “Empanelment of Event Management Agencies for Executing National Level Events” on such terms and conditions and for the achievement of objectives set forth in this RFP or that may subsequently be provided to Bidder(s), whether verbally or in documentary form, by or on behalf of IPA or any of its authorized employees or advisors.

It is hereby clarified that this RFP is not an agreement and is not an offer or invitation by IPA to any parties hereunder. The purpose of this RFP is to provide the Bidder(s) with information to assist in the formulation of their proposals. While IPA has taken due care in the preparation of the information contained herein and believes it to be accurate, neither IPA nor any of its representatives, officers, employees, agents or advisors make any representation or warranty, express or implied, as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive and interested parties are required to make their own inquiries and satisfy themselves fully before submitting their proposals. The information is provided on the basis that it is non-binding on IPA, its authorities, employees, agents or advisors.

IPA reserves the right to update, amend or supplement the information contained in this RFP or to cancel, modify or withdraw the empanelment process at any stage without assigning any reasons thereof. IPA also reserves the right to reject any or all proposals and shall not be obliged to discuss the proposal further with any applicant.

The issue of this RFP does not imply that IPA is bound to empanel or select any agency or award any work. Empanelment under this RFP shall not be construed as a guarantee for award of any minimum number of events or assignments.

No reimbursement of any cost of any type shall be paid to persons or entities submitting the Proposal. All costs associated with preparation and submission of the proposal shall be borne solely by the applicant.

**Managing Director,
Indian Ports Association**

RFP Notice

Notice Inviting Request for Proposal (RFP) for Empanelment of Event Management Agencies for Executing National Level Events under Indian Ports Association (IPA)

Indian Ports Association (IPA) invites Requests for Proposal (RFP) from interested and eligible agencies for undertaking the subject work.

The RFP document providing the Terms of Reference (ToR), qualification criteria, terms and conditions including evaluation criteria and application fee are available on the websites <http://ipa.nic.in> and <https://eprocure.gov.in/eprocure/app>. Reputed and interested agencies may download the RFP from the above websites.

The details of RFP are as follows:

	Particulars	Details
1	Name of Work	Empanelment of Event Management Agencies for Executing National Level Events under IPA
2	Tender Notice No.	IPA / Domestic Event Execution Partners / 2026 Dated 08.04.2026
3	Cost of Tender Document	Rs. 10,000/- (Rs. Ten Thousand Only) (Non-refundable)
4	Earnest Money Deposit (EMD)	Rs. 2,00,000/- (Rs. Two Lakhs Only)
5	Performance Guarantee	5% (Five Percent) of the awarded cost / agreement value
6	Method of Empanelment	QCBS (60:40)
7	Contract Period	Empanelment initially for a period of one year from the date of signing of agreement, extendable for a further period of 1 year, on the requirement of IPA on mutually agreed basis at the same rates, terms and conditions, subject to satisfactory performance.
8	RFP / Tender Availability Date	08.04.2026 by 15:00 hrs.
9	Last Date of Receiving Queries	15.04.2026 by 13:00 hrs.
10	Pre-Bid Meeting Date	16.04.2026 at 15:00 hrs.
11	Response to Queries	23.04.2026
12	Last Date of Submission / Proposal Due Date	06.05.2026 by 15:00 hrs.
13	Opening of Technical Bid	06.05.2026 by 15:30 hrs.
14	Technical Presentation	To be notified

15	Opening of Financial Bid	To be notified
16	Letter of Empanelment	To be intimated to Empanelled Agencies
17	Date of Start of Work	To be intimated to Empanelled Agencies
18	Validity of Tender	120 days from the due date
19	Contact Details	<p>1.Shri Prema Kumar Pillai Email: prem.mpt@gmail.com Mobile: +91 98223-88841</p> <p>2. Ms. Basanti Karn Email: library.ipa@gov.in Mobile: +91 98188-18548</p> <p>3.Shri Sanket Mishra Email: eventindia@ipa.org.in Mobile: +91 77488-13458</p>
20	Communication Address	The Managing Director, Indian Ports Association, 1st floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodi Road, New Delhi – 110 003. Tel. No.: 011-24369061/63, 24368334, FAX: 011-24365866 Email: ipa@nic.in

**Managing Director,
Indian Ports Association**

1. Introduction

The Indian Ports Association (IPA) regularly organizes and participates in National level events, conferences, exhibitions, workshops, investor meets and promotional activities related to the maritime and port sector. These events serve as important platforms for policy dialogue, stakeholder engagement, knowledge sharing, investment promotion and showcasing India's maritime capabilities.

To ensure professional planning, high-quality execution and seamless delivery of such events, IPA proposes to engage and empanel Event Management Agencies through this Request for Proposal (RFP).

The empanelled agencies shall provide end-to-end event management services including conceptualization, planning, infrastructure and venue management, technical and digital setup, media and promotions, hospitality and logistics, content and creative support, manpower deployment and overall coordination, as detailed in the Scope of Work.

This RFP aims to empanel qualified Event Management Agencies capable of executing events of varying scale and complexity with efficiency, transparency and cost-effectiveness. Work Orders shall be issued on an event-wise basis to any of the empanelled agencies, as selected by IPA in accordance with the criteria specified in this RFP, including relevance of prior experience, suitability for the assignment, technical capability, past performance, and other parameters outlined in this RFP.

The Contract Agreement shall be in force initially for a period of one year from the date of signing of agreement, which may be extendable for a further period of 1 (one) year, on the requirement of IPA, on a mutually agreed basis at the same rates, terms and conditions as decided by IPA, subject to satisfactory performance of the agencies and requirement of IPA.

2. Glossary

In this bid document and in the ‘Contract’, unless the context otherwise requires:

- i) “Authorized Representative” means any Officer of IPA authorized by the Competent Authority, who is responsible for supervising, administering the Contract, certifying payments due to the Event Management Agency, and performing other functions as specified in this Contract.
- ii) “Bid” (including the term ‘tender’, ‘offer’, ‘quotation’ or ‘proposal’ in certain contexts) means an offer for empanelment and rendering event management services made in accordance with the terms and conditions set out in the Bid Documents.
- iii) “Bid Documents” (including the term ‘Request for Proposal Documents’ in certain contexts) means this document issued by IPA, including any amendments thereto, that sets out the terms and conditions of the e-tender and includes the Notice Inviting Tender (NIT).
- iv) “Bidder” (including the term ‘tenderer’, ‘applicant’, or ‘agency’ in certain contexts) means any person (in the form of sole proprietor) or firm or company or any other legal entity (registered under the Companies Act, Societies Registration Act, LLP Act, etc.), participating in the e-tendering process with IPA for empanelment.
- v) “Bidder Registration Document” means a document issued by IPA, including any amendment thereto, that sets out the terms and conditions of registration proceedings and includes the invitation to register for participation in the e-tender.
- vi) “Competent Authority” means the Managing Director or any officer(s) authorized by the Managing Director of Indian Ports Association, New Delhi, which is registered under the Societies Registration Act, 1860.
- vii) “Contract” (including the term ‘Work Order’ under certain contexts) means a formal legal agreement as may be amended, supplemented or modified in writing, executed between Indian Ports Association and the empanelled Event Management Agency, together with the documents referred to therein including General Conditions of Contract, Special Conditions of Contract, Work Order(s), instructions issued from time to time by IPA, and all such documents taken together shall be deemed to form one Contract and shall be complementary to one another, in compliance with applicable laws of India.
- viii) “Contract Period” means a period of up to 12 months from the date of signing of the Contract Agreement, which may be extendable for a further period of one (1) year, based on the requirement of IPA, on a mutually agreed basis, at the same rates, terms and conditions, subject to satisfactory performance of the Event Management Agency and continued requirement of IPA.
- ix) “Contract Price” means the amount payable to the Event Management Agency as specified in the Work Order(s), subject to such additions or deductions as may be made in accordance with the provisions of the Contract.

- x) “Event Management Agency” means the person or persons, firm or company whose bid has been accepted by the Competent Authority for empanelment and includes the agency’s authorized representatives, successors and permitted assigns for execution of the Contract.
- xi) “Cost of Tender Document & Bid Processing Fee” means the amount specified in this RFP to be paid by the bidder as a non-refundable fee for participating in the tender process, unless exempted as per applicable Government of India rules.
- xii) “Day” means a period of 24 hours from midnight to the next midnight.
- xiii) “e-Tender” means conducting procurement processes by IPA with bidders for empanelment and award of event management services using electronic means through the Central Public Procurement Portal (CPPP) or any other designated e-procurement portal, ensuring transparency, efficiency, and fairness.
- xiv) “Earnest Money Deposit (EMD)” means a security submitted by a bidder to ensure compliance with the obligations resulting from participation in the tender process, including validity of the bid, acceptance of empanelment, and execution of the Contract, in accordance with the provisions of the Bid Documents.
- xv) “Head of the Department” means Executive Director / Chief Administrative Officer / Head Officer (Procurement) or any other officer assigned such duties by the Managing Director of the Indian Ports Association.
- xvi) “Head of the Organization” means Managing Director of the Indian Ports Association.
- xvii) “Month” means a calendar month as per the Gregorian calendar.
- xviii) “Notice Inviting Tender (NIT)” (including the term ‘Invitation to Bid’ or ‘Request for Proposal’) means the document published by IPA inviting bids from eligible agencies for empanelment for providing event management services.
- xix) “Responsive Bid” means a bid that is complete in all respects and conforms to all material requirements, specifications, and terms and conditions of the Bid Documents without any material deviation, reservation, or omission.
- xx) “Tender” means the bidder’s formal offer submitted to IPA in response to this RFP for empanelment and provision of event management services in accordance with the provisions of the Contract.
- xxi) “Work Order” means the written order issued by IPA from time to time to an empanelled Event Management Agency for execution of specific event management services under the Contract.
- xxii) “Week” means a period of seven consecutive calendar days.

3. Instructions to the Bidders

A. General

Electronic Tenders (Online) are invited by the Indian Ports Association (IPA) from eligible bidders for Empanelment of Event Management Agencies for Executing National Level Events under IPA. Empanelment shall not be construed as a guarantee for award of work, and work orders shall be issued on an event-wise basis among the empanelled agencies.

i) The Bid Document containing the entire details is available on the e-Tender Portal www.ipa.nic.in and www.eprocure.gov.in for downloading during the period specified in the RFP Notice.

ii) The Bidders must fulfil the qualification and other requirements stipulated in the pre-qualification criteria of the Bid Document. The tender shall remain valid for a period of 120 days from the date of opening of the Technical Bid / Techno-commercial Bid.

iii) The contract Agreement shall be in force initially for a period of one (1) year from the date of issue of the work order, which may be extendable for a further period of one (1) year, on the requirement of IPA, on a mutually agreed basis at the same rates, terms and conditions as decided by IPA, subject to satisfactory performance of the agencies and requirement of IPA.

3.1 Pre-Bid Meeting

A pre-bid meeting will be conducted on the date, time and place as specified in the RFP Notice at the Indian Ports Association, New Delhi. Interested bidders may send their queries to the designated email ID within the stipulated date and may participate in the pre-bid meeting. The meeting may be attended physically at the IPA office or through Video Conference.

The replies to queries shall be published on the website and shall form part and parcel of the Bid Document and Contract Agreement. Any queries received after the due date shall not be considered and no reply to such queries shall be given.

Pre-bid queries, if any, shall be submitted only in the format prescribed in Form-12 (Pre-Bid Query Form) provided in Annexure-A, within the stipulated time and through the mode specified in this Tender Document.

3.2 Registration of Bidders on the Portal

The intending Bidders are required to register on the website <https://eprocure.gov.in/eprocure/app> by clicking the “Online Bidder Enrolment” option in order to obtain a User ID and Password and thereafter activate their respective User ID by using a Digital Signature Certificate (Class III).

B. Cost of Tender Document & Bid Processing Fee

Bid document will be issued by IPA. Applicants shall have to furnish a non-refundable cost of tender document & bid processing fee amounting to Rs. 10,000/- (Rupees Ten Thousand only)

pledged in favour of Indian Ports Association through NEFT in the designated bank account of IPA for which no exemption on any ground shall be provided.

3.3 Earnest Money Deposit (EMD)

In order to be considered for the bid, the Bidder shall make payment of EMD of Rs. 2,00,000/- (Rupees Two Lakhs only) in the designated bank account of IPA as per following terms & conditions:

- i) While submitting their bid, the bidder shall upload the scanned Unique Transaction Reference (UTR) number details or any other electronic transaction details in the Form - 6 towards the successful remittance of the Earnest Money Deposit (EMD). The Earnest Money Deposit (EMD) remitted in any other form will not be considered and such tenders will be summarily rejected.
- ii) The Earnest Money Deposit (EMD) furnished by all unsuccessful bidders will be returned through an e-payment system, after the expiry of the final tender validity period but not later than 30 (thirty) days after award of Contract or signing of the Contract Agreement, whichever is earlier. The Earnest Money Deposit (EMD) of the successful bidder shall be adjusted against the Performance Guarantee.
- iii) The EMD will be forfeited, if the bidder withdraws or modifies an offer within the validity period of the bid, after the deadline for submission of such documents.
- iv) If the successful bidder fails to remit the Performance Security after the issue of letter of intent within the specified or extended time, the EMD shall be forfeited and the bidder shall be debarred/ black listed for a period of three years.
- v) No interest shall accrue or is payable on the EMD from the date of its remittance till it is returned to the bidders.
- vi) Any bidder who is claiming exemption from payment of EMD based on any Central/State Government certification, the same shall be considered for such exemption provided that the firm uploads the said valid certificate copy at the time of submission of their bid documents along with the details duly filled in Form – 6A.

3.4 Designated Bank Account Details of IPA

Any payments related to bid process like cost of tender document, EMD etc. shall be done through RTGS/NEFT to the account whose details are provided as below:

Sl. No.	Particulars	Details
A	Name and Address of the Bank	Indian Overseas Bank, Lok Kala Manch, Lodhi Colony, New Delhi – 110003
B	Name of the Branch	Lok Kala Manch Branch

C	IFSC Code	IOBA0001498
D	Account Number	149801000002360
E	Type of Account	Savings Account
F	Contact Details	ipa@nic.in

3.5 Performance Security

The Selected Bidder shall submit Performance Security, which shall be 5% (five percent) of the accepted tender cost / awarded cost / agreement value and shall be in the form of an irrevocable and irreversible Bank Guarantee / Demand Draft / Insurance Surety Bonds / Fixed Deposit Receipt.

The Performance Security shall be submitted by the Selected Bidder within seven (07) working days from the receipt of the Letter of Award, pursuant to which the Agreement shall be signed within fifteen (15) working days from the issuance of the Letter of Award.

The Performance Security shall remain with IPA for a period of sixty (60) days beyond the date of completion of all contractual obligations of the Contractor/Event Management Agencies, including the Defects Liability Period (DLP).

On expiry of a period of sixty (60) days beyond the Defects Liability Period, the Authorized Representative of IPA shall, on demand from the Contractor/Event Management Agencies, refund the Performance Security (without any interest), provided the Authorized Representative of IPA is satisfied that there is no demand outstanding against the Contractor/Event Management Agencies.

The Performance Security shall be forfeited and credited to the IPA's account in the event of a breach of Contract by the Contractor/Event Management Agencies or termination of the Contract under any clause(s) of the Contract.

The Applicant, by submitting its Application pursuant to this RFP, shall be deemed to have acknowledged that, without prejudice to IPA's any other right or remedy hereunder or in law or otherwise, the Performance Security, as available, shall be forfeited and appropriated by IPA in lieu of compensation and damages payable to IPA for, inter alia, the time, cost and effort of IPA in regard to the RFP, including the consideration and evaluation of the Proposal, under the following conditions:

- a) If an Applicant engages in any of the Prohibited Practices as specified in this RFP;
- b) If the Applicant is found to have a Conflict of Interest as specified in this RFP.

The Bank Guarantee shall be submitted as per format provided in **Annexure – C** for performance security.

3.6 Expenses incurred by the Bidder

- i) IPA shall not be responsible for any direct or indirect expenses incurred by the Bidders in preparing, submitting and/or personally attending at the time of opening the techno-commercial bid / price bid or at any other time.
- ii) The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Empanelment Process including subsequent negotiation, and visits to IPA. IPA will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Empanelment Process.

3.7 Bidder's Responsibility

- i) The Bidder, at its own responsibility and risk, is encouraged to examine the requirements of IPA and obtain all information that may be necessary for preparing the bid and entering into a Contract.
- ii) Applicants must carefully read the minimum conditions of eligibility (the "Pre-qualification Criteria") provided in this Bid Document. Proposals of only those Applicants who satisfy the Conditions of Minimum Eligibility shall be considered for evaluation.
- iii) It is implied that on submission of the tender, the Bidder is deemed to have clearly understood and satisfied itself regarding the scope of work and all conditions likely to be encountered during the execution of the work.
- iv) Further, the Bidder undertakes (if its tender is accepted) to enter into and execute, when called upon to do so, a Contract Agreement with such modifications as may be mutually agreed upon. Until the formal Contract Agreement is prepared and executed, this Bid Document together with the written acceptance shall form a binding agreement between IPA and the Agencies.
- v) The Bidder shall furnish a certificate of Acceptance on technical and commercial terms and conditions in the enclosed **Form - 10**.
- vi) Any bidder who is claiming exemption from payment of EMD based on any Central/State Government certification, shall furnish a declaration and undertaking as in the enclosed **Form – 6A**. *Please note that such exemptions will be only for the EMD and does not cover the cost of tender document and bid processing fee which is payable and non-refundable.*
- vii) The Bidder shall submit a declaration as provided in the Form - 10 of the bid document that the Bidder has no litigation or arbitration proceedings against IPA and that the bidder has not been blacklisted or debarred as on the date of submission of bid from providing service by any of the Central / State Government / Nationalized Banks/ Autonomous bodies / PSEs/PSUs and any other organizations in India prior to the submission date of tender mentioned in the NIT and the same shall be uploaded along with the bid document in the E - tender portal.

viii) The Applicant should submit a Power of Attorney as per the format at **Form – 4** provided, however, that such Power of Attorney would not be required if the Application is signed by the proprietor of the company.

3.8 Number of Proposals

No Applicant shall submit more than one Application for the proposed work.

3.9 Acknowledgement by Applicant

It shall be deemed that by submitting the Proposal, the Applicant has:

- a) made a complete and careful examination of the RFP;
- b) received all relevant information requested from IPA;
- c) accepted the risk of inadequacy, error or mistake in the information provided in the RFP or furnished by or on behalf of IPA or relating to any of the matters referred to in the RFP Document;
- d) satisfied itself about all matters, things and information necessary and required for submitting an informed Application and for performance of all of its obligations thereunder;
- e) acknowledged that it does not have any Conflict of Interest; and
- f) agreed to be bound by the undertaking provided by it under and in terms hereof.

IPA shall not be liable for any omission, mistake or error in respect of any of the above or on account of any matter or thing arising out of or concerning or relating to the RFP or the Selection and Empanelment Process, including any error or mistake therein or in any information or data given by IPA.

3.10 Declaration by the Bidder

The bidder shall furnish a declaration to the effect, that he has completely read the bid documents and found himself to be eligible before submission of the bid, as specified in **Form - 9**.

3.11 Transfer of Bid Documents

Transfer of Bid Documents downloaded by one intending Bidder to another is not permissible.

3.12 History of Litigation

A consistent history of litigation or arbitration awards against the Applicant/Bidder may result in disqualification.

3.13 Right to Reject any or all Proposals

Notwithstanding anything contained in this RFP, IPA reserves the right to accept or reject any Proposal and to annul the Selection and Empanelment Process and reject all Proposals, at any time, without any liability or obligation for such acceptance, rejection or annulment and without assigning any reasons thereof.

Without prejudice to the generality of the above, IPA reserves the right to reject any Proposal if:

- a) at any time, a material misrepresentation is made or discovered; or
- b) the Applicant does not provide, within the time specified by IPA, the supplemental information sought by IPA for evaluation of the Proposal.

Misrepresentation or improper response by the Applicant may lead to disqualification. If such disqualification or rejection occurs after the Proposals have been opened and the highest-ranking Applicant is disqualified or rejected, IPA reserves the right to consider the next best Applicant or take any other measure as may be deemed fit in the sole discretion of IPA, including annulment of the Empanelment Process.

3.14 Incomplete Details and Canvassing

IPA does not bind itself to accept the lowest tender and may reject any or all tenders received without assigning any reason whatsoever. Tenders in which any of the particulars and prescribed information are inadequate or incomplete in any respect and/or prescribed conditions are not fulfilled shall be liable to be rejected. Canvassing in any form by the Bidders shall result in rejection of their tender.

3.15 Fraud and Corrupt Practices

The Applicant and their respective officers, employees, agents and advisers shall observe the highest standards of ethics during the Selection and Empanelment Process. Notwithstanding anything to the contrary contained in this RFP, IPA shall reject a Proposal without being liable in any manner whatsoever to the Applicant if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”) in the Selection and Empanelment Process.

In such an event, IPA shall, without prejudice to any other rights or remedies, forfeit and appropriate the Performance Security, if available, as mutually agreed genuine pre-estimated compensation and damages payable to IPA for, inter alia, the time, cost and effort of IPA in regard to the RFP, including consideration and evaluation of such Applicant’s Proposal.

Without prejudice to the rights of IPA hereinabove and the rights and remedies which IPA may have under the Letter of Award (LOA) or the Agreement, if an Applicant or Contractor/Event Management Agencies, as the case may be, is found by IPA to have directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection and Empanelment Process, or after the issue of the LOA or the execution of the Agreement, such Applicant or Contractor/Event Management Agencies shall not be eligible to participate in any tender or RFP issued by IPA for a period of two (2) years from the date such Applicant or Contractor/Event Management Agencies is found by IPA to have engaged in such practices.

For the purposes of this Clause, the following terms shall have the meanings assigned to them hereunder:

- a) “Corrupt practice” means (i) the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection and Empanelment Process. For avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of IPA who is or has been associated in any manner, directly or indirectly with the Selection and Empanelment Process or the LOA or has dealt with matters concerning the Agreement or arising therefrom, before or after execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of IPA, shall be deemed to constitute influencing the actions of a person connected with the Selection and Empanelment Process; or, save as provided herein, engaging in any manner whatsoever, whether during the Selection and Empanelment Process or after the issue of the LOA or after execution of the Agreement, any person in respect of any matter relating to the Project or the LOA or the Agreement, who at any time has been or is a legal, financial or technical Agencies/adviser of IPA in relation to any matter concerning the Project.
- b) “Fraudulent practice” means a misrepresentation or omission of facts or disclosure of incomplete facts in order to influence the Selection and Empanelment Process.
- c) “Coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any person or property to influence any person’s participation or action in the Selection and Empanelment Process.
- d) “Undesirable practice” means (i) establishing contact with any person connected with or employed or engaged by IPA with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection and Empanelment Process; or (ii) having a Conflict of Interest.
- e) “Restrictive practice” means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating full and fair competition in the Selection and Empanelment Process.

3.16 Amendments of RFP

At any time prior to the deadline for submission of Proposals, IPA may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the RFP document by issuance of an Addendum/Amendment and posting it on the website/portal.

All such amendments shall be notified in writing through email to all Applicants who have purchased the RFP document. The amendments shall also be posted on the IPA website and the CPP Portal and shall be binding on all Applicants.

In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, IPA may, in its sole discretion, extend the Proposal Due Date.

Addenda/Corrigenda/Clarifications, if any, to the Bid Documents shall be issued by IPA only on the e-tender portal and IPA's website prior to the date of opening of the tenders.

3.17 Clarifications

Applicants requiring any clarification on the RFP may email their queries to IPA before the date mentioned in the Schedule of Selection and Empanelment Process. IPA will reply to such queries at its own discretion.

IPA reserves the right not to respond to any queries or provide any clarifications, in its sole discretion, and nothing in this document shall be construed as obliging IPA to respond to any question or to provide any clarification.

3.18 Language

The Proposal, together with all accompanying documents (the "Documents"), and all communications in relation to or concerning the Selection and Empanelment Process shall be in the English language and strictly in the forms provided in this RFP.

No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for. In case any of these Documents is in a language other than English, it must be accompanied by an accurate translation of all relevant passages into English, in which case, for all purposes of interpretation of the Proposal, the English translation shall prevail.

3.19 Format and Signing of Proposal

The Applicant shall provide all the information sought under this RFP. IPA shall evaluate only those Proposals that are received in the specified forms and are complete in all respects.

The Proposal shall be typed or written in indelible ink and signed by the authorized signatory of the Applicant, who shall initial each page. All alterations, omissions, additions or any other amendments made to the Proposal shall be initialled by the person(s) signing the Proposal.

The Proposal must be properly signed by the Authorized Representative, as detailed below:

- a) by a partner, in case of a partnership firm and/or a limited liability partnership; or
- b) by an authorized representative possessing a valid Power of Attorney in the case of a company or corporation, or by the owner in the case of a proprietorship firm.

A copy of the Power of Attorney certified by a notary public in the Form - 4 shall accompany the Proposal.

Applicants shall note the Proposal Due Date as specified in the RFP document for submission of Proposals. Except as specifically provided in this RFP, no supplementary material shall be entertained by IPA, and evaluation shall be carried out only on the basis of documents received by the closing time of the Proposal Due Date.

Applicants shall ordinarily not be asked to provide additional material information or documents after the date of submission. Any unsolicited material submitted shall be summarily rejected.

3.20 Correction / Variation

- i) All corrections and alterations in the entries of the Bid Documents shall be attested with the full signature of the Bidder with date. No erasures or overwriting shall be permitted.
- ii) The Bidders shall not upload any revised or amended offers after the opening of the tender. If any such document is found in the bid, the same shall be rejected.
- iii) The Bidder's Proposal shall be deemed to include all prices for the Scope of Work specified in the RFP Document and no arithmetical correction or price adjustment shall be allowed.
- iv) The tender shall be complete in all respects for taking a decision immediately upon opening of the tender.

3.21 Conflict of Interest

- i) An Applicant shall not have a conflict of interest that may affect the Selection and Empanelment Process (the "Conflict of Interest"). Any Applicant found to have a Conflict of Interest shall be disqualified. In the event of disqualification, IPA shall forfeit and appropriate the Performance Security, as available, as mutually agreed genuine pre-estimated compensation and damages payable to IPA for, inter alia, the time, cost and effort of IPA including consideration of such Applicant's Proposal, without prejudice to any other right or remedy that may be available to IPA hereunder or otherwise.
- ii) IPA requires that the Event Management Agencies provides professional, objective and impartial services and always holds IPA's interest paramount, avoids conflicts with other assignments or its own interests, and acts without any consideration for future work. The Agencies 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.
- iii) An Applicant shall be deemed to have a Conflict of Interest affecting the Selection and Empanelment Process if:
 - a) the Applicant or its Associate(s) (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:

(aa) 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 clause if the shareholding of such person in the intermediary is less than 26% (twenty-six per cent) of the subscribed and paid-up equity share capital of such intermediary; or

b) a constituent of such Applicant is also a constituent of another Applicant;

c) such Applicant or its Associate receives or has received any direct or indirect subsidy or grant from any other Applicant or its Associate;

d) such Applicant has the same legal representative for purposes of this Application as any other Applicant;

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 Applicants;

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. While providing services to IPA for this particular assignment, the Agencies shall not take up any assignment that by its nature will result in conflict with the present assignment; or

g) a firm which has been engaged by IPA to provide goods or works or services for a project, and its Associates, shall be disqualified from providing goods or services for the same project save and except as provided in this RFP; conversely, a firm hired to provide goods or services for the preparation or implementation of a project, and its Associates, shall be disqualified from subsequently providing goods or works or services related to the same project;

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 thereof;

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 Sub-clause (a) above.

For purposes of this RFP, Associate means, in relation to the Applicant, a person who controls, is controlled by, or is under the common control with such Applicant, or is deemed or published as an “Associate Office”; or has a formal arrangement such as tie up for client referral or technology sharing, with the Applicant (the “Associate”); As used in this definition, the expression “control” means, with respect to a person which is a company or corporation, the ownership, directly or indirectly, of more than 50% (fifty per cent) of the voting shares of such person, and with respect to a person which is not a company or corporation, the power to direct the management and policies of such person by operation of law or by contract.

An Applicant eventually appointed as Contractor/Event Management Agencies, its Associates, affiliates and agencies shall be disqualified from subsequently providing goods or works or services related to the assignment and any breach of this obligation shall be construed as Conflict of Interest; provided that this restriction shall not apply after a period of three (3) years from the completion of this assignment or to any other assignments granted by banks/lenders at any time; provided further that this restriction shall not apply to works, goods and services performed for IPA in continuation of this assignment or to any subsequent assignment performed for IPA in accordance with the rules of IPA.

For the avoidance of doubt, an entity affiliated with the Agencies shall include a partner in the firm or a person who holds more than 5% (five per cent) of the subscribed and paid-up share capital of the firm (to which the Agencies belongs), as the case may be, and any Associate thereof.

For the avoidance of doubt, in the event that:

- a) any member of an Applicant was a partner or an employee of another firm which attracts the provisions relating to Conflict of Interest hereunder; and
- b) was directly or indirectly associated with any assignment that causes a Conflict of Interest hereunder,

then such Agencies shall be deemed to suffer from Conflict of Interest for the purpose hereof.

If the Agencies, its Associates or affiliates are auditors or financial advisers to any of the Applicants for the Project, they shall disclose the same to IPA as soon as any potential conflict comes to their notice but in no case later than seven (7) days from the opening of the RFP Applications for the Project. Any breach of this obligation of disclosure shall be construed as Conflict of Interest.

IPA shall, upon being notified by the Agencies under this Clause, decide whether it wishes to terminate this assignment or otherwise and convey its decision to the Agencies within a period not exceeding fifteen (15) days.

3.22 Signing of the Bid Documents

All pages of the bid documents and the documents submitted in support of the eligibility of the Bidder pre-qualifying in the tender (as stated in Annexure - A) to be uploaded by the Bidder,

which shall be originally signed with date and seal at the lower right hand corner and shall be serially numbered, wherever required by the Bidder himself or a person holding power of attorney duly authorized and competent to do so on behalf of the Bidder, as furnished in Form – 4 of the bid document, before submission of the tender.

3.23 Bid Submission

i) Registered bidders intending to bid shall download and print the Bid Document along with its Annexures and Forms, duly fill in the same, and submit scanned copies through the CPP Portal using their User ID and password. The bidders shall also upload the scanned copies of the supporting documents in the form and manner as mentioned in **the "Qualification and Responsiveness Information of Annexure - A"** of the bid document.

ii) The bid shall follow the e-tender system and bidders shall submit Technical Bid and Financial Bid separately and electronically. Both shall be submitted simultaneously.

iii) Both Part I and Part II bids shall be submitted only through electronic mode. Tenders submitted through any other mode shall be summarily rejected.

iv) The Applicants shall submit the Proposal only on the CPP Portal. No hard copy submissions shall be accepted.

v) The Technical Proposal shall be signed by the Authorized Representative of the Applicant, and all pages shall be numbered and initialled.

vi) The completed Proposal must be submitted on the CPP Portal before the specified due date. Proposals submitted in any other form shall not be entertained.

vii) The Proposal shall be made as outlined and specified in this RFP. Only relevant information shall be provided. No separate printed documents such as annual reports, firm profiles or copies of contracts shall be entertained.

viii) The bidder shall submit the Financial Proposal by uploading the signed Cover Letter (Annexure – B) and entering the prices strictly in the BOQ format provided in Annexure – B1.

ix) No prices shall be quoted in the Technical Bid. Prices shall be quoted only in Annexure–B1 (BOQ)

3.24 Proposal Due Date

The Proposal shall be submitted by the due date specified in the RFP Notice in the manner and form detailed in this RFP. IPA may, in its sole discretion, extend the due date by issuing an Addendum uniformly for all Applicants.

3.25 Late Proposals

Proposals received after the specified due date shall not be eligible for consideration and shall be summarily rejected.

3.26 Uploading of Bid Documents

i) The Bidder shall, at its own responsibility, download and upload the Bid Document on the designated e-tender portal. The Bidder shall make its own arrangements to overcome any internet, electricity or connectivity failures in order to complete the tender submission online at its own risk and cost. IPA shall not be responsible for such failures and shall not be liable to extend or accept any delayed or incomplete tender for any reason whatsoever.

ii) The terms of the tender schedule, conditions of contract or any other documents attached to the bid document shall not be defaced or detached from it and the same has to be uploaded in whole as per the instructions provided in the bid document or in the E tender portal or format for Tenders Acceptance letter is attached **Form – 5**.

iii) In order to file an error-free tender, the bidders may make use of the qualification documents to be uploaded list provided in the Qualification and Responsiveness Information in **Annexure A** of the bid document to identify the documents to be scanned and uploaded in support of their bid. The list is not exhaustive and only indicative. Hence the Bidder is advised to read the entire bid document carefully and determine any other documents which need to be uploaded, as a support to their qualification to the bid.

3.27 Quoting for the Price Bid

i) The Bidder shall quote the rates/prices for empanelment and execution of event management services strictly as per the format specified in **Annexure B1** only on the CPP Portal. The Technical Bid shall not contain any price.

ii) Applicable GST shall be paid over and above the quoted rates on production of documentary evidence.

3.28 Bid Opening

The Part I – Technical Bid containing the techno-commercial documents listed in the Qualification and Responsiveness Information in Annexure - A and any other documents uploaded by the Bidders will be opened through online on the scheduled date and time as indicated in the NIT.

3.29 Bid Validity

The Bid Proposal shall be valid for a period of not less than 120 days from the date of Bid opening.

3.30 Payments Currency

All payments will be made only in Indian Rupees and no foreign exchange is available for this work.

3.31 Communication for Information

All communications shall contain the following information at the top in bold letters:

REQUEST FOR PROPOSAL (RFP) for Empanelment of Event Management Agencies under IPA

All communications, including submission of the Proposal, shall be addressed to:

Managing Director

Indian Ports Association

1st Floor, South Tower, NBCC Place,

Bhisham Pitamah Marg,

Lodhi Road, New Delhi – 110003

Tel. No.: 011-24369061/63, 24368334

4. Selection & Empanelment Process

The selection & empanelment process will be based on the evaluation framework defined in the document. All bids will primarily be evaluated based on pre-qualification Criteria. Those bidders who meet the Pre-Qualification Criteria will be eligible for next set of evaluations. The Commercial Proposal of Bidders who do not meet the Pre-Qualification criteria will not be opened in tender process.

4.1 Brief Description of the Selection & Empanelment Process

IPA has adopted a single-stage two-cover process (collectively the “Selection & Empanelment Process”) for empanelment of Event Management Agencies, wherein the Proposals comprising Technical Bid and Financial Bid shall be submitted on the CPP Portal.

In the first stage, a Technical Evaluation will be carried out to assess the eligibility and technical capability of the Applicants in accordance with the criteria specified in this RFP. Based on the Technical Evaluation, a list of technically qualified Applicants shall be prepared.

In the second stage, the Financial Bids of only those Applicants who are found technically qualified shall be opened and evaluated. Based on the Financial Evaluation, the Applicants shall be ranked accordingly.

For the purpose of ranking of the bidders Quality and Cost Based Selection (QCBS) method shall be followed. Weightage to Technical and Financial Evaluation shall be in the ratio of 60:40 respectively. The Total Evaluated Score shall be calculated as per following formula as explained in detail in Clause 4.6:

$$\text{Total Score} = (0.60 \times Ts) + (0.40 \times Fs)$$

The final Ranking of Bidders shall be done in descending order based on the Total Evaluated Score. Based on the final Ranking, up to three (3) highest-ranked bidders agreeing at finalised **BoQ L1 rate** as per Clause 4.7 and meeting the minimum technical qualification criteria shall be empanelled as Event Management Agencies (the “Empanelled Agencies”) under IPA.

The remaining technically qualified Applicants shall be kept on reserve and may be considered for empanelment, if required, at the sole discretion of IPA, in accordance with the terms and conditions of this RFP.

IPA reserves the right to call the Empanelled Agencies for negotiations, if necessary, and the decision of IPA in this regard shall be final and binding.

4.2 Technical Proposal

Applicants shall submit the technical proposal in the formats as specified at Annexure – A. While submitting the Technical Proposal, the Applicant shall ensure that:

- a) all forms are submitted in the prescribed formats and signed by the prescribed signatories;
- b) power of attorney, if applicable, is executed as per Applicable Laws;
- c) the RFP document duly signed on all pages is submitted;

d) the Technical Proposal shall not include any financial information relating to the Financial Proposal.

Failure to comply with the requirements spelt out above shall make the Proposal liable to be rejected.

IPA reserves the right to verify all statements, information and documents submitted by the Applicant in response to this RFP. Any such verification, or the lack of such verification by IPA, shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of IPA thereunder.

In case it is found during the evaluation or at any time before issuance of the Letter of Empanelment (LoE) / Work Order, or after empanelment and during the period of subsistence thereof, that one or more of the eligibility conditions have not been met by the Applicant, or the Applicant has made material misrepresentation or has given any materially incorrect or false information, the Applicant shall be disqualified forthwith if not yet empanelled either by issuance of the LoE or entering into the Contract Agreement, and if the Applicant has already been empanelled or issued a Work Order, as the case may be, the same shall, notwithstanding anything to the contrary contained therein or in this RFP, be liable to be terminated by a communication in writing by IPA without IPA being liable in any manner whatsoever to the Applicant.

In such an event, IPA shall forfeit and appropriate the Performance Security, as available, as mutually agreed pre-estimated compensation and damages payable to IPA for, inter alia, time, cost and effort of IPA, without prejudice to any other right or remedy that may be available to IPA.

4.3 Financial Proposal

Applicants shall submit the Financial Proposal in the formats specified at **Annexure - B & Annexure - B1** only on the CPP Portal, clearly indicating its quoted rates for empanelment and execution of event management services in Indian Rupees.

While submitting the Financial Proposal, the Applicant shall ensure the following:

a) All the costs associated with the event management services shall be included in the Financial Proposal. The total amount / quoted rates indicated in the Financial Proposal shall be without any condition attached or subject to any assumption and shall be final and binding. In case any assumption or condition is indicated in the Financial Proposal, it shall be considered non-responsive and liable to be rejected.

b) The Financial Proposal shall consider all expenses and tax liabilities excluding GST. For the avoidance of doubt, it is clarified that all taxes shall be deemed to be included in the costs shown under different items of the Financial Proposal. Further, all payments shall be subject to deduction of taxes at source as per Applicable Laws. GST shall be paid only upon submission of a valid Tax Invoice and proof of filing of returns (GSTR-1 and GSTR-3B), and reflection of the same in GSTR-2A / GSTR-2B, as applicable.

c) Costs and quoted rates (including breakdown of costs, wherever applicable) shall be expressed in Indian Rupees (INR) only.

4.4 Pre-Qualification (PQ) Criteria

Pre-Qualification (PQ) criteria for an Event Management Agency are established to ensure that the Applicant possesses the necessary technical expertise, operational capability, financial strength, and relevant experience to successfully execute National Level Events under the Indian Ports Association (IPA).

S.no.	Basic Criteria	Description	Documents Required
1	Statutory Requirements	<ul style="list-style-type: none"> The bidder must be an Indian entity registered under applicable laws and has been in existence for minimum five years. The bidder must have a valid GST Number and PAN Card in India. The bidder must have completed balance sheets for any three of the last four financial years, and any other financial statements that demonstrate its financial stability and compliance 	<ul style="list-style-type: none"> Copy of Certificate of Incorporation/ Registration Copy of the work orders / completion certificates Valid GSTIN and copy of GST Registration Certificate Valid PAN Card Copy of audited Profit & Loss Statement or Certificate from the Statutory Auditor
2	Blacklisting	The bidder shall not be under declaration of ineligibility for corrupt or fraudulent practices with any Central /State Government Organization and should not have been blacklisted as on the date of submission of bid.	Undertaking to this effect on company's letter head signed by company's authorized signatory.
3	Litigations	The bidder should not have any pending litigation or disputes that could adversely impact the performance of the contract and should disclose pending litigation or disputes against him before any court of law or tribunal or arbitrator or any other institution / organisation.	Undertaking to this effect on company's letter head signed by company's authorized signatory.
4	Past performance of the Applicant	A bidder or its Associate should not have been imposed any penalty by an arbitral or judicial authority through a judicial pronouncement or arbitration award.	Undertaking to this effect on company's letter head signed by company's authorized signatory.
5	Experience in Similar High-Value Events	The bidder shall have successfully organized events of the following value during the past five (5) years: i) One event of at least ₹5.00 Crores OR ii) Two events of at least ₹3.50 Crores each OR iii) Three events of at least ₹2.50 Crores each	<ul style="list-style-type: none"> Work orders / Completion certificates / Client certificates clearly indicating value and nature of work <p>The bidder shall furnish details of similar past experience in Form-8 along with supporting Completion / Performance Certificates in Form-8A. In case the experience is from private sector</p>

6	Financial Capacity (Turnover)	The firm should have an average annual turnover of at least ₹30.00 Crores during the any three of last four Financial Years (FY 2022–23, FY 2023–24, FY 2024–25, FY 2025-26).	<ul style="list-style-type: none"> • Copies of Annual Turnover of the organization of Audited Annual Accounts duly certified by CA who is engaged in conducting audit of the firm. • Profit & Loss Account & Balance Sheet must be submitted. <p>The bidder shall submit the turnover details for any three of last four financial years (FY 2022–23, FY 2023–24, FY 2024-25 and FY 2025-26) in the format prescribed in Form–7, duly certified by a Chartered Accountant, as provided in Annexure–A.</p>
7 (i)	Industry Experience	The firm must have a minimum of five (5) years of experience in the Event Management Industry as on the bid submission date.	<ul style="list-style-type: none"> • Documentary evidence such as incorporation certificate / work experience certificates
7 (ii)	Volume of Similar Events	The firm should have successfully completed an average of at least 15 similar events in any three of last four Financial Years (FY 2022–23, FY 2023–24, FY 2024–25, FY 2025-26). Only events with minimum order value of ₹50 Lakhs shall be considered. Similar events include events organized for Central Government / State Government / PSUs / Autonomous Bodies / Private Sector.	<ul style="list-style-type: none"> • Certificate from Chartered Accountant certifying: <ul style="list-style-type: none"> ▶ Name of the party who awarded the event ▶ Name of the event with location ▶ Invoice details <p>For point (7) (i) and (7) (ii), The bidder shall submit details of its experience in the Event Management Industry in Form–8 along with supporting Completion / Performance Certificates in Form–8A, as prescribed in Annexure–A.</p>
8	Manpower Strength	The bidding firm should have at least 40 employees on its payroll as on 31st March 2026, who have been on payroll for at least the last two years as on bid submission date. Only employees with minimum five (5) years of relevant experience in event management shall be considered.	<ul style="list-style-type: none"> • Certificate from authorized signatory of Human Resource Department • Documentary proof of payroll and experience
			organizations, TDS certificate details shall be provided in Form–8B, as prescribed in Annexure–A.

4.5 Technical Evaluation Criteria

The Technical Evaluation Criteria ensures that the selected bidder is not only technically competent but also innovative, experienced, and aligned with the objectives of the study. IPA shall carry out the evaluation of proposals based on the evaluation criteria defined in this document. If required, IPA may seek specific clarifications from any or all Applicant(s) at this stage.

Technical Evaluation for those bidders will be carried out, who qualify the Pre-Qualification Criteria. The technical score of all the bidders would be calculated as per the criteria mentioned below and bidders who score a minimum 60 marks in the overall Technical Evaluation would be eligible for the next stage, i.e. Financial Bid opening:

S.no.	Details of Criteria	Maximum Score	Scoring Guidelines	Supporting documents
1	Bidder's experience as event Execution / Management agency / partner in National Level (Government / PSU / Private) Events in any three of last four financial years i.e. (FY 2022-23, 2023-24, 2024-25, 2025-26). No. of Events (\geq ₹1 Cr value)	20	03 eligible events – 12 Marks 04 to 06 events – 15 Marks More than 06 events – 20 Marks	Work orders / Completion Certificates/ Partial Completion Certificates or any other evidence document.
2	Bidder's experience as event Execution / Management agency / partner in International Level (Government / PSU / Private) Events in any three of last four financial years i.e. (FY 2022-23, 2023-24, 2024-25, 2025-26). No. of Events (\geq ₹2 Cr value)	10	01 eligible events – 06 Marks 02 to 03 events – 08 Marks More than 03 events – 10 Marks	Work orders / Completion Certificates/ Partial Completion Certificates or any other evidence document.
3	Bidder's experience as event Execution / Management agency / partner in an international / national level summit / event having participation at a level of constitutional / government dignitaries i.e. Hon. President of India / Hon. Vice President of India / Hon. Prime Minister of India / Hon. Governor of any State / Hon. Chief Minister of any State / Hon. Minister of Union of India / Hon. Administrator/LG of	15	Total 03 works – 09 Marks More than 03 and up to 05 works – 12 Marks More than 05 works – 15 Marks	Work orders / Completion Certificates/ Partial Completion Certificates or any other evidence document

	any State / UT in any three of last four financial years i.e. (FY 2022-23, 2023-24, 2024-25, 2025-26).			
4	The bidder's average annual turnover in any three of last four financial years (audited) i.e. (FY 2022-23, 2023-24, 2024-25, 2025-26)	15	<p>\geq ₹30 Cr and $<$ ₹40 Cr – 9 marks</p> <p>\geq ₹40 Cr and $<$ ₹50 Cr – 12 marks</p> <p>\geq ₹50 Cr – 15 marks</p>	Copy of audited Profit & Loss Statement OR Certificate from the Statutory Auditor Audit Reports: Access to recent audited financial statements that demonstrate transparency and financial soundness.
5	Technical Presentation, Innovation & Concept Demonstration	40	<p>1. Understanding of Event Goals & Execution Strategy – 10 Marks Assessment of the clarity of end-to-end event objectives, stakeholder mapping, scheduling, programming, command & control structure, operational workflows across multiple venues/halls.</p> <p>2. Creativity & Thematic Concept Design – 10 Marks Evaluation of proposed themes, aesthetic direction, branding philosophy, design innovation and adaptability to different types of events (government, corporate, international).</p> <p>3. 3D Walkthrough Quality (Architecture, Layouts, Flow) – 10 Marks</p>	The bidder shall submit a Technical Presentation and 3D Walkthrough covering event objectives, stakeholder mapping, scheduling and programming, command-and-control structure, and operational workflows across venues/halls. The presentation submitted with the bid shall be final, and no modifications shall be permitted after submission.

			<p>Minimum 03 minutes 3D Walkthrough comprising Architectural Concept, Images, Graphics, Drawings, Master Plan, Elevations, Perspective Views etc.</p> <p>Focus on quality & accuracy of spatial designs, logical visitor flow, zoning & circulation, functional use of space and structural feasibility.</p> <p>4. Operational Planning & On-Ground Readiness – 10 Marks</p> <p>Assessment of risk mitigation strategies, utilities & technical infrastructure planning, safety & compliance readiness, resource deployment plan and maintenance & contingency approach.</p>	
		Total	100	

4.6 Quality-Cost Based Selection (QCBS):

Quality Cum Cost Based Selection (QCBS) model will be followed. Weightage to the score obtained in technical evaluation and financial evaluation will be in the ratio **60:40** as illustrated below.

Sl. No.	Details of Criteria	Evaluation Guidelines
1	Evaluation Model	Quality and Cost Based Selection (QCBS) method shall be followed. Weightage to Technical and Financial Evaluation shall be in the ratio of 60:40 respectively.
2	Technical Bid Weightage	Technical Bid shall carry 60% weightage of the total score.
3	Normalization of Technical Score (Ts)	The bidder securing the highest technical marks shall be assigned a score of 100. Technical scores of other bidders shall be calculated on pro-rata basis as per formula:

		$T_s (\text{Bidder}) = 100 \times [T (\text{Bidder}) / T (\text{Highest Technical Score among all Bidders})]$
4	Minimum Technical Qualification	Only those bidders securing a minimum Technical Score of 60 marks or above shall be qualified for opening and evaluation of the Financial Bid. Bidders scoring below 60 shall be rejected.
5	Financial Bid Weightage	Financial Bid shall carry 40% weightage of the total score.
6	Normalization of Financial Score (Fs)	<p>The bidder quoting the lowest financial quote shall be assigned a score of 100. Financial scores of other bidders shall be calculated on pro-rata basis as per formula:</p> $F_s (\text{Bidder}) = 100 \times [F (\text{Lowest Financial Quote among all Bidders}) / F (\text{Bidder})]$ <p>For the purpose of Financial Evaluation under QCBS, the Total Evaluated Financial Quote shall be the auto-calculated total amount of all items in the BOQ (Annexure B1) as uploaded on the CPP Portal. No manual modification of BOQ values shall be permitted. This Total BOQ Value shall be used to compute the Financial Score (Fs) as per the QCBS formula.</p>
7	Rounding Off	Any monetary figure in decimal shall be rounded off to the nearest INR. In case of discrepancy between the price quoted in words and figures, the lower of the two shall be considered. Any summation or calculation error may lead to rejection of the bid.
8	Total Evaluated Score	$\text{Total Score} = (0.60 \times T_s) + (0.40 \times F_s)$
9	Ranking of Bidders	The final Ranking of Bidders shall be done in descending order based on the Total Evaluated Score. Based on the final Ranking, up to three (3) highest-ranked bidders agreeing at finalised BoQ L1 rate and meeting the minimum technical qualification criteria shall be eligible for empanelment.
10	IPA's Discretion	The Managing Director, Indian Ports Association (IPA) reserves the right to accept or reject any or all bids without assigning any reason whatsoever.

		IPA reserves the right to increase / decrease the number of “Empanelled Agencies” as per administrative exigencies at its sole discretion.
--	--	--

4.7 BoQ L1 Rate Finalisation Mechanism

As part of the empanelment process, IPA shall evaluate the Financial Proposals submitted by the empanelled bidders in accordance to clause 4.1 and determine the lowest discovered rates (L1 rates) for each BOQ item (Annexure–B1).

- i) IPA may require the bidders, in order of ranking based on the evaluation process, to match the lowest discovered BOQ rates (L1 rates) for all BOQ items, as a condition for empanelment.
- ii) The bidders agreeing to match the L1 rates for all BOQ items shall be considered eligible for empanelment, subject to fulfilment of all other requirements of the Tender and acceptance by IPA.
- iii) In the event that any bidder does not agree to match the L1 rates for the BOQ items, IPA reserves the right to consider the next ranked bidder(s) and require them to match the L1 rates, and so on, until the required number of Event Management Agencies agreeing to match the L1 rates are empanelled.
- iv) IPA reserves the absolute right, at its sole discretion, to determine the number of Event Management Agencies to be empanelled, based on matching of L1 rates, responsiveness, performance, and overall suitability.
- v) In case IPA determines that any BOQ item has not been quoted reasonably, competitively, or in good faith, or has been misrepresented, IPA reserves the right to reject, modify, re-evaluate, or exclude such BOQ item from consideration, and may seek revised rates or take any other appropriate action as deemed fit.
- vi) Only those bidders who agree to match the L1 BOQ rates and fulfil the Tender requirements to the satisfaction of IPA shall be considered for empanelment.
- vii) The decision of IPA regarding determination of L1 rates, matching of rates, and empanelment of Event Management Agencies shall be final and binding on all bidders.

5. Scope of Work

5.1 Background:

Indian Ports Association (IPA) is an apex body representing Major Ports of India under the administrative control of the Ministry of Ports, Shipping and Waterways (MoPSW), Government of India. IPA plays a pivotal role in promoting, coordinating, and strengthening the maritime sector and port-led development initiatives across the country.

In pursuance of its mandate, IPA regularly organizes and participates in various national-level events, conferences, exhibitions, roadshows, workshops, stakeholder consultations, and promotional activities aimed at enhancing awareness, facilitating stakeholder engagement, promoting investment, and supporting policy advocacy and sectoral growth.

With the increasing scale, complexity, and frequency of such engagements, IPA intends to ensure professional planning, efficient coordination, and seamless execution of these events in a structured and standardized manner, in alignment with Government of India guidelines and best practices.

Accordingly, IPA proposes to empanel experienced and qualified Event Management Agencies having demonstrated expertise in conceptualizing, planning, coordinating, managing, and executing large-scale national-level events and related activities. These events may include, but are not limited to, conferences, exhibitions, seminars, workshops, roadshows, stakeholder meetings, official ceremonies, and promotional events organized at various locations across India.

In pursuance of the above objective, IPA now proposes to invite Bids from eligible agencies for empanelment under this RFP, who shall provide event management services on requirement basis, in accordance with the terms and conditions specified herein.

5.2 Brief Scope of Work:

The scope of work described herein is indicative and not exhaustive. The Event Management Agencies (hereinafter referred to as “EMA” or “Agency”) shall be required to provide end-to-end event management services on a turnkey basis, including conceptualization, planning, coordination, execution, and post-event activities, as per requirements communicated by IPA from time to time.

The scope of work shall vary depending upon the nature, scale, and requirements of the events, shows, exhibitions, roadshows, meetings, summits, and the respective venue.

The EMAs shall manage every activity - from micro to macro level - including but not limited to:

- Dias management
- Background and décor management
- Light & sound management

- Support staff and crew member coordination
- Catering
- Sanitation
- Logistics and transportation
- Food and Beverage Services
- VVIP protocol management
- Arranging sponsors
- Complete venue preparation
- Engaging celebrities (as required)
- Supply of all equipment, materials and decoration

The scope of services described below is indicative, not exhaustive. There may be incidental services and assignments not specifically mentioned but necessary for completion of the work. Similarly, certain mentioned services may not be required for particular events.

EMAs shall manage events from conception to completion ensuring smooth execution, world-class standards, and complete adherence to IPA's directions.

Events include, but are not limited to:

- a. Management of dais, background, light & sound, support staff, cafeteria, sanitation, logistics, VVIP protocol, sponsors, decoration and venue preparation.
- b. Conceptualization, designing, branding, operational planning and execution of events including interior/exterior decoration, infrastructure development, ambience creation, collaterals, and event material.
- c. Providing innovative ideas for official inaugurals, themes for multiple events, exhibitions, etc.
- d. New ideas to create “buzz” (public engagement initiatives).
- e. Designing logos and taglines.
- f. Designing and printing of leaflets, standees, flyers, passes, etc.
- g. Designing, printing and preparing delegates' kits (bags, pens, writing pads, markers, with event logo).
- h. Designing and printing of categorized passes (Technical/Ushers/Media, etc.).
- i. Any other work required for successful completion of the event.

5.3 Details of Services

5.3.1 Infrastructure, Fabrication & Venue Setup

- Event production, fabrication, venue construction, hangar setup, pagodas, Octo norm stalls, fabricated stalls
- Branding: standees, backdrops, flex mounting
- Stage & dais preparation, pathways, welcome gates (VVIP & general), stage decoration
- Multi-layered performance stages, banners, backdrop utilities
- Masking, barricading (tin, mojo, railing)
- Furniture, floral decoration
- Printing (flex, vinyl, cloth, metal frames and others)
- Theme-based stage preparation
- Wheelchair access and user-friendly pedestrian pathways

5.3.2 Technical Requirements (Sound, Light, LED, Power, TV, Truss, SFX)

- Sound systems with all types of mics, mixers, and audio equipment
- Lighting systems (indoor/outdoor, stage, venue, décor lights) with hardware and software logistics
- LED walls/projectors (various pixel levels, lumens, switchers)
- LED/Plasma/Touchscreen TVs of various sizes
- Truss systems with certification (if required)
- SFX equipment (variety, formations, control boards, certification as needed)

5.3.3 Photography, Videography & Media

- Still photography, videography, media interviews (Union/State reps, dignitaries)
- Indoor/outdoor camera systems (gimbals, jimmy cams, drones, GoPro), with permissions
- Lights (pota, face lights, studio, kinoflo), DMX controllers
- Live relay systems for background screens, TVs, media partners

Other Services

- Control room setup (computers, internet, printer, AC, telephone, photocopying)
- Stall construction with fascia & carpeting
- Media gallery

5.3.4 Power Systems, IT Infrastructure, and Event Operations

- Power systems: cabling, KVA planning, 100% power backup, UPS, ATS, earthing, generators with silencers, certifications.
- Logistics and transportation of all materials
- IT setup (computers, laptops, printers, power plugs, charging points)
- High-speed internet
- Technical support staff
- Registration systems (pre-event and on-site)
- Scanning systems for entry passes
- Crowd management
- Dismantling of entire setup
- Providing edited & non-edited video/audio recordings
- Single Point of Contact (SPOC) for technical support through the event lifecycle

Note: The Event Management Agency shall arrange all equipment, materials, manpower, infrastructure, permissions, and apparatus required for execution of the event. IPA may provide necessary coordination support, wherever required, but shall not be responsible for arranging any such resources unless specifically agreed in writing.

5.3.5 Venue Management: Venue Booking/Construction & Allied Services

- Planning, designing and implementing infrastructure in alignment with event theme
- Venue preparation on “as is where is” basis
- Setup at pavilion/venue grounds and dismantling thereafter
- Execution of all pre-event, during-event and post-event activities
- Booking of venue, halls, shamianas
- Adoption of new technologies and state-of-the-art infrastructure
- Cleaning of event venue within time set by venue owner
- Waste removal; penalties applicable for non-compliance
- Parking management
- Drinking water arrangement (delegates & visitors)
- Fire safety plan & system
- Security arrangements with coordination of relevant departments
- Refreshment area setup (self-paid basis possible)

- Dustbin and sanitation management
- EMA to arrange meals/transport/safety apparatus for their staff
- Fire marshals and fire brigade with permissions

5.3.6 Media / Public Relations / Promotions / Social Media / Digital Marketing

- Media and PR management
- Publishing promotional material, keynotes, etc.
- PR/media strategy
- Event promotion: pressers, curtain-raisers, hoardings, print/electronic ads, brochures, invites, kit bags, stationery, publicity material
- Photography, videography and documentation
- Hoarding and OOH advertising
- Social media promotions, digital marketing, podcast content

5.3.7 Hospitality / Travel & Ticketing / Logistics

- Air ticketing, visas, accommodation, venue passes, transportation and logistics
- Transport for celebrities, artists, performers, crew
- Transport management system near venue with govt. coordination
- Invitation card design & distribution
- Assistance in guest invitation (as guided by IPA)
- Hotel bookings
- Protocol-based guest welcome (bouquets, etc.)
- Catering for delegates & VIPs
- Drinking water arrangements
- Purchase of consumables
- TBL (Travelling, Boarding, Lodging), badges, mementos, name plates

5.3.8 Content / Creatives & Digital Activities

- Films, AVs, videos (scripting to final output)
- Animation content, video invites
- All creative content for event
- WhatsApp content (GIFs, creatives)

- Mapping content for LED/Projection
- LED screen content
- New media requirements

5.3.9 Virtual Event

- Virtual event designs (templates, holding screens, etc.)
- Video conferencing and broadcast setup
- Cameras, studio setup and related requirements
- Other virtual event requirements

5.3.10 Manpower / Artist Management

- Anchors (Hindi, English, local language)
- Singers, dancers, poets, instrumentalists, comedians, motivational speakers, local/national/international performers
- Celebrity management
- Security manpower with equipment, certifications
- Ushers for guest handling, stage and seating arrangement

5.3.11 Gifting & Souvenirs

- All gift requirements (pre and post event)
- Souvenirs and mementos
- Awards for award functions

5.3.12 Approvals/Permissions:

Responsibility for obtaining any approvals/permission from various statutory agencies/Governments/local authorities for organization of any events or any activities related to the events shall be the responsibility of the event management Agencies. IPA will provide all required support to the Agencies for obtaining such approvals/permissions.

The selected Agencies should be capable of executing work on short notice and accommodating additional requirements defined by IPA.

The Event Management Agency shall be responsible for all claims, damages, liabilities, losses, or expenses arising out of its acts, omissions, negligence, or breach of contractual obligations during execution of the event and shall indemnify and hold harmless IPA against such claims.

Note:

1. For activities not covered in the BOQ, EMA shall take approval from IPA for requirements as they arise.

2. The Agencies shall be paid only for actual executed items from the BOQ and approved additional items. No claim shall arise for non-executed BOQ items.

The Event Management Agency shall execute all activities in accordance with the instructions of IPA, applicable laws, safety standards, and industry best practices, and shall ensure timely, efficient, and professional execution of events.

6. General Conditions of Contract

The Event Management Agency is the successful bidder in the subject E-Tender published by IPA and being the successful bidder, has agreed to the terms and conditions specified in the Bid Document for empanelment and execution of event management services, more specifically detailed under the Scope of Work in the Bid Document. These General Terms and Conditions of Contract shall also form part of this Tender.

6.1 Consideration

The price to be paid by IPA to the Event Management Agency for the execution of event management services and the performance of all obligations undertaken by the Agency as per the terms of the Contract Agreement shall be determined based on the rates quoted by the Agency in the Financial Proposal and as specified in the respective Work Order(s), in accordance with the terms and conditions of this Tender.

6.2 Period of Contract

The Contract shall be for a period of **12 months** from the date of signing of the Contract Agreement.

6.3 Non-performance of Contract / Breach of Contract

In the event of unsatisfactory performance or non-compliance with regard to the provisions of the Contract, or if any breach is committed by the Event Management Agency of the terms and conditions of the Contract, IPA shall issue a notice to the Agency indicating such unsatisfactory performance or non-compliance, requiring compliance within a specified period. If the Event Management Agency fails to comply within a period of 30 days from the date of issue of such notice by IPA, IPA reserves the right to terminate the Contract.

In such event, the Performance Security shall be forfeited, towards compensation for the loss or damages suffered by IPA due to the breach of the Contract committed by the Event Management Agency.

6.4 Malpractice or Furnishing of False Information

In case of suppression of any facts, furnishing of false information, or any malpractice committed by the Event Management Agency at any time during the tender process and/or during the Contract Period, IPA shall reject the bid in whole or terminate the Contract Agreement, as the case may be. In the event of such omission, IPA reserves the right to forfeit the Earnest Money Deposit (EMD) and/or Performance Security and/or Security Deposit lying with IPA.

In addition to the above, IPA may also blacklist, suspend, or debar the Event Management Agency from participating in future tenders, as IPA may deem fit.

6.5 Negotiations

The selected Event Management Agency may, if necessary, be invited for negotiations for exploring the possibility of arriving at a reasonable and better offer and for reconfirming the

obligations of the Agency under this Tender. Issues such as understanding of the Terms of Reference (ToR), methodology, execution approach, and quality of the work plan shall be discussed during negotiations and reconfirmed.

6.6 Substitution of Key Personnel

IPA expects all Key Personnel deployed by the Event Management Agency to be available during the implementation of the Contract and during the event, and the Agency shall not substitute any Key Personnel without the approval of IPA. IPA will not normally consider substitution of Key Personnel except for reasons of legal disqualification, incompetence, incapacity, major health issues, resignation, or any other reasons beyond the control of the Event Management Agency.

Such substitution shall be permitted only if the proposed replacement personnel possess qualifications and experience equal to or better than those of the personnel being replaced, and are found acceptable to IPA. As a condition to such substitution, a sum equal to Rs. 5,00,000 (Rupees Five Lakh only) shall be deducted from the payments due to the Event Management Agency for each substitution of Key Personnel.

However, no deduction shall be made if the substitution is carried out at the request of IPA or with the written approval of IPA.

6.7 Termination of Contract

i) Consequent to the failure of the Event Management Agency (EMA) to comply with the notice issued for non-performance or breach of Contract, IPA shall issue a notice giving the EMA seven (7) days' time to show cause as to why the Contract should not be terminated.

ii) If no reply is received within the stipulated period, or if the reply received from the EMA is found to be unsatisfactory, IPA shall terminate the Contract with immediate effect.

iii) **By the Employer:** IPA may terminate this Contract / empanelment of EMA in case of occurrence of any of the following events:

a) If the EMA becomes insolvent or goes into liquidation or receivership, whether compulsory or voluntary.

b) If the EMA, on due investigation and in the judgment of IPA, has engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing this Contract.

c) If the EMA submits to IPA any false statement, forged document, or misrepresentation which has a material effect on the rights, obligations, or interests of IPA.

d) If the EMA places itself in a position of conflict of interest or fails to disclose promptly any conflict of interest to IPA.

e) If the EMA fails to provide the required quality of services or commits breach of any of the terms and conditions of this Tender. IPA may, at its discretion, provide an opportunity to the EMA to improve the quality of services.

- f) If, as a result of Force Majeure, the EMA is unable to perform a material portion of the Services for a continuous period of not less than sixty (60) days.
- g) If IPA, in its sole discretion and for administrative or operational reasons, decides to terminate this Contract.
- h) If the EMA is found to have submitted inflated rates, manipulated quotations, fake or fabricated bills or invoices, or has engaged in any financial irregularity affecting the interests of IPA.
- i) If the EMA fails to obtain mandatory permissions, licenses, No Objection Certificates (NoCs), statutory clearances, safety certifications, or other approvals required for execution of the event, IPA may terminate the Contract immediately.
- j) If the EMA uses sub-standard, unsafe, non-certified, or poor-quality materials, structures, electrical equipment, or manpower, IPA may terminate the Contract immediately.
- k) If any security breach, safety lapse, fire hazard, electrical failure, structural failure, or crowd management failure is attributable to the EMA, IPA may terminate the Contract immediately.
- l) If the EMA fails to deploy the committed team, Key Personnel, Event Managers, technical staff, or skilled manpower as proposed in its bid or required for execution of the event, IPA may terminate the Contract.
- iv) In the event of termination under the above clauses, IPA shall give not less than fifteen (15) days' written notice of termination to the EMA.
- v) However, termination under clauses (i), (j), and (k) above may be effected immediately without issuance of any prior notice, in order to safeguard public safety, security, and the interests of IPA.
- vi) Upon termination of the Contract, IPA shall have the right to forfeit the Performance Security and recover any losses or damages suffered due to such termination, without prejudice to any other rights or remedies available under the Contract or applicable law.

6.8 Discontinuance by the Event Management Agency

If the Event Management Agency is not in a position to continue the Contract, the Agency shall give a notice of sixty (60) days in writing to IPA, prior to the proposed date of discontinuance of the Contract. In such an event, the Performance Security shall be liable to be forfeited by IPA, without prejudice to any other rights or remedies available to IPA under the Contract or applicable law.

6.9 Foreclosure of the Contract by IPA

The Contract may be foreclosed by IPA at any time during the subsistence of the Contract Period by giving thirty (30) days' advance written notice to the Event Management Agency, without assigning any reasons. In such an event, the Performance Security shall be refunded to the Event Management Agency, subject to adjustment of any dues, recoveries, or claims, if any, payable to IPA.

6.10 Change in Constitution

The Event Management Agency / Contracting entity shall not make any change in the formation, constitution, ownership, or composition of its business, or change its legal status or name, without the prior written consent of IPA, during the subsistence of the Contract.

6.11 Insolvency / Bankruptcy / Winding Up, etc.

IPA shall be entitled to cancel or terminate the Contract before the expiry of the Contract Period, if the Event Management Agency is declared insolvent or bankrupt, or is unable to pay its debts, or makes a composition with its creditors, or if a trustee, liquidator, receiver, or administrator is appointed to take over the assets, business, or undertaking of the Event Management Agency.

IPA shall also be entitled to terminate the Contract if a substantial portion of the assets, property, revenues, or business of the Event Management Agency is confiscated or expropriated by the Central Government, State Government, or any governmental authority or third party, or if the applicable laws relating to insolvency or sick entities apply to the Event Management Agency, or if the Event Management Agency is dissolved or wound up.

Further, IPA may terminate the Contract if any order is passed or an effective resolution is made for the winding up of the Event Management Agency, or if the Event Management Agency is reconstituted in a manner that materially affects its obligations under the Contract, or if the business or operations of the Event Management Agency are closed due to internal disputes among its stakeholders or otherwise.

6.12 Liquidated Damages (LD)

If the Event Management Agency fails to adhere to the timelines prescribed in the Work Order or as specified by IPA for any stage of the event or services, a penalty of 0.2% of the total Work Order value per week (or part thereof) shall be levied, subject to a cumulative maximum of 10% of the total Work Order value.

In case IPA incurs any additional cost due to such delay, the same shall be recoverable from the Performance Security or from any amount due or becoming due to the Event Management Agency, in addition to the recovery of Liquidated Damages.

6.13 Penalty

The event management services shall be undertaken as per the Scope of Work defined in this RFP document and the respective Work Order issued by IPA. If the services do not take place as per the Scope of Work or are of inferior quality not acceptable to IPA, then a penalty equivalent to double the value of such omission or reduction in the Scope of Work or quality shall be imposed on the Event Management Agency, subject to a maximum of 10% of the total value of the Work Order. In case IPA decides to execute such scope of work independently or improve the quality of the services, any additional cost incurred over and above the Work Order value shall be at the risk and cost of the Event Management Agency and shall be recovered from the Performance Security or any amount due or becoming due to the Event Management Agency.

6.14 Confidentiality

The Event Management Agency shall keep confidential all the data and other information of IPA shared or obtained during the course of work in any form during and after expiry, termination, or cancellation of the Contract, except that which is available in the public domain.

6.15 Damage to IPA

The Event Management Agency shall be responsible for making good to the satisfaction of IPA, any loss or damage caused to IPA if such loss or damage is due to fault and/or negligence or wilful acts or omission of the Event Management Agency or its agents or representatives. The Event Management Agency shall make good the loss as assessed by IPA.

6.16 Indemnification

The Event Management Agency shall defend, indemnify, and keep indemnified and hold IPA, its officers and employees harmless from any and all claims, demands, injuries, damages, costs, charges, compensation, losses, expenses, proceedings or suits, including attorney fees, arising from any breach or default in the performance of any obligation on the part of the Event Management Agency under the terms and conditions of this Contract or arising from any negligence of the Event Management Agency, or any of its agents or personnel provided for the purpose of this Contract or non-fulfilment, non-adherence, or non-compliance of any statutory provisions which, as per law, the Event Management Agency is required to comply with. The provisions of this section shall survive even after the expiration or termination of this Contract.

6.17 Changes in Terms of a Concluded Contract

No variation in the terms of a concluded Contract shall be made without the consent of both parties.

6.18 Dispute Resolution

i) In the event of any dispute or difference of whatsoever nature between the parties arising out of, in relation to, or in connection with the Contract, including any dispute or difference arising from or in connection with termination, the parties shall, at the outset, attempt to resolve the said dispute or difference amicably.

ii) Any claim, dispute, or difference relating to or arising out of this Contract / Tender shall be settled amicably between the parties as per the guidelines issued by the Ministry of Finance vide OM No. F.1/12/2024-PPD dated 03.06.2024, as amended or superseded from time to time.

iii) The Contract shall be governed by and construed in accordance with the laws of India. Subject to the above, the Courts at New Delhi shall have exclusive jurisdiction with respect to any disputes or differences of whatsoever nature between the parties arising out of, in relation to, or in connection with the Contract. Any court proceedings pertaining to this Contract / Tender shall lie within the jurisdiction of the Courts where the headquarters of IPA is situated.

6.19 Doubt and Clarifications

In case of any doubts regarding the terms and conditions of the Tender, the same may be referred to the Managing Director, Indian Ports Association, New Delhi, in writing for clarification, whose interpretation shall be final and binding.

6.20 Notice

Any notice to the Event Management Agency shall be deemed to be sufficiently served to the Event Management Agency directly or to any person declared as its authorized representative in Form – 5, if given or left in writing at the address or sent through the E-mail ID provided in response to the Bid Document and declared in Form – 2. Responsibility to notify any change in address and/or E-mail ID shall entirely lie with the Event Management Agency.

6.21 Joint Venture

Joint Ventures including Consortium (that is, an association of several persons or firms or companies) are not permitted to participate in this Tender.

6.22 Sub-contracting

The Event Management Agency may assign, transfer, pledge, or sub-contract all or part of the performance or services awarded by IPA to any other party only with the written consent of IPA, for the purpose of better execution of the Contract.

6.23 Applicable Law and Jurisdiction

The Contract shall be governed by and construed in accordance with the laws in force in India. The Event Management Agency shall hereby submit to the jurisdiction of the courts situated at New Delhi for the purpose of actions and proceedings arising out of this Contract, and the courts at New Delhi shall have the sole jurisdiction to hear and decide such actions and proceedings.

6.24 Adoption

The Contract shall be governed by the provisions, amendments, or clarifications issued by Indian Ports Association and any other relevant Acts, rules, regulations, and directives issued by the Government of India from time to time. It shall be binding upon the Event Management Agency to comply with all such Acts, rules, regulations, and directives issued by the Government of India and/or communicated by IPA from time to time.

7. Special Conditions of Contract

7.1 Ownership

The ownership and Intellectual Property Rights for all documents, materials, designs, creatives, reports, audio-visual content, and data generated during the course of execution of the event management services shall vest solely with Indian Ports Association (IPA), including any pre-event and post-event reports, presentations, minutes, discussion notes, photographs, videos, creatives, branding material, data sets, data analysis, or any other relevant document or data. The Event Management Agency shall have no rights to use, reproduce, or distribute such materials without the written consent of IPA.

7.2 Selection of Empanelled Agency and Issuance of Work Order for Assignment

After empanelment of agencies at matched L1 BOQ rates, all empanelled agencies shall be considered at par for allocation of work. IPA shall have the sole discretion to select any empanelled agency for a particular assignment and its decision shall be final and binding on all empanelled agencies. Post selection of agency, IPA shall request the agency to submit a quotation for the required Non-BOQ items.

The performance of the agencies will be under continuous evaluation based on the relevance of prior experience & quality of work in IPA organised events, capability in similar assignments, technical suitability, methodology or approach for events, resource deployment, delivery timelines and compliance with instructions of IPA. The agencies failing to keep up the performance benchmarks repeatedly may not be considered for any further allocation of work.

7.3 Identification and Quotation Process for Non-BOQ Work

For any requirement not covered under the approved BOQ items (“Non-BOQ Work”), the following mechanism shall apply:

7.3.1 Submission of Quotation

IPA shall request the agency identified under Section 7.2 to submit a quotation for the required Non-BOQ items. The quotation shall include an item-wise breakup, methodology, timelines, and all documents as required by IPA.

7.3.2 IPA’s Absolute Discretion

If IPA is not satisfied with the quotation submitted by the selected agency, IPA shall retain full and unconditional discretion to take any of the following actions, without limitation:

- request the selected agency to submit a revised quotation;
- negotiate the rates, scope of work, technical specifications, or timelines;
- seek quotations from other empanelled agencies / third-party vendors;
- allocate the work to any other empanelled agency, irrespective of earlier identification;
- take any other decision deemed appropriate to safeguard the interests of IPA.

IPA's decision in all such matters shall be final and binding.

7.3.3 Finalisation of Non-BoQ Rates

IPA shall ensure that all Non-BOQ items have been quoted reasonably, competitively and the rates shall be finalised accordingly. The decision of IPA regarding determination of Non-BOQ items rates shall be final and binding.

The agency selected for execution shall perform the Non-BOQ work strictly as per the scope, specifications, and timelines approved by IPA. The agency shall submit original invoices along with all required supporting documents. No payment shall be made for any Non-BOQ work undertaken without approval from IPA.

7.4 Service Charge and Agency Fee on Third-Party Services

The Event Management Agency may be asked to arrange certain works and services through third party vendors at the sole discretion of IPA. The Event Management Agency shall be entitled to a Service Charge (Agency Fee) on third-party services arranged on behalf of IPA, including but not limited to hotel accommodation, venue hire, catering and food and beverage services, local transportation, air and rail travel, artist and celebrity engagement, emcee (anchor) services, airport management, digital branding, audio visual movies, and other event-related services procured from external vendors.

The Service Charge shall be calculated as a percentage of the actual invoice value of such third-party services, exclusive of applicable taxes, and shall be payable over and above the approved vendor cost. The Service Charge shall be within the following limits:

- Base Service Charge: 5% of the invoice value
- Maximum Service Charge: Up to 15% of the invoice value

The applicable Service Charge percentage shall be determined by IPA on a case-to-case basis, depending on the nature, complexity, volume, and value of the services procured, competitiveness and reasonableness of the quotations submitted, and overall administrative considerations.

The decision of IPA regarding the applicable Service Charge percentage shall be final and binding on the Event Management Agency, and IPA reserves the absolute right, at its sole discretion, to determine, revise, reduce, restrict, or disallow the Service Charge, in part or full, based on evaluation of quotations, market benchmarking, or administrative considerations.

The Event Management Agency shall submit original third-party vendor quotations, comparative statements, and supporting documents for approval by IPA. No Service Charge shall be payable on any amount not approved by IPA. The Event Management Agency shall be required to submit original third-party vendor invoices before settlement of final bills.

Procurement of Third-Party Services through Competitive Quotations

For all third-party services as decided by IPA including but not limited to hotel accommodation, venue hire, catering, transportation, air and rail travel, emcee services, artist engagement, the Event Management Agency should obtain a minimum of three (3) competitive quotations from different vendors, wherever feasible.

The Event Management Agency shall submit the quotations along with a comparative statement and recommendation for approval by IPA before finalization of the vendor. IPA reserves the right to accept, reject, or direct selection of any vendor, or require fresh quotations, to ensure competitiveness and reasonableness of rates.

In exceptional circumstances, where obtaining three quotations is not feasible due to urgency, limited vendor availability, proprietary services, or other valid reasons, the Event Management Agency shall submit written justification and obtain approval of IPA.

IPA reserves the right to independently verify market rates, negotiate with vendors, and require selection of vendors offering reasonable and competitive rates.

No payment or Service Charge shall be admissible for any procurement made without approval of IPA.

7.5 Rate Reasonability Certification

The Event Management Agency shall ensure that all rates charged for third-party services are fair, reasonable, and consistent with prevailing market rates.

The Event Management Agency shall submit a Rate Reasonability Certificate, duly signed by its Authorized Signatory, along with each invoice and vendor bill, certifying that the rates charged are not higher than those normally charged by the same vendor for similar services under comparable conditions.

IPA reserves the right to verify rate reasonability through market inquiry, benchmarking, or other appropriate means. In case inflated or unreasonable rates are detected, IPA shall have the right to reduce the payable amount, recover excess payments, impose penalties, and/or take action including termination or blacklisting.

Submission of false certification shall be treated as material breach of Contract.

7.6 Back-to-Back Billing and No Hidden Charges

The Event Management Agency shall charge IPA strictly on a back-to-back basis for third-party services. The Agency shall not add any hidden charges, undisclosed margins, commissions, or mark-ups beyond the approved Service Charge.

All third-party vendor invoices shall be submitted in original, along with proof of payment, wherever required. IPA reserves the right to verify invoices directly with vendors.

Any overcharging, inflated billing, or undisclosed mark-up shall be treated as breach of Contract and may result in recovery, penalty, termination, and/or blacklisting.

7.7 Scope Variation

The scope of work may vary depending upon the nature, scale, complexity, and location of each event. The detailed scope for each event shall be defined separately through individual Work Orders issued by IPA. The empanelled Event Management Agencies (EMAs) shall execute only those activities that are specifically approved and included in the respective Work Order issued by IPA.

7.8 Travel, Accommodation, and Boarding for Agency Personnel

In case the Event Management Agency is required to deploy its personnel for execution of events at locations other than Delhi, Mumbai, or the headquarters of the Event Management Agency, the personnel deployed for such events shall be entitled to reimbursement of travel, accommodation, and boarding expenses on actual basis, subject to approval of IPA.

The Event Management Agency shall make necessary arrangements for travel, accommodation, and boarding of its personnel and submit original invoices, tickets, hotel bills, and supporting documents for reimbursement. All such expenses shall be reasonable, economical, and consistent with prevailing market rates, and shall be subject to verification and approval by IPA.

IPA reserves the right to determine the admissibility, reasonableness, and extent of such expenses, and may approve, restrict, or disallow any claim, in part or full, at its sole discretion. No reimbursement shall be admissible without approval of IPA and submission of valid supporting documents.

7.9 Miscellaneous

i) The IPA, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to:

a) call the Event Management Agency physically or through Video Conference (VC) in order to receive updates, clarification, or further information related to the event or services;

b) retain any information and/or evidence submitted to IPA by, on behalf of, and/or in relation to the Tender, empanelment, or execution of events;

c) independently verify, disqualify, reject, and/or accept any and all submissions or other information and/or evidence submitted by or on behalf of the Event Management Agency.

The Event Management Agency shall be accessible through E-mail, Fax, Special Messenger, and Phone from IPA, which shall be acknowledged and responded immediately on receipt, on the same day, by the Event Management Agency.

Annexures & Forms

Annexure - A

Qualification and Responsiveness Information

(List of Documents to be Enclosed)

The bidders shall upload necessary documents to determine their qualification and responsiveness of the Technical Bid by using their user ID and password on the E-Tender Portal on or before the last date and time of submission of Tender, as mentioned in the RFP Notice. All documents mentioned in the checklist of Annexure – A shall be uploaded along with the Technical Proposal.

If any document listed in the checklist is not applicable to a bidder, the same shall be marked as “Not Applicable” and uploaded accordingly along with other documents. If any bidder intends to submit any supplementary document or information in addition to those specified in Annexure – A, the same may be uploaded after uploading all documents as per the prescribed checklist.

All bidders shall upload the required documents and other necessary information with their bids by scanning the relevant documents, duly filled, signed, stamped with official seal, and serially numbered by the bidder, on the E-Tender Portal. Failure to upload the required documents in the prescribed manner may render the bid liable for rejection.

S.no.	Documents Detail	Document Reference	Page Ref. No.
1	Bidder’s Bid Cover Letter	Form – 1	
2	Particulars of the Bidder	Form – 2	
3	Statement of Legal Capacity	Form – 3	
4	Power of Attorney	Form – 4	
5	Declaration of Authorised Representative	Form – 5	
6	Transaction Details for Remittance of Earnest Money Deposit (EMD)	Form – 6	
7	Declaration & Undertaking by the Bidder claiming exemption from EMD payment based on any Central/State Government certification (if applicable)	Form – 6A	
8	Financial Capability of the Bidder (Audited Turnover & Net Worth)	Form – 7	
9	Past Experience of the Bidder (Details of Events executed)	Form – 8	
10	Experience / Completion / Performance Certificates from Clients	Form – 8A	
11	Details of TDS Certificates (if applicable)	Form – 8B	
12	Declaration by the Bidder	Form – 9	
13	Tender Acceptance and Declaration on Litigation & Blacklisting	Form – 10	
14	Bank Mandate Form	Form – 11	
15	Pre-Bid Query Form (if applicable)	Form - 12	
	Statutory and Supporting Documents		
17	Certificate of Incorporation / Registration		

18	Valid GST Registration Certificate		
19	Valid PAN Card		
20	Audited Profit & Loss Statements for FY 2022–23, 2023–24, 2024-25		
21	TDS Certificates (for private sector experience)		
22	Certificate from Head of HR / Director confirming Key Personnel are on payroll		
23	Technical Presentation (PPT) – to be submitted with bid and presented to IPA		
24	Any other evidence documents supporting eligibility and experience		

(Fill the page numbers where the documents have been uploaded in the table provided above)

*The above qualification documents to be uploaded list is subject to changes as per the requirement of the concerned department

Place:

Date:

Signature and seal of the Authorized Representative of Bidder

Bidder's Bid Cover Letter

(To be provided on the Bidder's Company Letterhead with signature and seal)

Date: _____

Reference No.: _____

1. Registered Business Name: _____
2. Registered Business Address: _____
3. Name of the Contact Person for this Tender: _____
4. Designation & Address of the Contact Person: _____
5. Telephone: _____
6. Mobile: _____
7. E-mail: _____

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

Sub: Empanelment of Event Management Agencies for Executing National Level Events

Dear Sir,

With reference to your RFP Document dated....., after having examined all relevant documents and understood their contents, I/We hereby submit our Proposal for the subject assignment.

Further that:

1. I/We acknowledge that the IPA will be relying on the information provided in the Proposal and the documents accompanying the Proposal for Empanelment of the Agency, and we certify that all information provided in the Proposal and in the Appendices is true and correct, nothing has been omitted which renders such information misleading; and all documents accompanying such Proposal are true copies of their respective originals.
2. This statement is made for the express purpose of Empanelment as the Agency for the aforesaid Project.
3. I/We shall make available to the IPA any additional information it may deem necessary or require for supplementing or authenticating the Proposal.
4. I/We acknowledge the right of the IPA to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.

5. I/We hereby give our consent to the IPA or its authorized Representatives to conduct any investigations to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this application. For this, we hereby authorize (any Public Official, Engineer, Bank, Depository, Manufacturer, Distributor, etc.) or any other person or firm to furnish pertinent information deemed necessary and requested by the IPA to verify statements and information provided in this application or regarding our competence and standing.

6. I/We certify that in the last three years, we or any of our Associates have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial Board or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or contract by any public Board nor have had any contract terminated by any public Board for breach on our part.

7. I/We declare that:

a. I/We have examined and have no reservations to the RFP Documents, including any Addendum issued by the IPA;

b. I/We do not have any conflict of interest in accordance with the provisions mentioned in the RFP Document;

c. I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the IPA or any other public sector enterprise or any government, Central or State; and

d. I/We hereby certify that we have taken steps to ensure that in conformity with the provisions of the RFP, no person acting for us or on our behalf will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8. I/ We understand that you may cancel the Selection & Empanelment Process at any time and that you are neither bound to accept any Proposal that you may receive nor to select the agency, without incurring any liability to the Applicants in accordance with provisions of the RFP document.

9. I/ We declare that we are not a Sub-Agency in any other Proposal applying for Selection as a Agency under this RFP.

10. I/ We certify that in regard to matters other than security and integrity of the country, we or any of our Associates have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory Board which would cast a doubt on our ability to undertake the Event Management Services for the Project or which relates to a grave offence that outrages the moral sense of the community.

11. I/ We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

12. I/ We further certify that no investigation by a regulatory Board is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers / employees.

13. I/ We hereby irrevocably waive any right or remedy which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by IPA [and/ or the Government of India] in connection with the selection of agency or in connection with the Selection Process itself in respect of the above-mentioned Project.

14. I/ We agree and understand that the proposal is subject to the provisions of the RFP document. In no case, shall I/we have any claim or right of whatsoever nature if the Event Management Services for the Project is not awarded to me/us or our proposal is not opened or rejected.

15. I/ We agree to keep this offer valid for 120 (one-hundred twenty) days from the Proposal Due Date specified in the RFP.

16. A Power of Attorney in favour of the authorised signatory to sign and submit this Proposal and documents is attached herewith in Form - 4.

17. In the event of my/our firm being selected as the Agency, I/ we agree to enter into an Agreement with IPA. We agree not to seek any changes in the form and agree to abide by the same.

18. In the event of my/ our firm being selected as the agency, I/ we agree and undertake to provide the services of the Team Leader in accordance with the provisions of the RFP and that the Team Leader shall be responsible for providing the agreed services himself and not through any other person or Associate.

19. I/ We have studied RFP and all other documents carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by IPA or in respect of any matter arising out of or concerning or relating to the Selection Process including the award of Event Management Services.

20. The Financial Proposal is being submitted in the CPP Portal. This Technical Proposal read with the Financial Proposal shall constitute the Application which shall be binding on us.

21. I/ We agree and undertake to abide by all the terms and conditions of the RFP Document. In witness thereof, I/ we submit this Proposal under and in accordance with the terms of the RFP Document.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

(Name and seal/ stamp of the Applicant)

Particulars of the Bidder*(To be provided on the Bidder's Company Letterhead with signature and seal)*

S. No.	Particulars	Details
i.	Name of Firm	
ii.	Country of Incorporation	
iii.	Registered Address	
iv.	Year of Incorporation	
v.	Year of Commencement of Business (Event Management Services)	
vi.	Principal Place of Business	
vii.	Name, Designation, Address and Phone Numbers of Authorized Signatory of the Applicant	
viii.	Name	
ix.	Designation	
x.	Company	
xi.	Address	
xii.	Phone No.	
xiii.	Fax No. (if any)	
xiv.	E-mail Address	

(Signature, name and designation of the authorized signatory)

For and on behalf of

.....

Statement of Legal Capacity

(To be provided on the Bidder's Company Letterhead with signature and seal)

(Date and Reference)

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 Event Management Agencies for Executing National Level Events

Dear Sir,

I/We hereby confirm that we, the Applicant, satisfy all the eligibility criteria and terms and conditions laid down in the RFP document for Empanelment of Event Management Agencies for Executing National Level Events.

I/ We have agreed that (insert individual's name) will act as our authorized Representative and has been duly authorized to submit our Proposal. Further, the authorized signatory is vested with requisite powers to furnish such proposal and all other documents, information or communication and authenticate the same.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of

Form – 4
Power of Attorney

Know all men by these presents, We, **(Name of Firm and address of the registered office)** do hereby constitute, nominate, appoint and authorize **Mr./Ms.** _____, son/daughter/wife of _____, and presently residing at _____, who is presently employed with / retained by us and holding the position of _____ as our true and lawful Attorney (hereinafter referred to as the “**Authorised Representative**”) to do in our name and on our behalf all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for **Empanelment of Event Management Agencies for Executing National Level Events by Indian Ports Association (IPA), New Delhi**, including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information / responses to IPA, representing us in all matters before IPA, signing and execution of all contracts and undertakings consequent to acceptance of our proposal and generally dealing with IPA in all matters in connection with or relating to or arising out of our Proposal for the said assignment and/or upon award thereof to us till the entering into of the Agreement with IPA.

AND, we do hereby agree to ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Authorised Representative pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Authorised Representative in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL, HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS ____ DAY OF _____, 2026.

For _____

(Signature, name, designation and address)

Witnesses:

1. _____
2. _____

Notarized Accepted

.....

(Signature, name, designation and address of the Attorney)

Note:

I. The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal / stamp affixed in accordance with the required procedure.

II. For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarized in the jurisdiction where the Power of Attorney is being issued. However, the Power of Attorney provided by Applicants from countries that have signed the Hague Apostille Convention, 1961 are not required to be legalized by the Indian Embassy if it carries a conforming Apostille certificate.

Declaration of Authorised Representative

(To be provided on Rs.100/- Non-Judicial Stamp Paper)

(Separate Form to be submitted for each Signatory with details of Proprietor / Partner / Managing Director / Authorized Official)

I/We, _____ (Name), being the Proprietor / Partner / Karta / Managing Director / Whole-time Director / Member of Managing Committee / Trustee of _____ (Name of the Bidder), hereby solemnly affirm and declare that Mr./Ms. _____ (Name of Authorized Signatory) is hereby authorized, vide Resolution No. _____ dated _____ (copy enclosed herewith), to act as the Authorized Signatory for the business _____ (Name of the Bidder) for the purpose of submission of bid under the tender for **Empanelment of Event Management Agencies for Executing National Level Events** issued by Indian Ports Association (IPA).

All acts, deeds and actions taken by the said Authorized Signatory in relation to this tender shall be binding on me/us and on the firm/company.

Signature of the person competent to sign

Signature: _____

Name: _____

Designation: _____

Name of the Business Entity: _____

I, _____ (**Name of Authorized Signatory**), hereby solemnly accord my acceptance to act as Authorized Signatory for the above-mentioned business entity for the purpose of submission of bid and execution of all documents related to the tender for **Empanelment of Event Management Agencies for Executing National Level Events**.

I further declare that all my acts and deeds in this regard shall be binding on the said business entity.

Signature of Authorized Signatory

Signature: _____

Name: _____

Designation: _____

Place: _____

Date: _____

Note:

1. For the purpose of this tender and the Agreement, the tender, forms, Agreement and other documents shall be signed only by the persons who are legally authorized and competent to undertake the work and possess all resources required for the purpose. The tender shall contain the name, residence and place of business of the person or persons submitting the tender and shall be signed by the Bidder with his/her usual Authorized Representative, followed by the name and designation of the person signing the document along with a copy of the partnership deed / incorporation documents.
2. Tender submitted by a company shall be signed in the name of the company by a duly authorized representative, and a Power of Attorney in that behalf shall accompany the tender. In the case of a company, a copy of the Memorandum and Articles of Association shall be furnished.
3. Tenders may be submitted by agents on behalf of their principals, but in such cases IPA reserves the right to enter into contract with the principals directly or jointly with the agents, as deemed appropriate.

Transaction Details for Remittance of Earnest Money Deposit (EMD)

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

The Bidder shall provide the details of remittance of Earnest Money Deposit (EMD) as per the RFP document for **Empanelment of Event Management Agencies for Executing National Level Events** issued by Indian Ports Association (IPA), as follows:

S. No.	Unique Transaction Reference (UTR) No.	Date of Transfer	Amount (INR)	Uploaded Page No. Reference
1				

I/We hereby confirm that the above EMD amount has been remitted through NEFT/RTGS in favour of **Indian Ports Association (IPA)** as per the details provided in the RFP.

Certified that the information furnished above is true and correct.

(Signature, name and designation of the authorized signatory)

For and on behalf of

Declaration & Undertaking by the Bidder who is claiming exemption from payment of EMD based on any Central/State Government certification

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

Date: _____

S. No.	Particulars	Details
1	Type of Organization (tick as applicable): Proprietorship / Partnership / Private Limited Company / Public Limited Company / LLP / Others (please specify)	_____
2	Category of Organization (tick as applicable):	<input type="checkbox"/> Micro Enterprise <input type="checkbox"/> Small Enterprise <input type="checkbox"/> Medium Enterprise <input type="checkbox"/> Startup Company <input type="checkbox"/> Others (specify)
3	Copy of valid certificate enclosed (MSME / Startup / other applicable certificate)	<input type="checkbox"/> Yes (Attached)

Note:

The above details are furnished solely for the purpose of claiming exemption from Earnest Money Deposit (EMD) as per applicable Government of India norms.

Declaration

I/We hereby declare that the above information is true and correct. In case any of the above details are found to be false or misleading, our bid shall be liable for rejection and/or cancellation of order and appropriate action shall be taken as per the terms and conditions of the RFP.

(Signature, name and designation of the authorized signatory)

For and on behalf of

(With Company Seal & Signature)

Financial Capability of the Bidder

The details of Summary of Annual Turnover of the Bidder on the basis of the Audited Balance Sheet / Chartered Accountant’s Certificate with UDI No. for any three of the last four financial years shall be given as under (best three financial years shall be considered):

S. No.	Financial Year	Total Turnover (in INR)	Uploaded Reference (Page No.)
01	Year 2022–23	Rs.	
02	Year 2023–24	Rs.	
03	Year 2024–25	Rs.	
04	Year 2025–26	Rs.	

Note: The Profit & Loss Statement and Balance Sheet to be uploaded shall be duly certified by the Chartered Accountant.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of

Place:

Name:

.....

Date:

Designation:

.....

Business Address:

.....

Seal:

Past Experience of the Bidder

The Bidder’s experience in similar work carried out in any Central / State Government / Autonomous Bodies / PSEs / PSUs / Nationalized Banks / Public Limited or Private Limited Companies, etc., for evaluating the Eligibility Criteria for pre-qualification shall be provided in the format below in compliance with the Bid Document as on (date):

Details of Similar Past Experience

	Name of Work	Value of Work Executed (in Rs.)	Work Order Reference No.	Contract Period		Date of Completion Certificate	Name and Address of the Client	Uploaded Page No. Reference
				Commencement	Completion			
1								
2								
3								

Note:

1. Copies of documents containing the above information such as Work Order and Completion Certificate shall be uploaded duly self-attested.
2. In case of experience other than Central / State Government / Autonomous Bodies / PSEs / PSUs / Nationalized Banks / Public Limited Companies, the Bidder shall submit TDS Certificate for the past experience to be uploaded, only then the experience will be considered.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of

Place:

Name:

.....

Date:

Designation:

.....

Business Address:

.....

Seal:

Experience / Completion / Performance Certificate

(To be issued on the Client Organization’s official letterhead, duly sealed and signed by the officer who issued the Work Order or his/her equivalent or superior)

This is to certify that M/s _____ was awarded the contract for _____ and has executed the same for this organization as per the details furnished below:

- 1. Name of the Work: _____
- 2. Work Order No. / Agreement No. and Date: _____
- 3. Date of Commencement of Contract: _____
- 4. Date of Completion of Contract: _____
- 5. Date of Extension, if any: _____
- 6. Value of the Work: _____
- 7. Scope of Work: _____
- 8. Executed Value: _____
- 9. Period of Contract: _____
- 10. Performance of the Contractor: Satisfactory Not Satisfactory
- 11. Whether any Penalty was imposed: _____
- 12. Actual Payment Made: _____

(Signature)

Place:
.....
Date:
.....

Name:

Designation:

Organization with Address:
.....

Seal:

Note:

- (i) Furnishing the information in the above format is preferable.
- (ii) However, certificate(s) submitted in any other format should contain all the required information as in this Form.

Details of TDS Certificate

In case of experience in organizations other than Central / State Government / Autonomous Bodies / PSEs / PSUs / Nationalized Banks / Public Limited Companies, the Bidder shall provide the details of the TDS Certificate in the format given below and shall upload the TDS Certificate for the past experience. Only then the experience will be considered.

	Name of Work	Value of Work Executed (in Rs.)	Work Order Reference No.	TDS Certificate		Name and Address of the Client	Uploaded Page No. Reference
				No.	Amount		
1							
2							

Yours faithfully,

(Signature, name and designation of the authorized signatory)

For and on behalf of

Place:

Name:

.....

Date:

Designation:

.....

Business Address:

.....

Seal:

Declaration by the Bidder

(To be provided on Rs.100/- Non-Judicial Stamp Paper)

The Head of the Organization

I/We M/s. _____, represented by its Proprietor / Managing Partner / Managing Director, having its Registered Office at _____, do hereby declare that I/We have carefully read all the conditions of the tender with NIT No. _____ dated _____ and accept all the conditions of the tender including amendments / corrigendum subsequently issued by the Tender Inviting Authority, if any.

Further, I/We confirm our eligibility for this tender and that the bid has been quoted as per the tender conditions and the governing laws of India. In case of any typographical error found in the submitted documents / affidavits / declarations, I/We accept all the Terms and Conditions of the Bid Document and hereby confirm as under:

1. I/We have not made any counter conditions, stipulations or conditions and I/We agree that in the event of any such counter conditions, my/our tender will be summarily rejected and such offer will not be evaluated or considered at all.
2. I/We hereby declare that we have not been blacklisted / debarred by any Central / State Government / Autonomous Bodies / PSEs / PSUs / Nationalized Banks / Public Limited or Private Limited Companies from taking part in any tendering process.
3. I/We hereby declare that no penalty has been imposed on us by any arbitral or judicial authority through a judicial pronouncement or arbitration award.
4. I/We have not made any payment or offered any illegal gratification to any person / authority connected with the tendering process so as to influence the tendering process and have not committed any offence under the Prevention of Corruption Act in connection with this tender.
5. I/We hereby declare that all information furnished by me/us with this tender is true to the best of my/our knowledge and belief and in case it is found that the information furnished is not true or is partially true or incorrect, I/We agree that my/our tender shall be summarily rejected without prejudice to the right of Indian Ports Association to take further action in the matter.

Witness's Signature:Name:
Address:

Tel./Mobile No.:

Date:

Bidder's Signature:Name:
Address:

Tel./Mobile No.:

Date:

Tender Acceptance and Declaration on Litigation & Blacklisting
(To be provided on the Bidder's Company Letterhead 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 Event Management Agencies for Executing National Level Events under IPA.**

Sir,

WE DECLARE THAT:

1. 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 services as required under this tender.
2. Information regarding any litigation and arbitration against IPA as on the date of submission of the bid, the parties concerned and disputed amount is as given below:
 - i) _____
 - ii) _____
3. I/We am/are not blacklisted or debarred as on the date of submission of the bid from providing services by any Central / State Government / Autonomous Bodies / PSEs / PSUs / Nationalized Banks / Public Limited or Private Limited Companies in India.
4. I/We have downloaded / obtained the tender document(s) for the above-mentioned tender / work from the website(s) as per the advertisement.
5. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents (including all documents such as annexure(s), schedule(s), etc.), which form part of the Contract Agreement, and I/we shall abide by and agree to the terms / conditions / clauses contained therein.
6. 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.
7. I/We hereby certify that there is no deviation from the tender conditions either technical or commercial.
8. I/We hereby unconditionally accept the tender conditions of the above-mentioned tender document(s) / corrigendum(s) in their totality.

9. I/We certify that all information furnished by me/us is true and correct and in the event that the information is found to be incorrect or untrue or found violated, then Indian Ports Association shall, without giving any notice or reason thereof, summarily reject the bid or terminate the contract, without prejudice to any other rights or remedies including forfeiture of the full Earnest Money Deposit.

Yours faithfully,
(Signature of the Bidder with Official Seal)

Witness with Signature

1. Name & Address

2. Name & Address

Bank Mandate Form
(Bank Account Details of the Bidder)

1. Name of the Company: _____
2. Status: _____
3. Bank Name, Address & Branch: _____
4. IFSC Code: _____
5. MICR Code: _____
6. Account No.: _____
7. Branch Code: _____
8. Name of the Authorized Person: _____
9. Signature of the Authorized Person (as per Bank records): _____
10. E-mail ID of Authorized Person: _____
11. Contact No. (Landline / Mobile): _____

Note: Copy of cancelled cheque may be enclosed if Bank signature is not obtained.

Name & Seal of the Bank with Date:

Form – 12
Pre-Bid Query Form

(To be submitted in Word format)

S. No.	Page No. / Clause No.	Clause	Query
1			
2			
3			

(Signature, name and designation of the authorized signatory)

For and on behalf of

Cover letter for Financial Proposal

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 Event Management Agencies for Executing National Level Events under IPA.**

Sir,

I/We, _____ (Applicant's Name), hereby submit the Financial Bid through the CPP Portal in the prescribed **BOQ format (Annexure – B1)** for **Empanelment of my/our firm as an Event Management Agencies for Executing National Level Events** under Indian Ports Association (IPA).

The Financial Bid is inclusive of all costs, duties and taxes but excluding GST, as per the BOQ items provided in Annexure – B1.

I/We agree that this offer shall remain valid for a period of **120 (One Hundred Twenty) days** from the Proposal Due Date or such further period as may be mutually agreed upon.

Yours faithfully,

(Signature, name and designation of the authorized signatory)

Notes:

1. The amount payable to the Contractor in accordance with the Financial Bid shall cover all costs including manpower, materials, logistics, equipment, transportation and all taxes and duties except GST. No additional charges shall be payable beyond the amounts quoted in the BOQ (Annexure – B1). No escalation on any account shall be allowed.
2. All payments shall be made in Indian Rupees and shall be subject to applicable Indian withholding taxes, if any.
3. There will be no hard copy submission. The Financial Bid shall be uploaded only in the CPP Portal in the prescribed BOQ format (Annexure – B1).
4. The Total Financial Quote shall be derived automatically from the BOQ (Annexure B1) uploaded on CPP Portal. No separate financial amount shall be quoted in this Annexure.

Items in the Financial Bid

(To be submitted on the CPP Portal only)

Organizing Shows/Events/Conferences/Meetings/Exhibitions/Road Shows – Itemized Descriptions

S.no.	Item Description	Unit/Rate Description	No. of Units	Item No.
1.00	Theme based Event Planning including Presentation, Concept, Content, Designs, Layouts etc as per IPA requirement			
1.01	Preparation of detailed event presentation including theme, concept, and visual representation	To be quoted as Lumpsum Rate per Unit	1	item2
1.02	Development of event concept note including theme description, creative narrative and content	To be quoted as Lumpsum Rate per Unit	1	item3
1.03	Preparation of detailed event layout design including venue zoning, stage layout, branding layout and circulation	To be quoted as Rate per Sq. Metre	1000	item4
1.04	3D design of stage, pavilion, exhibition booth, entry gate or other event structures	To be quoted as Rate per Sq. Metre	1000	item5
1.05	3D walkthrough video design / rendered visual simulation	To be quoted as Rate per Sq. Metre	1000	item6
2.00	Infrastructure & Venue Construction			
2.01	Venue lay outing and lime marking	To be quoted as Rate per Sq. Metre	1000	item8
2.02	German Hangar Setup With Wooden Flooring, including setup and dismantling of Hangar structures post event- New Setup – (Up to 30 m)	To be quoted as Rate per Sq. Metre	1000	item9
2.03	German Hangar Setup With Wooden Flooring, including setup and dismantling of Hangar structures post event- New Setup – (Above 30 m and up to 60 m)	To be quoted as Rate per Sq. Metre	1000	item10
2.04	German Hangar Setup With Wooden Flooring, including setup and dismantling of Hangar structures post event- New Setup – (Above 60 m)	To be quoted as Rate per Sq. Metre	1000	item11
2.05	Hangar Glass Entrance gate with Double door Opening /Closing With Mechanism (Wooden/ Metal, as per requirement of IPA) Frame with Gate Standard Size 2400–3000 mm (W) × 2100–2400 mm (H))	To be quoted as Rate per Unit	10	item12
2.06	Kitchen Tent Setup (Waterproof tent, side walls, flooring, electrical points, and full food preparation infrastructure)	To be quoted as Rate per Sq. Metre	250	item13
2.07	Flag Poles - Non-Rusted & New painted (Metal Big size pole with Flag)	To be quoted as Rate per Unit	100	item14
2.08	Branded Tower Air Conditioner – up to 8 Ton (New) – including installation & dismantling	To be quoted as Rate per Unit	30	item15
2.09	Branded Tower Air Conditioner – up to 20 Ton (New) – including installation & dismantling	To be quoted as Rate per Unit	30	item16
2.10	Fire Extinguisher (4–6 kg ISI-certified extinguisher with 13–15 sec discharge and 5–7 m range.)	To be quoted as Rate per Unit	50	item17

2.11	Heaters (LPG outdoor mushroom heater with 10–13 kW output and tip-over safety shutoff.)	To be quoted as Rate per Unit	30	item18
2.12	Mist Fans (3-5 Litre/Hour Misting output)	To be quoted as Rate per Unit	30	item19
2.13	Chemical Toilet with all material for Cleaning and attendant cum cleaner - VIP (Non-Rusted)	To be quoted as Rate per Unit	20	item20
2.14	Chemical Toilet with all material for Cleaning and attendant cum cleaner - Normal (Non-Rusted)	To be quoted as Rate per Unit	20	item21
2.15	Vanity Van multi-functional with WC & Urinal and attendant cum cleaner along with Genset - VIP (brand New Condition)	To be quoted as Rate per Unit	2	item22
2.16	Green Room with Wooden Ply Base / Octanorm Green room including setup and breakdown with Lighting, Carpet, Sofa, Chairs, Garment Stand, Table, Mirror, heavy gauge wire etc. - Branded Only.	To be quoted as Rate per Sq. Metre	100	item23
2.17	Queue Managers / Bollards - New Condition	To be quoted as Rate per running Metre	1000	item24
2.18	Pagoda / Canopy (Size 3x3 Metre) including setup and breakdown of pagoda structures- Neat and Clean only	To be quoted as Rate per Sq. Metre	400	item25
2.19	Pagoda / Canopy (Size 5x5 Metre) including setup and breakdown of pagoda structures- Neat and Clean only	To be quoted as Rate per Sq. Metre	300	item26
2.20	Pagoda / Canopy (Sizes 6x6 Metre) including setup and breakdown of pagoda structures- Neat and Clean only	To be quoted as Rate per Sq. Metre	300	item27
2.21	New Carpeting with lamination - Thick carpet for Passage area 3 mm Thickness with Lamination	To be quoted as Rate per Sq. Metre	500	item28
2.22	New Carpeting with lamination - Thick carpet for Passage 5 mm Thickness with Lamination	To be quoted as Rate per Sq. Metre	500	item29
2.23	New Carpeting- Natural Jute Thick carpet for outdoor Area	To be quoted as Rate per Sq. Metre	1000	item30
2.24	Agronet (Net with Fixing on Ground or VIP area) - New	To be quoted as Rate per Sq. Metre	1000	item31
2.25	Stage/Riser (Wooden Understructure) with New 18mm Plywood (at different Level upto 2 ft) - Multiple sizes	To be quoted as Rate per Sq. Metre	250	item32
2.26	Stage/Riser (Wooden Understructure) with New 18mm Plywood (at different Level of Height 2 - 5 ft) - Multiple sizes	To be quoted as Rate per Sq. Metre	250	item33
2.27	Stage/Riser (Wooden Understructure) with New 18mm Plywood (at different Level of Height more than 5 ft) - Multiple sizes	To be quoted as Rate per Sq. Metre	250	item34
2.28	Octa norm Exhibition Stalls /Panels – Stall structure including walling system, aluminum frame, connectors, Fascia board and installation and dismantling, Wall branding graphics including design & printing	To be quoted as Rate per Sq. Metre	500	item35
3.00	Lounge, Office, Conference and Food Arrangements			
3.01	VIP Lounge cum Office - Carpeting with thickness, Brand New Sofa sets, Centre tables, Side Tables, Ample Chairs, Brand New coat stand, Min 65 inch TV with live news channel facility, Dining Area, Waiting area, Office area with new computer / laptop & printer, Internet connection with Dedicated Line , full Interiors, false ceiling, fabricated walls, floral décor, Fully Air Conditioned - To be fully furnished as per IPA's requirement.	To be quoted as Rate per Sq. Metre	300	item37

3.02	VIP Food Arena - Theme based Decorated dining area with pleasant interiors, fully air conditioned, Carpeting, Lighting, Decorated dining tables, chairs with cover, luxury high end crockery set up, decorated buffet with double set up and adequate serving staff as per requirement, butler / table service to cater at least 4 tables, sanitization Elements Like sanitizer with stand/Tissue paper/ Mask and others (Branded Only) - To be fully furnished and serviced as per IPA's requirement.	To be quoted as Rate per Sq. Metre	300	item38
3.03	F&B Service for VIP Lounge cum Office - Tea / Coffee arrangements as per requirement, Soft Beverages, Mineral Water, High Tea Snacks, Dry Fruits Baskets as per requirement, Fresh Fruits Baskets as per requirement, Tea/Coffee Vending machine, Water Bottles, fridge for Lounge, Service, Butler Service, Sufficient Manpower for servicing & security in uniform, sanitization Elements Like sanitizer with stand/Tissue paper/ Mask and others (Branded Only).	To be quoted as Rate per Person	300	item39
3.04	VIP Food Arrangements (Breakfast) - Breakfast arrangements from any reputed hotel / caterer (5 star or higher category), Food menu as per IPA's choice, Tea / Coffee arrangements as per requirement, Soft Beverages, Mineral Water- To be fully serviced as per IPA's requirement.	To be quoted as Rate per Person	300	item40
3.05	VIP Food Arrangements (Lunch) - Lunch arrangements from any reputed hotel / caterer (5 star or higher category), Food menu as per IPA's choice, Tea / Coffee arrangements as per requirement, Soft Beverages, Mineral Water- To be fully serviced as per IPA's requirement.	To be quoted as Rate per Person	300	item41
3.06	VIP Food Arrangements (High Tea) - High Tea arrangements from any reputed hotel / caterer (5 star or higher category), Food menu as per IPA's choice, Tea / Coffee arrangements as per requirement, Soft Beverages, Mineral Water- To be fully serviced as per IPA's requirement.	To be quoted as Rate per Person	300	item42
3.07	VIP Food Arrangements (Dinner) - Dinner arrangements from any reputed hotel / caterer (5 star or higher category), Food menu as per IPA's choice, Tea / Coffee arrangements as per requirement, Soft Beverages, Mineral Water- To be fully serviced as per IPA's requirement.	To be quoted as Rate per Person	300	item43
3.08	Standard Lounge cum Office - Carpeting, Sofa sets, Centre tables, Side Tables, Ample Chairs, Min 50 inch TV with live news channel facility, Waiting area, Office area with computer & printer, Internet connection, standard Interiors & ceiling, Air Conditioned - To be fully furnished as per IPA's requirement.	To be quoted as Rate per Sq. Metre	500	item44

3.09	Standard Food Arena - Decorated dining area with pleasant interiors, fully air conditioned, Carpeting, Lighting, dining tables, chairs with cover, bone China crockery set up, buffet with double set up and adequate serving staff as per requirement, sanitization Elements Like sanitizer with stand/Tissue paper/ Mask and others (Branded Only) - To be fully furnished and serviced as per IPA's requirement.	To be quoted as Rate per Sq. Metre	500	item45
3.10	F&B Service for Standard Lounge cum Office - Tea / Coffee arrangements with Assorted Biscuits, Sandwiches etc. as per requirement, Tea/Coffee Vending machine, Mineral Water Bottles, fridge for Lounge, Sufficient Manpower for servicing, sanitization Elements Like sanitizer/Tissue paper/ Mask etc.	To be quoted as Rate per Person	500	item46
3.11	Standard Food Arrangements (Breakfast) - Breakfast arrangements from any reputed hotel / caterer, Food menu as per IPA's choice, Tea / Coffee arrangements as per requirement, Soft Beverages, Mineral Water- To be fully serviced as per IPA's requirement.	To be quoted as Rate per Person	500	item47
3.12	Standard Food Arrangements (Lunch) - Lunch arrangements from any reputed hotel / caterer, Food menu as per IPA's choice, Tea / Coffee arrangements as per requirement, Soft Beverages, Mineral Water- To be fully serviced as per IPA's requirement.	To be quoted as Rate per Person	500	item48
3.13	Standard Food Arrangements (High Tea) - High Tea arrangements from any reputed hotel / caterer, Food menu as per IPA's choice, Tea / Coffee arrangements as per requirement, Soft Beverages, Mineral Water- To be fully serviced as per IPA's requirement.	To be quoted as Rate per Person	500	item49
3.14	Standard Food Arrangements (Dinner) - Dinner arrangements from any reputed hotel / caterer, Food menu as per IPA's choice, Tea / Coffee arrangements as per requirement, Soft Beverages, Mineral Water- To be fully serviced as per IPA's requirement.	To be quoted as Rate per Person	500	item50
3.15	Packaged Food with Mineral Water for Driver & other Staff from any reputed hotel / caterer, Food menu as per IPA's choice - To be fully serviced as per IPA's requirement.	To be quoted as Rate per Person	500	item51
3.16	Round Table Conference Arrangements - Carpeting with thickness, full Interiors, false ceiling, sound proofing, fabricated walls, floral décor, Fully Air Conditioned, Round Table conference set up with decorated table and top quality branded new sound system, Ample VIP Chairs, LED Screens 2.6/2.8 as per requirement, Min 65 inch TVs as per requirement, Waiting area, Office area with new computer / laptop & printer, Internet connection with Dedicated Line - To be fully furnished as per IPA's requirement.	To be quoted as Rate per Sq. Metre	500	item52

3.17	Theatre Style Conference Arrangements - Carpeting , Interiors, false ceiling, sound proofing, fabricated walls, Fully Air Conditioned, Theme based Stage setup, Theme based Podium, conference set up with top quality branded new sound system, Ample Chairs, LED Screens 2.6/2.8 as per requirement, Min 65 inch TVs as per requirement, Waiting area, Computer / laptop & printer, Internet connection with Dedicated Line - To be fully furnished as per IPA's requirement.	To be quoted as Rate per Sq. Metre	500	item53
3.18	Necessary Parking arrangements with leveling of parking area (if required), marking, manpower, toilets, drivers lounge, driver food court etc.	To be quoted as Rate per Vehicle	500	item54
4.00	Furniture & Other Requirements at Venue			
4.01	PVC Chair (With new Cover)	To be quoted as Rate per Unit	1000	item56
4.02	Metal Based Dunlop Chair Banquet Hall Style (with new cover)	To be quoted as Rate per Unit	1000	item57
4.03	Neelkamal Chair (Premium quality, with new cover)	To be quoted as Rate per Unit	100	item58
4.04	Cushioned VIP Chair (Steel / Wooden frame with armrest and new cover)	To be quoted as Rate per Unit	100	item59
4.05	High Back Executive Chair (For dignitaries / speakers / stage use)	To be quoted as Rate per Unit	50	item60
4.06	Revolving Office Chair (Executive)	To be quoted as Rate per Unit	200	item61
4.07	Standard Office Chair (Executive)	To be quoted as Rate per Unit	200	item62
4.08	VIP Sofa single seater (With new velvet/leather cover or as per IPA requirement).	To be quoted as Rate per Unit	200	item63
4.09	VIP Sofa two-seater (With new velvet/leather cover or as per IPA requirement).	To be quoted as Rate per Unit	200	item64
4.10	VIP Sofa three-seater (With new velvet/leather cover or as per IPA requirement).	To be quoted as Rate per Unit	200	item65
4.11	Centre / Coffee Table VIP (Neat and clear Glass)	To be quoted as Rate per Unit	50	item66
4.12	Centre / Coffee Table Standard (Neat and clean)	To be quoted as Rate per Unit	50	item67
4.13	Registration Table (With cloth cover as per IPA requirement)	To be quoted as Rate per Unit	25	item68
4.14	Podium Table / Lectern Table	To be quoted as Rate per Unit	10	item69
4.15	Meeting Table (Rectangular / Round)	To be quoted as Rate per Unit	10	item70
4.16	High Table / Cocktail Table (With cover)	To be quoted as Rate per Unit	10	item71
4.17	Side Table VIP (Wooden / Glass top)	To be quoted as Rate per Unit	10	item72
4.18	Working Table (For laptop / printer use)	To be quoted as Rate per Unit	10	item73
4.19	IBM table with top Cover and side Frilling with new cloth (Wooden table with Wooden/Metal Base with double Cover in colour as per IPA requirement).	To be quoted as Rate per Unit	1000	item74
4.20	Planters Green – Small size (as per IPA requirement)	To be quoted as Rate per Unit	200	item75
4.21	Planters Green – Medium size (as per IPA requirement)	To be quoted as Rate per Unit	200	item76
4.22	Planters Green – Large size (as per IPA requirement)	To be quoted as Rate per Unit	200	item77
4.23	Flower Centre Piece - Small	To be quoted as Rate per Unit	100	item78
4.24	Flower Centre Piece - Medium	To be quoted as Rate per Unit	100	item79
4.25	Flower Centre Piece - Large	To be quoted as Rate per Unit	50	item80
4.26	Jumbo Size Movable Dustbin	To be quoted as Rate per Unit	30	item81
4.27	Medium Size Dustbin	To be quoted as Rate per Unit	30	item82

4.28	Small Size Dustbin	To be quoted as Rate per Unit	30	item83
4.29	Garbage Bag	To be quoted as Rate per Unit	200	item84
4.30	Cleaning Material (Cleaning liquids, tools, consumables)	To be quoted as Rate per Sq. Metre	1000	item85
4.31	Water Tank 5000 Ltr including installation and removal	To be quoted as Rate per Unit	20	item86
4.32	Magnetic Sweeper for metal debris cleaning	To be quoted as Rate per Unit	10	item87
4.33	Post Event Cleaning including waste removal and disposal	To be quoted as Rate per Sq. Metre	1000	item88
5.00	Fabrication & Branding at Venue			
5.01	Customised Designer Entrance Gate MS Structure (Multiple sizes) – Per Sqm	To be quoted as Rate per Sq. Metre	100	item90
5.02	Customised Designer Entrance Gate Wooden Box Structure (Multiple sizes) – Per Sqm	To be quoted as Rate per Sq. Metre	100	item91
5.03	Designer Fibre Customised 3D Gates (Multiple sizes) – Per Sqm	To be quoted as Rate per Sq. Metre	100	item92
5.04	Black Masking with Ply back Framework (New Cloth only)	To be quoted as Rate per Sq. Metre	100	item93
5.05	Console Masking with Ply back Framework	To be quoted as Rate per Sq. Metre	100	item94
5.06	Customised Stage Skirting	To be quoted as Rate per Sq. Metre	100	item95
5.07	Standeers Wooden Structure (Single side branding)	To be quoted as Rate per Sq. Metre	100	item96
5.08	Standeers Wooden Structure (Double side branding)	To be quoted as Rate per Sq. Metre	100	item97
5.09	Standeers MS Pipe Structure (Single side branding)	To be quoted as Rate per Sq. Metre	100	item98
5.10	Standeers MS Pipe Structure (Double side branding)	To be quoted as Rate per Sq. Metre	100	item99
5.11	Backdrop with Ply back Framework (Multiple sizes)	To be quoted as Rate per Sq. Metre	200	item100
5.12	Backdrop with Metal Framework (Multiple sizes)	To be quoted as Rate per Sq. Metre	200	item101
5.13	Signage with Ply back Framework (Multiple sizes)	To be quoted as Rate per Sq. Metre	100	item102
5.14	Signage with Metal Framework (Multiple sizes)	To be quoted as Rate per Sq. Metre	100	item103
5.15	Wooden Frame Branding – Customised Panel of 18mm Ply/MDF with Paint Finish	To be quoted as Rate per Sq. Metre	100	item104
5.16	Wooden Frame Branding – Customised Panel of 18mm Ply/MDF with Eco solvent Matt Vinyl Finish	To be quoted as Rate per Sq. Metre	100	item105
5.17	Wooden Frame Branding – Customised Panel of 18mm Ply/MDF with Laminate Finish	To be quoted as Rate per Sq. Metre	100	item106
5.18	Wooden Frame Branding – Customised Panel of 18mm Ply/MDF with Frontlit Flex / Cloth Branding	To be quoted as Rate per Sq. Metre	100	item107
5.19	Wooden Frame Branding – Customised Panel of 18mm Ply/MDF with Backlit Branding (Eco Friendly Flex / Cloth Material)	To be quoted as Rate per Sq. Metre	100	item108
5.20	Wooden Frame Branding – Customised Panel of 5 mm Sun board with Matt Lamination	To be quoted as Rate per Sq. Metre	100	item109
5.21	Wooden Frame Branding – Customised Panel of 5 mm Sun board with Gloss Lamination	To be quoted as Rate per Sq. Metre	100	item110

5.22	Metal Barricading	To be quoted as Rate per Sq. Metre	100	item111
5.23	VIP Barricading with cloth covering	To be quoted as Rate per Sq. Metre	100	item112
5.24	Inauguration Lamp (Traditional Brass Lamp with accessories and setup)	To be quoted as Lumpsum Rate per Unit	10	item113
5.25	Cloth Draping – Umbrella size	To be quoted as Rate per Sq. Metre	500	item114
6.00	Audio Set up			
6.01	Conference Audio Setup to cater up to 200 persons in hotel / indoor conference hall / meeting rooms - sound system with adequate tops and sub base (DNB or Equivalent), avoiding echo and feedback, branded new individual table mics, branded new cordless lapel collar mic / cordless handheld mic / podium mic, amplifiers, monitors, digital mixer, playback devices, clear comms / talk backs, mega phone, complete cabling, installation, operation and dismantling or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	1	item116
6.02	Conference Audio Setup to cater up to 500 persons in hotel / indoor conference hall / meeting rooms - sound system with adequate tops and sub base (DNB or Equivalent), avoiding echo and feedback, branded table mic/ cordless lapel collar mic / cordless handheld mic / podium mic, amplifiers, monitors, digital mixer, playback devices, clear comms / talk backs, mega phone, complete cabling, installation, operation and dismantling or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	1	item117
6.03	Conference Audio Setup to cater up to 500 persons in German Hangar soundproof conference hall / meeting rooms - sound system with adequate tops and sub base (DNB or Equivalent), avoiding echo and feedback, branded table mic/ cordless lapel collar mic / cordless handheld mic / podium mic, amplifiers, monitors, digital mixer, playback devices, clear comms / talk backs, mega phone, complete cabling, installation, operation and dismantling or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	1	item118
6.04	Conference Audio Setup to cater up to 1000 persons in German Hangar Public Meeting Hall - sound system with adequate tops and sub base (DNB or Equivalent), avoiding echo and feedback, branded table mic/ cordless lapel collar mic / cordless handheld mic / podium mic, amplifiers, monitors, digital mixer, playback devices, clear comms / talk backs, mega phone, complete cabling, installation, operation and dismantling or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	1	item119

6.05	Conference Audio Setup to cater up to 1000 persons in German Hangar / Pagoda / Parking Outdoor Areas - sound system with adequate tops and sub base (DNB or Equivalent), avoiding echo and feedback, branded table mic/ cordless lapel collar mic / cordless handheld mic / podium mic, amplifiers, monitors, digital mixer, playback devices, clear comms / talk backs, mega phone, complete cabling, installation, operation and dismantling or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	1	item120
6.06	Conference Table Mic	To be quoted as Rate per Unit	20	item121
6.07	Cordless Lapel Mic	To be quoted as Rate per Unit	20	item122
6.08	Cordless Handheld Mic	To be quoted as Rate per Unit	20	item123
6.09	Podium Mic	To be quoted as Rate per Unit	20	item124
6.10	Speaker (Top)	To be quoted as Rate per Unit	20	item125
6.11	Subwoofer	To be quoted as Rate per Unit	20	item126
6.12	Audio Mixer (small)	To be quoted as Rate per Unit	20	item127
6.13	Audio Mixer (large)	To be quoted as Rate per Unit	20	item128
6.14	Amplifier	To be quoted as Rate per Unit	20	item129
6.15	Podium Sound System	To be quoted as Rate per Unit	20	item130
7.00	Video / Projection Setup			
7.01	Video / Projection set up with Indoor LED Screen Pixel Pitch 2.0 or lower, 3840 Hz or higher refresh rate, 4K video processing capability with LED mounting structure, Seamless Switcher 6 IN 1 Out, V- Mix Console with Screen and Capture Cards for Audio and video, Scaler, Splitters, Cable Connector /Fiber cabling, Supporting Software and server for Playing AV, Multiple Port Converter and Output, Laptop with i7/i9 processor with high RAM including any other equipment, manpower, installation, testing, operation, dismantling, transportation or any other item as per IPA's requirement.	To be quoted as Rate per Sq. Metre	100	item132
7.02	Video / Projection set up with Indoor LED Screen Pixel Pitch 2.5 or lower, 2880 Hz or higher refresh rate, Full HD processing capability with LED mounting structure, Seamless Switcher 6 IN 1 Out, V- Mix Console with Screen and Capture Cards for Audio and video, Scaler, Splitters, Cable Connector /Fiber cabling, Supporting Software and server for Playing AV, Multiple Port Converter and Output, Laptop with i7/i9 processor with high RAM including any other equipment, manpower, installation, testing, operation, dismantling, transportation or any other item as per IPA's requirement.	To be quoted as Rate per Sq. Metre	100	item133

7.03	Video / Projection set up with Indoor LED Screen Pixel Pitch 3.0 or lower, 1920 Hz or higher refresh rate, HD processing capability with LED mounting structure, Seamless Switcher 6 IN 1 Out, V- Mix Console with Screen and Capture Cards for Audio and video, Scaler, Splitters, Cable Connector /Fiber cabling, Supporting Software and server for Playing AV, Multiple Port Converter and Output, Laptop with i7/i9 processor with high RAM including any other equipment, manpower, installation, testing, operation, dismantling, transportation or any other item as per IPA's requirement.	To be quoted as Rate per Sq. Metre	100	item134
7.04	Video / Projection set up with Outdoor LED Screen Pixel Pitch 3.9 or lower, 1920 Hz or higher refresh rate, HD processing capability with LED mounting structure, Seamless Switcher 6 IN 1 Out, V- Mix Console with Screen and Capture Cards for Audio and video, Scaler, Splitters, Cable Connector /Fiber cabling, Supporting Software and server for Playing AV, Multiple Port Converter and Output, Laptop with i7/i9 processor with high RAM including any other equipment, manpower, installation, testing, operation, dismantling, transportation or any other item as per IPA's requirement.	To be quoted as Rate per Sq. Metre	100	item135
7.05	Additional cost for rigging and hanging LED from ceiling/roof including rigging truss system, chain motors / hoists, manpower, testing, operation, dismantling, transportation , safety certification or any other item as per IPA's requirement.	To be quoted as Rate per Sq. Metre	100	item136
7.06	Seamless Switcher (Minimum 6 input, 1 output)	To be quoted as Rate per Unit	20	item137
7.07	Watchout Server with multiple processors	To be quoted as Rate per Unit	20	item138
7.08	V-Mix Console with screen and capture cards	To be quoted as Rate per Unit	20	item139
7.09	Video scaler	To be quoted as Rate per Unit	20	item140
7.10	Video splitter	To be quoted as Rate per Unit	20	item141
7.11	Playback server	To be quoted as Rate per Unit	20	item142
7.12	Multiple port converter and output device	To be quoted as Rate per Unit	20	item143
7.13	LED / Touch Screen TV 55 inch with stand / wall mount	To be quoted as Rate per Unit	10	item144
7.14	LED / Touch Screen TV 65 inch with stand / wall mount	To be quoted as Rate per Unit	10	item145
7.15	LED / Touch Screen TV 75 inch with stand / wall mount	To be quoted as Rate per Unit	10	item146
7.16	LED / Touch Screen TV 85 inch with stand / wall mount	To be quoted as Rate per Unit	10	item147
7.17	Camera Teleprompter with laptop and operator	To be quoted as Rate per Unit	10	item148
7.18	Presidential Teleprompter Pair (Prompter People Stage Pro 19" or equivalent) with operator	To be quoted as Rate per Unit	10	item149
7.19	Fiber optic cabling with connectors	To be quoted as Rate per Unit	10	item150
7.20	Video and signal cabling	To be quoted as Rate per Unit	10	item151

7.21	Video Conferencing and Broadcast Setup - Console Setup for video conferencing, Camera Setup for Capturing video/ Audio / Two Way Communication, High resolution cameras for virtual broadcast, Platform Subscription and Software for Virtual Event- Zoom, MS Team, Webex Etc., Testing and Technical Support for Video Conference.	To be quoted as Lumpsum Rate per Unit	1	item152
7.22	Webcasting and Broadcast Setup - Console Setup for live telecast, Camera Setup for Capturing video/ Audio / One Way Communication, High resolution cameras for virtual broadcast, Platform Subscription and Software etc., Testing and Technical Support for webcasting.	To be quoted as Lumpsum Rate per Unit	1	item153
8.00	Media and Publicity			
8.01	Media Riser for media for capturing correct view of stage and podium including installation and dismantling	To be quoted as Rate per Sq. Metre	100	item155
8.02	Media box for sound out, power points with heavy gauge wire, lighting arrangement and installation and dismantling	To be quoted as Rate per Sq. Metre	100	item156
8.03	Fully furnished and airconditioned Media Room with Seating Arrangements for Media Team with Working Tables and Chairs, Computer / Laptop, Printer, Phone and Laptop Charging Station, Photocopy Machine, Internet Facility or any other item as per IPA's requirement.	To be quoted as Rate per Sq. Metre	100	item157
8.04	Media/Public Relations Management - Overall PR strategy & media relations management, Developing PR Strategy and Media Outreach, Writing and Distributing Press Releases for the event, Coordination with Journalists & Media Houses for wide event coverage, Media invitation and any other intervention required for Media / PR Management.	To be quoted as Lumpsum Rate per Unit	1	item158
8.05	Production of Films/AVs/Related Videos - Developing scripts for all event videos, Professional voice-over for videos, Creating animations for event videos, Editing and finalizing video content as per IPA's requirement (video duration 2-3 Minutes).	To be quoted as Rate per Unit	10	item159
8.06	Production of Films/AVs/Related Videos - Developing scripts for all event videos, Professional voice-over for videos, Creating animations for event videos, Editing and finalizing video content as per IPA's requirement (video duration 5-6 Minutes).	To be quoted as Rate per Unit	10	item160
8.07	Press Ad Creative(s) - 2 sizes (full page + half page), 2 language versions (if required) as per IPA's requirement	To be quoted as Rate per Unit	10	item161
8.08	Event Highlights Video (60–90 sec) - Shoot + edit highlights reel as per IPA's requirement (separate from AV films)	To be quoted as Rate per Unit	10	item162
8.09	Social Media Strategy & Calendar (Pre-, Live-, Post-Event) - Channel mix, content pillars, 4-week calendar, KPI framework as per IPA's requirement	To be quoted as Rate per Unit	10	item163

8.10	Content Production – Static Posts - artworks FB/IG/LinkedIn variants included as per IPA's requirement (The quote must exclude any Paid Promotion cost for which decision will be taken on event to event basis).	To be quoted as Rate per Unit	10	item164
8.11	Vertical Reels/Stories Pack - short videos (≤ 20 s), subtitled, IG/FB formats as per IPA's requirement (The quote must exclude any Paid Promotion cost for which decision will be taken by IPA on event to event basis).	To be quoted as Rate per Unit	10	item165
8.12	Short Promo Edits from Event Day - quick-turn clips (≤ 15 s) same-day/next-day as per IPA's requirement	To be quoted as Rate per Unit	10	item166
8.13	WhatsApp Communication Creatives - static/GIF announcements (save-the-date, agenda, directions, thanks) as per IPA's requirement	To be quoted as Rate per Unit	10	item167
8.14	Podcast – Recording & Edit per episode (≤ 20 min), host + guest remote/in-person, final master as per IPA's requirement	To be quoted as Rate per Unit	10	item168
8.15	Opening LED Screen Sting/Ident - 10–15 sec animated sting with audio as per IPA's requirement	To be quoted as Rate per Unit	10	item169
8.16	Design, Printing, Installation of Stage Backdrop, Side Panels & Stage Branding – Creative - Full stage visual system: main backdrop, side panels, lectern skin, lower fascia as per IPA's requirement	To be quoted as Rate per Sq. Metre	100	item170
8.17	Design, Printing, Installation of Pavilion / Exhibition Booth – Creative Concept - Concept board + 2 key views for hero pavilion / booth as per IPA's requirement	To be quoted as Rate per Sq. Metre	100	item171
8.18	Design, Printing, Installation of Unipole/Hoarding Creative (Master) / Median Street Pole Banners – creative concept, artwork master, printing etc. as per IPA's requirement (excluding site rentals which shall be charged site specific separately)	To be quoted as Rate per Sq. Metre	100	item172
8.19	Design, Printing, Installation of Venue Perimeter Vinyl/Flex Panels – creative concept, artwork master, printing etc. as per IPA's requirement	To be quoted as Rate per Sq. Metre	100	item173
8.20	Pole/Roadside/Prominent Area Branding – 7-Days Package - Concept, artwork adaptation, site planning, installation, mid-campaign maintenance, removal etc. as per IPA's requirement	To be quoted as Rate per Sq. Metre	100	item174
9.00	Power Distribution and Genset			
9.01	Power Distribution at event venue including main distribution boards, junction boxes, concealed cabling, cable managers, cable trays, panels, connectors, manpower and complete infrastructure (Excluding Genset Cost)	To be quoted as Rate per Sq. Metre	500	item176
9.02	Silent Diesel Generator Set (Not more than 5 years old) including operator and fuel (Minimum 4 hours shift) – Up to 62.5 KVA	To be quoted as Rate per Unit	5	item177
9.03	Silent Diesel Generator Set (Not more than 5 years old) including operator and fuel (Minimum 8 hours shift) – Up to 62.5 KVA	To be quoted as Rate per Unit	5	item178

9.04	Silent Diesel Generator Set (Not more than 5 years old) including operator and fuel (Minimum 4 hours shift) – Up to 125 KVA	To be quoted as Rate per Unit	5	item179
9.05	Silent Diesel Generator Set (Not more than 5 years old) including operator and fuel (Minimum 8 hours shift) – Up to 125 KVA	To be quoted as Rate per Unit	5	item180
10.00	Photography / Videography / Drone Monitoring and Lighting Setup			
10.01	Photographer (Minimum 4-hour shift)	To be quoted as Rate per Unit	10	item182
10.02	Photographer (Minimum 8-hour shift)	To be quoted as Rate per Unit	10	item183
10.03	Videographer (Minimum 4-hour shift)	To be quoted as Rate per Unit	10	item184
10.04	Videographer (Minimum 8-hour shift)	To be quoted as Rate per Unit	10	item185
10.05	Live Video Mixer Operator (Minimum 4-hour shift)	To be quoted as Rate per Unit	5	item186
10.06	Drone with operator (Minimum 4-hour shift)	To be quoted as Rate per Unit	5	item187
10.07	Go Pro Camera with operator (Minimum 4-hour shift)	To be quoted as Rate per Unit	5	item188
10.08	Gimbal Stabilizer with operator (Minimum 4-hour shift)	To be quoted as Rate per Unit	5	item189
10.09	Jimmy Jib Camera with operator (Minimum 4-hour shift)	To be quoted as Rate per Unit	5	item190
10.10	LED Par Lights with stand and cabling	To be quoted as Rate per Unit	50	item191
10.11	Warm Par Lights with stand and cabling	To be quoted as Rate per Unit	50	item192
10.12	LED Batten Lights with stand and cabling	To be quoted as Rate per Unit	50	item193
10.13	Profile Light with stand and cabling	To be quoted as Rate per Unit	20	item194
10.14	Studio Lights / Face Lights / Kinoflo Lights with stand	To be quoted as Rate per Unit	20	item195
10.15	Flood Light / Work Light with stand	To be quoted as Rate per Unit	20	item196
10.16	Avolite Board Lighting Controller	To be quoted as Rate per Unit	10	item197
10.17	General Lighting with heavy gauge for Outside Hangar Area (LED Metal lights) - Branded Only	To be quoted as Rate per Sq. Metre	500	item198
10.18	DMX Controller System	To be quoted as Rate per Unit	10	item199
10.19	T-Truss Structure	To be quoted as Rate per Unit	10	item200
10.20	Goalpost Lighting Structure	To be quoted as Rate per Unit	5	item201
10.21	Clear Comm Communication Set (Set of 4 units)	To be quoted as Lumpsum Rate per Unit	1	item202
10.22	Golden Photoframe with Décor elements	To be quoted as Rate per Unit	10	item203
10.23	Mirchi Light Décor for Passage including installation and dismantling	To be quoted as Rate per Unit	10	item204
10.24	Supply and maintenance of two-way walkie-talkie communication devices with chargers and spare batteries for seamless coordination among event staff, security teams, and technical crews during setup, show days, and dismantling. Devices must offer clear audio quality, long-range coverage, and be provided in sufficient quantity to cover all critical zones of the venue. The agency shall also ensure technical support and standby units throughout the event. (Set of 4 units)	To be quoted as Lumpsum Rate per Unit	1	item205
11.00	Collaterals for Delegates and Other Participants Including Design, Printing & Supply			
11.01	ID Card with Lanyard (PVC)	To be quoted as Rate per Unit	1000	item207
11.02	ID Card with Lanyard (Paper)	To be quoted as Rate per Unit	1000	item208
11.03	Badge, Button Buddy (Pin)	To be quoted as Rate per Unit	1000	item209
11.04	Badge, Button Buddy (Magnet)	To be quoted as Rate per Unit	1000	item210

11.05	Branded Pen with event branding	To be quoted as Rate per Unit	1000	item211
11.06	Branded Note Pads with event branding	To be quoted as Rate per Unit	1000	item212
11.07	Branded Diary with event branding - up to 100 Pages	To be quoted as Rate per Unit	1000	item213
11.08	Branded Water Bottle with event branding - up to 750 ml	To be quoted as Rate per Unit	1000	item214
11.09	Branded Card Holders with event branding	To be quoted as Rate per Unit	1000	item215
11.10	VIP Bags (Leather) with branding	To be quoted as Rate per Unit	1000	item216
11.11	VIP Bags (Jute) with branding	To be quoted as Rate per Unit	1000	item217
11.12	Standard Delegate Bags (Leather) with branding	To be quoted as Rate per Unit	1000	item218
11.13	Standard Delegate Bags (Jute) with branding	To be quoted as Rate per Unit	1000	item219
11.14	VIP Leather Folder with branding	To be quoted as Rate per Unit	1000	item220
11.15	Delegate Folder with branding	To be quoted as Rate per Unit	1000	item221
11.16	Agenda Printing (A5 Size, Colored, multi-page)	To be quoted as Rate per Unit	100	item222
11.17	Agenda Printing (A4 Size, Colored, multi-page)	To be quoted as Rate per Unit	100	item223
11.18	Table Flags with stand	To be quoted as Rate per Unit	500	item224
11.19	Certificate Printing with Branding (Standard Size)	To be quoted as Rate per Unit	1000	item225
11.20	Envelope Printing with branding (for A4 Certificates)	To be quoted as Rate per Unit	1000	item226
11.21	MoU Letter Head Printing with branding (A4 Size)	To be quoted as Rate per Unit	1000	item227
11.22	Tri-fold Brochure: A4 brochure folded into three panels (DL size), 6-panel layout for HD double-sided printing on 170–300 GSM paper with finishing.	To be quoted as Rate per Unit	1000	item228
11.23	Bi-fold Brochure: A4 brochure folded once into A5, 4-page layout printed HD front-and-back on 170–300 GSM paper with finishing.	To be quoted as Rate per Unit	1000	item229
11.24	Booklet Brochure: Multi-page A4/A5 booklet (8 pages) with HD double-sided printing, 170–300 GSM cover, bound using saddle-stitch/perfect binding.	To be quoted as Rate per Unit	1000	item230
11.25	Flyers (Double side printing, 170–300 GSM)	To be quoted as Rate per Unit	1000	item231
11.26	Flyers (Single side printing, 170–300 GSM)	To be quoted as Rate per Unit	1000	item232
11.27	Leaflets (Multi-page, front and back printing)	To be quoted as Rate per Unit	1000	item233
11.28	Leaflets (Single page front and back printing)	To be quoted as Rate per Unit	1000	item234
11.29	Booklets / Souvenirs / Reports (Multi-page with binding, 100 Pages)	To be quoted as Rate per Unit	500	item235
11.30	Content, Designing & Printing of Coffee Table Book as per IPA's requirement (Hardbound coffee table book, 3 mm board, matte-laminated cover ,150–170 gsm art paper inside pages (full-color), case-bound/Smyth-sewn binding, (80–120 pages)	To be quoted as Rate per Unit	500	item236
11.31	Content, Designing & Prinitng of Coffee Table Book as per IPA's requirement (Hardbound coffee table book, 3 mm board, matte-laminated cover ,150–170 gsm art paper inside pages (full-color), case-bound/Smyth-sewn binding, (120–160 pages)	To be quoted as Rate per Unit	500	item237
12.00	IT & Communication Equipment (Rental)			
12.01	Desktop with MS Office, Antivirus, Standard Softwares etc. as per specifications prescribed by IPA (Not more than 2 years old)	To be quoted as Rate per Unit	100	item239
12.02	Laptop with MS Office, Antivirus, Standard Softwares etc. as per specifications prescribed by IPA (Not more than 2 years old)	To be quoted as Rate per Unit	50	item240

12.03	Apple I-Pad with MS Office, Antivirus, Standard Softwares etc. as per specifications prescribed by IPA (Not more than 2 years old)	To be quoted as Rate per Unit	10	item241
12.04	Heavy Duty Multicolour Printer including cartridge replacements as per specifications prescribed by IPA (Not more than 2 years old)	To be quoted as Rate per Unit	10	item242
12.05	Heavy Duty Black & White Printer including cartridge replacements as per specifications prescribed by IPA (Not more than 2 years old)	To be quoted as Rate per Unit	20	item243
12.06	Standard Multicolour Printer including cartridge replacements as per specifications prescribed by IPA (Not more than 2 years old)	To be quoted as Rate per Unit	10	item244
12.07	Standard Black & White Printer including cartridge replacements as per specifications prescribed by IPA (Not more than 2 years old)	To be quoted as Rate per Unit	20	item245
12.08	Scanner with appropriate software as per specifications prescribed by IPA (Not more than 2 years old)	To be quoted as Rate per Unit	10	item246
12.09	UPS as per specifications prescribed by IPA (Not more than 2 years old)	To be quoted as Rate per Unit	50	item247
12.10	Internet with LAN & Wi-Fi coverage for approx. 500 Sqm area & complete IT support as per IPA's requirement - Up to 1 GB connection	To be quoted as Lumpsum Rate per Unit	5	item248
12.11	Internet with LAN & Wi-Fi coverage for approx. 1000 Sqm area & complete IT support as per IPA's requirement - Up to 2 GB connection	To be quoted as Lumpsum Rate per Unit	5	item249
12.12	Internet with LAN & Wi-Fi coverage for approx. 2500 Sqm area & complete IT support as per IPA's requirement - Up to 5 GB connection	To be quoted as Lumpsum Rate per Unit	5	item250
13.00	Manpower			
13.01	IT Engineer/ Technician (4 Hour Shift)	To be quoted Rate per Unit	10	item252
13.02	IT Engineer/ Technician (8 Hour Shift)	To be quoted Rate per Unit	10	item253
13.03	Printer Operator (4 Hour Shift)	To be quoted Rate per Unit	5	item254
13.04	Printer Operator (8 Hour Shift)	To be quoted Rate per Unit	5	item255
13.05	Lighting Technician / Wiring Technician (4 Hour Shift)	To be quoted Rate per Unit	5	item256
13.06	Lighting Technician / Wiring Technician (8 Hour Shift)	To be quoted Rate per Unit	5	item257
13.07	Fire Safety Personnel (4 Hour Shift)	To be quoted Rate per Unit	5	item258
13.08	Fire Safety Personnel (8 Hour Shift)	To be quoted Rate per Unit	5	item259
13.09	Ushers for the event as per IPA's choice including Food, Travel, Costume and all other related expenses (Minimum 4 hours shift)	To be quoted Rate per Unit	20	item260
13.10	Ushers for the event as per IPA's choice including Food, Travel, Costume and all other related expenses (Minimum 8 hours shift)	To be quoted Rate per Unit	20	item261
13.11	Housekeeping Staff	To be quoted Rate per Unit	20	item262
13.12	Housekeeping Supervisor	To be quoted Rate per Unit	5	item263
13.13	Security Guard	To be quoted Rate per Unit	20	item264
13.14	Security Supervisor	To be quoted Rate per Unit	5	item265
13.15	Service Boy/Waiter	To be quoted Rate per Unit	30	item266
13.16	Captain	To be quoted Rate per Unit	5	item267

13.17	Labour for all Work - Transportation for fabrication, décor, furniture material, kitchen equipments including loading, unloading and delivery	To be quoted Rate per Unit	40	item268
13.18	Sound technician	To be quoted as Rate per Unit	10	item269
14.00	Miscellaneous Items			
14.01	Golf Cart	To be quoted Rate per Unit	10	item271
14.02	Landscaping	To be quoted as Rate per Sq. Metre	100	item272
14.03	Fogging & Fumigation Services	To be quoted as Rate per Sq. Metre	100	item273
14.04	Liaison and Statutory Permissions	To be quoted Lumpsum Rate per Unit	1	item274

Note:

1. The quantities mentioned in the above BoQ are indicative and are provided only for the purpose of rate discovery. Actual quantities may increase or decrease as per the requirements of each specific event, and payments shall be made accordingly based on actual execution.
2. The above are the items in the Financial Bid which is also provided in this document for the information of the bidders only. Financial bid is a separate document, and the amounts are to be quoted only in the Financial bid. The Technical bid should not contain any amounts quoted by the bidder. In case any amounts are quoted as part of the Technical bid, the said tender will be rejected outright.
3. There shall be no hard copy submission and Technical and Financial bids are to be uploaded in the CPP Portal only.

Form of Bank Guarantee
(For Performance Security)

1. In consideration of the Head of Indian Ports Association (hereinafter called “IPA”), represented by its Managing Director, having agreed to exempt M/s _____ (hereinafter called “Contractor”) from the demand, under the terms and conditions of the contract awarded vide Agreement No. _____ made between IPA and the Contractor for Empanelment of **Event Management Agency (EMA)** for execution of events under IPA (hereinafter called the “Agreement”), of Performance Security for the due fulfilment by the said Contractor of the terms and conditions contained in the said Agreement, on production of Bank Guarantee for Rs. _____ (Rupees _____ only).
2. We, _____ (hereinafter referred to as “the Bank”), at the request of the Contractor, do hereby undertake to pay to IPA an amount not exceeding Rs. _____/- (Rupees _____ only) against any loss or damage caused to or suffered or would be caused to or suffered by IPA by reason of any breach or non-performance by the said Contractor of any of the terms and conditions contained in the said Agreement.
3. We, the Bankers of the Contractor, do hereby undertake to pay the amounts due and payable under this Guarantee without any demur, merely on a demand from IPA stating that the amount claimed is due by way of loss or damage caused to or would be caused to or suffered by IPA by reason of any breach by the said Contractor of any of the terms and conditions contained in the said Agreement or by reason of the Contractor’s failure to perform the said Agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this Guarantee shall be restricted to an amount not exceeding Rs. _____/-.
4. We undertake to pay to IPA any money so demanded notwithstanding any dispute or disputes raised by the Contractor in any suit or proceedings before any Court or Tribunal relating thereto, our liability under this present being absolute and unequivocal.
5. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor shall have no claim against us for making such payment.
6. This Bank Guarantee shall be valid up to _____ (“Period”). We, the Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the Period and that it shall be taken for the performance of the said Agreement and shall continue to be enforceable till all the dues of IPA under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till IPA certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said Contractor and accordingly discharges this Bank Guarantee. Unless a demand or claim under this Guarantee is made on us in writing within three months from the date of expiry of the validity of the Bank Guarantee period, we shall be discharged from all liability under this Guarantee thereafter, provided further that the

Bank shall, at the request of IPA but at the cost of the Contractor, renew or extend this Guarantee for such further period or periods as IPA may require.

7. We, the Bank, further agree with IPA that IPA shall have the fullest liberty, without consent and without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the said Agreement or to extend the time of performance by the said Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by IPA against the said Contractor or for any forbearance, act or omission on the part of IPA or any indulgence by IPA to the said Contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have the effect of so relieving us.
8. This Guarantee shall not be discharged due to any change in the constitution of the Bank or the Contractor.
9. We, the Bank, hereby undertake not to revoke this Guarantee during its currency except with the previous consent of IPA in writing.

Dated this _____ day of _____, month of 20..... at _____.

Name & Seal of the Bank with Date

Contract Agreement Form

(To be executed on Rs.100/- Non-Judicial Stamp Paper)

This AGREEMENT is made on this _____ day of _____ Month of Two Thousand Twenty-Six (2026)

between

Indian Ports Association, an apex body of Major Ports constituted in 1966 under the Societies Registration Act, represented by its Managing Director having its office at 1st Floor, South Tower, NBCC Place, Bhisham Pitamah Marg, Lodhi Road, New Delhi – 110003 (hereinafter referred to as the “Association” or “IPA”, which expression shall unless excluded by or repugnant to the subject or context be deemed to include its successors in office) of the one part

and

M/s _____,
(a Partnership Firm / Proprietorship Firm / Company registered under the laws of India) having its place of business at _____, represented by its (Designation) Shri _____, S/o _____ (hereinafter referred to as the “Contractor”, which expression shall unless excluded by or repugnant to the context be deemed to include its heirs, executors, administrators, representatives and assigns or successors in office) of the other part.

WHEREAS Indian Ports Association, New Delhi is desirous of the work comprising **Empanelment of Event Management Agencies for Executing National Level Events under IPA for the year 2026;**

AND WHEREAS the Contractor has offered to execute and complete such works and IPA has accepted the tender of the Contractor;

AND WHEREAS the Contractor has furnished a sum of Rs. _____/- (Rupees _____ only) as Earnest Money Deposit (EMD) at the time of tendering, which shall be adjusted against Performance Security as stipulated in the Bid Document for the due fulfilment of all the conditions of the Contract.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the conditions of the contract hereinafter referred to.

The following documents shall be deemed to form and be read and construed as part of this Agreement:

1. Disclaimer
2. RFP Notice
3. Introduction

4. Glossary
5. Instructions to Bidders
6. Selection Criteria for Event Management Agencies
7. Scope of Work
8. General Conditions of Contract
9. Special Conditions of Contract
10. Annexures and Forms
11. Any Corrigenda / Addenda / Clarifications issued by IPA
12. Any response to Pre-Bid Queries issued by IPA
13. Price Bid
14. Work Order No. _____
15. Any correspondence and documents related to the RFP / Contract

The Contractor hereby covenants with IPA to perform the services in conformity and in all respects with the provisions of this Agreement.

IPA hereby covenants to pay the Contractor, in consideration of such services, the “Contract Price” at the time and in the manner prescribed in the Tender Document / Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first written above.

The seal of the Head of Indian Ports Association was here into affixed and

The thereof, has set his Hand in the presence of

Indian Ports Association

Signed and sealed by

The Contractor in the presence of

Witness with signature

1) Name and Address

2) Name and Address