

Notice Inviting Quotations

The Indian Ports Association has decided to participate in SATTE 2025 which is scheduled from 19th to 21st February 2025 at Yashobhoomi, Dwaraka, New Delhi. IPA has opted for a bare stand of size of 42 sq.m (6mx8m) . The stall allotted to IPA is in Hall No.1, A-64. IPA intends to appoint an experienced agency who will undertake the work of fabrication of stalls and other related works. The theme will be Cruise Shipping. The agency shall have adequate infrastructure/materials for undertaking the work. The broad scope of work includes;

- i) Providing creative inputs in designing of exhibition space including preparation of display material, models etc.
- ii) Designing, erecting, setting up and dismantling of stall and other infrastructure created for the exhibition.
- iii) Taking up necessary fabrication according to the designs and space layout at the exhibition and events
- iv) Decoration of exhibition stalls and event places
- v) Designing and fabrication of display boards, other signages and use digital technology display
- vi) Preparation of Layouts etc
- vii) Exterior and interior decoration, development of site, all infrastructure, electrification, lighting etc.
- viii) 3D models, with appropriate LED lighting etc. Also creative depiction of projects/schemes through decorative back lit, front lit display panels.
- ix) Provide lounge sofa, chairs, tepoy, tables, storage cabinet, locker, dustbins, plasma TV/LED screen for displaying audio visuals during the exhibition period with experienced manpower for operating the system.
- x) Arrangements for tea, coffee, photography, videography, drinking water arrangements, bouquet etc. whenever required
- xi) Providing 02 hostess during the event with Indian dress code and 2 support staff.
- xii) Any other related services on mutually agreed terms related to creative display

The entire assignment is to be undertaken on a turnkey basis for which a lumpsum amount is to be quoted which will include all labour, materials, incidental expenditure etc. Interested agencies may give their quotes in a sealed envelope. Only firms who have prior experience in organising such events should submit their quotations.

The quotation shall be addressed to

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

The sealed quotation should reach the above address before 3.00 pm on 11/02/2025 and will be opened on the same day at 3.30 pm. Quotations received late will not be considered and will be rejected. The lowest quotation will be considered subject to the bidder fulfilling the experience requirement.

IPA reserves the right to reject any/all bids without assigning any reasons.

In case of any queries please contact

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Managing Director
Indian Ports Association