



# **Request for Proposal**

**Selection of Event Management Agency for executing  
State level / National level events**

## **INDIAN PORTS ASSOCIATION,**

1<sup>st</sup> Floor, South Tower, NBCC Place  
Bisham Pitamah Marg, Lodhi Road  
New Delhi – 110003

January 2025

**Tender Fee - INR 10,000/-**

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## NOTICE INVITING TENDER

Ref No:-IPA/RFP/Event Management/2025

Dated: - 03/01/2025

### **Selection of Event Management Agency for executing State level / National level events**

Indian Ports Association (IPA) intends to Select an Event Management Agency for executing State level / National level events and invites interested agencies to submit their Bids.

<b>Sl. No.</b>	<b>Name of the work</b>	<b>Estimated cost (Rs.)</b>	<b>Earnest Money Deposit (EMD)/ Bid Security (Rs)</b>	<b>Last Date of Submission Tender</b>
1	<b>Selection of Event Management Agency for executing State level / National level events</b>	10,00,00,000/-	2,00,000/-	24/01/2025 Upto 3.00 PM

Tender may be downloaded from **03/01/2025, 18:00 Hours** onwards from the CPP Portal [www.eprocure.gov.in](http://www.eprocure.gov.in) and IPA website [www.ipa.nic.in](http://www.ipa.nic.in). Completed tenders shall be uploaded on the CPP Portal only with requisite tender fee of Rs. 10,000/- (non refundable) including GST and EMD of Rs.2,00,000/-, including all supporting documents on or before the due date and time of submission. The Bid Due Date is on **24/01/2025 upto 1500 hours**. Pre bid Conference will be held on **10/01/2025 at 11.00 Hours** at the office of Indian Ports Association, New Delhi.

Intending tenderers should have valid registration with appropriate authorities for statutory taxes as applicable.

All subsequent notifications, changes and amendments will be posted only on the CPP portal <https://eprocure.gov.in/eprocure/app> and IPA website [www.ipa@nic.in](http://www.ipa@nic.in)

*IPA reserves the right to cancel this NIT and/or invite fresh Bid with or without amendments to this NIT, without liability or any obligation for such invitation and without assigning any reason.*

Chief Administrative Officer  
Indian Ports Association,  
New Delhi

**Disclaimer**

The information contained in the Tender Document subsequently provided to applicants, whether verbally or in documentary or any other form by or on behalf of IPA or any of their employees or advisers, is provided to applicants on the terms and conditions set out in this RFP and such other terms and conditions subject to which such information is provided.

Though adequate care has been taken in the preparation of this RFP, the applicant should satisfy himself that the document is complete in all respects. Intimation of discrepancy, if any, should be given to the IPA immediately before the proposed due date. If no intimation is received by the IPA within the date, it shall be deemed that the party is satisfied with the RFP (Document) and the document is complete in all respects.

The RFP (Document) is not an agreement and is neither an offer nor invitation by the IPA to the prospective applicant or any other person. The purpose of this document is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this Tender. The Tender Document may include statements, which reflect various assumptions and assessments arrived at by the IPA in relation to the requirement. Such assumptions, assessments and statement do not purpose to contain all the information that each applicant may require. The RFP (Document) may not be appropriate for all persons, and it is not possible for IPA, it's employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or use the RFP (Document). The assumptions, assessments, statement and information contained in the RFP Document), may not be complete, accurate, adequate or correct, each applicant should, therefore, conduct its own investigations and assumptions, assessments and information contained in the RFP (Document) and obtain independent advice from appropriate sources.

Information provided in the RFP (Document)to the applicant is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. IPA does not accept any responsibility for accuracy or otherwise for any interpretation or opinion on the law expressed herein.

IPA its employees and advisers make no representation or warranty and shall have no liability to any person including any applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in the RFP (Document) or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the Tender Document and any assessment, assumption, statement or information contained therein or deemed to form part of the Document or arising in any way in this Selection Process.

IPA also accepts no liability of any nature whether resulting from negligence or otherwise arising from reliance of any applicant upon the statements contained in the RFP (Document).

IPA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the RFP (Document) which will be posted on the IPA website. It will be the responsibility of the interested applicant to keep themselves informed about the same.

The issue of this RFP (Document) does not imply that IPA is bound to select a Successful Bidder for the project and IPA reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.

The applicant shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by IPA or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will remain with the Bidder and IPA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an applicant in preparation for submission of the proposal, regardless of the conduct or outcome of the Selection Process.

## 1. Introduction

### 1.1. Background

Indian Ports Association (IPA) invites Bids from eligible firms for 'Selection of Event Management Agency for executing State / National level events. Details of the proposal can be seen in the scope of work provided in this RFP.

### 1.2 Due diligence by Applicants

Applicants are encouraged to acquaint themselves fully about the assignment before submitting the Proposal

### 1.3 Bid processing fee

Bid document will be issued by IPA. Applicants shall have to furnish a non-refundable document fee amounting to Rs. 10,000/- (Rupees Ten Thousand only) pledged in favour of Indian Ports Association through NEFT.

### 1.4 Validity of the Proposal

The Proposal shall be valid for a period of not less than 90 days from the Proposal Due Date (the "PDD").

### 1.5 Brief description of the Selection Process

IPA has adopted a single-stage two cover process (collectively the "Selection Process") in evaluating the Proposals comprising technical and financial bids to be submitted in the CPP Portal. In the first stage, a technical evaluation will be carried out. Based on this technical evaluation, a list of short-listed applicants shall be prepared. In the second stage, a financial evaluation will be carried out. Proposals will finally be ranked according to their combined technical and financial scores. The first ranked Applicant (the "Selected Applicant") shall be called for negotiation, if necessary, while the second ranked Applicant will be kept in reserve.

### 1.6 Bidding Schedule

	Activity	Date & Time
1.	Date of Publishing & Downloading of E-tender	03/01/2025
2.	Address	Indian Ports Association, NBCC Place, 1 <sup>st</sup> Floor, Lodhi Road, New Delhi -110003
3	Pre bid meeting	10/01/2025 at 11.00 am
3.	Last Date of Submission of Bid	24/01/2025 before 15:00 p.m.
4.	Opening of Technical Bid	24/01/2025 at 15:30 p.m.
5.	Date of start of work	To be intimated to Selected Bidder for each occasion
6.	Cost of Tender in the form of NEFT	INR 10,000/- (including GST)
7.	Earnest Money Deposit	INR 2,00,000/-
8.	Contact Details	1.Prema Kumar Pillai Email: <a href="mailto:prem.mpt@gmail.com">prem.mpt@gmail.com</a> Mobile: 9822388841  2.Amit Sethi Email: <a href="mailto:amitsethi.ipa@gmail.com">amitsethi.ipa@gmail.com</a> Mobile: 8335056653

### 1.7 Communications and Details of Payments

Details for making payment of processing fee and EMD through NEFT are as follows

Name of the Organization	INDIAN PORTS ASSOCIATION
Name of the Bank and Branch	Indian Overseas Bank Lok Kala Manch, Lodhi Colony, New Delhi
Account No.	149801000002360
IFSC Code No.	IOBA0001498
Beneficiary E-mail ID	<a href="mailto:ipa@nic.in">ipa@nic.in</a>

All communications including the submission of Proposal should be addressed to;

Managing Director  
Indian Ports Association  
1<sup>st</sup> Floor, South Tower, NBCC Place  
Bhisham Pitamah Marg, Lodhi Road  
New Delhi-110003

All communications should contain the following information at the top in bold letters:  
**'REQUEST FOR PROPOSAL (RFP) for Selection of Event Management Agency for executing State / National level events'**

## **2 Instructions to Applicants**

### **2.1 Scope of Proposal**

i) Detailed description of the objectives, scope of services, Deliverables and other requirements relating to this requirement are specified in this RFP. In case an applicant firm(s) possesses the requisite experience and capabilities required for undertaking the work, it may participate in the Selection. The way the Proposal is required to be submitted, evaluated, and accepted is explained in this RFP.

ii) Applicants are advised that the selection of the Applicant shall be based on evaluation by IPA through the Selection Process specified in this RFP.

iii) The Applicant shall submit its Proposal in the form and manner specified in this Section of the RFP.

### **2.2 Conditions of Eligibility of Applicants**

2.2.1 Applicants must read carefully the minimum conditions of eligibility (the "Conditions of Eligibility") provided in this document. Proposals of only those Applicants who satisfy the Conditions of Minimum Eligibility will be considered for evaluation.

2.2.2 The Applicant should submit a Power of Attorney; provided, however, that such Power of Attorney would not be required if the Application is signed by a Director (on the Board of Directors) of the Applicant.

2.2.3 The Applicants may format the specified forms making due provision for incorporation of the requested information.

### **2.3 Number of Proposals**

No Applicant shall submit more than one Application for the Assignment.

### **2.4 Cost of Proposal**

The Applicants shall be responsible for all of the costs associated with the preparation of their Proposals and their participation in the Selection Process including subsequent negotiation, visits to IPA, Project site or any other location for the purpose of this project. IPA will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

### **2.5 Acknowledgement by Applicant**

2.5.1 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 Clause 2.2 above;
- d) satisfied itself about all matters, things and information, including matters referred to in Clause 2.2 herein above, necessary and required for submitting an informed Application and performance of all of its obligations thereunder;
- e) agreed to be bound by the undertaking provided by it under and in terms hereof.

2.5.2 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 RFP or the Selection Process, including any error or mistake therein or in any information or data given by IPA.

### **2.6 Right to reject any or all Proposals**

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

2.6.2 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.
- c) The Applicant has quoted very unreasonable / non-working rates for all / some of the items. Misrepresentation/ improper response by the Applicant may lead to the disqualification of the Applicant. If such disqualification / rejection occurs after the Proposals have been opened and the highest-ranking Applicant gets disqualified / rejected, then 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 the IPA, including annulment of the Selection Process

### **3. Documents, Submission and Evaluation Process**

#### **3.1 Contents of the RFP**

3.1.1 This RFP comprises the disclaimer set forth herein above, the contents as listed below and will additionally include any Addendum/Amendment issued

Request for Proposal

- 1) Introduction
- 2) Instructions to Applicants
- 3) Documents and Submission Process
- 4) Scope of work & Criteria for Evaluation
- 5) Fraud and corrupt practices
- 6) Miscellaneous

#### **3.2 Amendment of RFP**

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

3.2.2 All such amendments will be notified in IPA website and CPP Portal. The amendments and will be binding on all Applicants.

3.2.3 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 submission date.

#### **3.3 Preparation and submission of Proposal**

##### **3.3.1 Language**

The Proposal with all accompanying documents (the “Documents”) and all communications in relation to or concerning the Selection Process shall be in English language and strictly on the forms provided in this RFP. No supporting document or printed literature shall be submitted with the Proposal unless specifically asked for.

### **3.4 Format and signing of Proposal**

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

3.4.2 The Proposal shall be typed or written in indelible ink and signed by the authorised signatory of the Applicant who shall initial each page. All the alterations, omissions, additions, or any other amendments made to the Proposal shall be initialled by the person(s) signing the Proposal. The Proposals must be properly signed by the authorised representative (the “Authorised Representative”) as detailed below:

- a) by a partner, in case of a partnership firm and/ or a limited liability partnership; or
- b) by a duly authorised person holding the Power of Attorney, in case of a Company or a corporation; or

A copy of the Power of Attorney certified by a notary public shall accompany the Proposal.

3.4.3 Applicants should note the bid submission date for submission of Proposals. Except as specifically provided in this RFP, no supplementary material will be entertained by IPA, and that evaluation will be carried out only on the basis of documents received by the closing time of submission. Applicants will ordinarily not be asked to provide additional material information or documents after the date of submission, and unsolicited material if submitted will be summarily rejected.

### **3.5 Technical Proposal**

3.5.1 Applicants shall submit the technical proposal giving all necessary information for the purpose of evaluation of the technical eligibility

3.5.2 While submitting the Technical Proposal, the Applicant shall, in particular, 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.

3.5.3 Failure to comply with the requirements spelt out in this shall make the Proposal liable to be rejected.

3.5.4 The Technical Proposal shall not include any financial information relating to the Financial Proposal.

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

3.5.6 In case it is found during the evaluation or at any time before signing of the Agreement or after its execution 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 appointed either by issue of the LOA or entering into of the Agreement, and if the Selected Applicant has already been issued the LOA or has entered into the Agreement, 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 the IPA being liable in any manner whatsoever to the Selected Applicant .

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

### **3.6 Financial Proposal**

3.6.1 Applicants shall submit the financial proposal only in the CPP portal (the “Financial Proposal”) clearly indicating its rates against each item for the assignment, in Indian Rupees.

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

a) All the costs associated with the assignment shall be included in the Financial Proposal. These shall normally cover remuneration, accommodation, boarding expenses, transport and any other incidental expenses etc. The total amount 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(except GST) 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 will be paid only after submission Tax Invoice and proof of filing returns (GSTR-1 & GSTR-3B) and appearing of same in GSTR-2A.

c) In case, the applicant has submitted very unreasonable rates / non-working rates, the IPA reserves the right to verify all such rates along with required statements, information and documents which are to be submitted by the Applicant in support of his claim to such rates being reasonable and working. In case the applicant fails to justify the reasonability and workability of quoted rates, IPA reserves the right to reject the financial proposal at its sole discretion.

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

### **3.7 Submission of Proposal**

3.7.1 The Applicant shall submit the proposal with all pages numbered serially and by giving an index of submissions only in the CPP Portal. There will be no hard copy submissions.

3.7.2 The “Technical Proposal” shall consist of the information as requested in Article 5 of this RFP document. The information should be clear and unambiguous with all necessary supporting documents.

3.7.3 The “Financial Proposal” shall be filled in the prescribed format as in the CPP Portal

3.7.4 The Technical Proposal shall be signed by the Authorised Representative of the Applicant. All pages of the original Technical Proposal must be numbered and initialled by the person or persons signing the Proposal.

3.7.5 The completed Proposal must be submitted on the CPP Portal before the specified time. Proposals submitted in any other form shall not be entertained.

3.7.6 The Proposal shall be made in the Forms specified in this RFP. Any attachment to such Forms must be provided on separate sheets of paper and only information that is directly relevant should be provided. This may include copies of the relevant pages of printed documents. No separate documents like printed annual statements, firm profiles, copy of contracts etc. will be entertained.

3.7.7 The rates quoted shall remain valid for a period of one year from the date of issue of work order. Beyond this period, 5 % escalation of rates will be given for the second year and further 5 % escalation of rates will be given for the third year if applicable.

### **3.8 Proposal Due Date**

3.8.1 Proposal should be submitted by the due date specified in the manner and form as detailed in this RFP.

3.8.2 IPA may, in its sole discretion, extend the due date by issuing an Addendum.

### **3.9 Late Proposals**

3.9.1 Proposals received by IPA after the specified time on the due date shall not be eligible for consideration and shall be summarily rejected.

### **3.10 Bid and Performance Security**

3.10.1 The Applicant, shall submit EMD of INR 2,00,000 (Two Lakhs), through NEFT. 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 Bid Security, as available, shall be forfeited and appropriated by IPA in lieu of compensation and damage 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 if an Applicant engages in any of the Prohibited Practices.

3.10.2 The Selected bidder shall submit performance security, amounting to 10 % of the quoted amount. The performance security shall be in the form of irrevocable and irreversible bank guarantee/insurance surety bonds/ Demand Draft/Fixed Deposit Receipt form a commercial bank. The performance security shall be submitted by the selected bidder within 7 working days from receipt of Letter of Award, pursuant to which the Agreement shall be signed within 10 working days from issuance of letter of award. The performance bank guarantee shall be provided for duration equivalent to actual / scheduled completion of the agreement, and shall have a claim period of 3 months after the actual/schedule completion of the assignment whichever is later.

### **3.11 Submission and Evaluation Process**

3.11.1 The proposal shall be submitted in two parts. The Technical proposal shall constitute part 1. Evidence of making payments for EMD and document fee shall form part of the Technical Proposal. Part 2 shall constitute only the financial bid. The Bid shall be uploaded in the CPP portal and no hard copies will be accepted.

3.11.2 Proposals will be opened on the due date and time. The "Technical Proposal" shall be opened first. The "Financial Proposal" shall be opened on a later date which shall be intimated to the shortlisted bidders.

3.11.3 Prior to evaluation of Proposals, IPA will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if:

- a) it is received by the due date
- b) it is signed and named;
- c) it is accompanied by the Power of Attorney
- d) it contains all the information (complete in all respects) as requested
- e) it does not contain any condition or qualification; and
- f) it is not non-responsive.
- g) The Bid document fee and EMD certificate has been provided along with the RFP;

3.11.4 IPA reserves the right to reject any Proposal which is non- responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by IPA in respect of such Proposals.

3.11.5 IPA shall subsequently examine and evaluate Proposals in accordance with the Selection Process specified at Clause 1.5 and the criteria set out in Clause 3 of this RFP.

3.11.6 After the technical evaluation, IPA shall prepare a list of pre-qualified Applicants for opening of their Financial Proposals. The date and time will be notified to all Applicants for opening of Financial Proposals. Before opening of the Financial Proposals, the list of pre-qualified Applicants along with their Technical Scores will be announced. IPA will not entertain any query or clarification from Applicants who fail to qualify at any stage of the Selection Process. The financial evaluation and final ranking of the Proposals shall then be carried out.

3.11.7 Applicants are advised that Selection shall be entirely at the discretion of IPA. Applicants shall be deemed to have understood and agreed that IPA shall not be required to provide any explanation or justification in respect of any aspect of the Selection Process or Selection.

3.11.8 Any information contained in the Proposal shall not in any way be construed as binding on IPA, its agents, successors or assigns, but shall be binding against the Applicant if the assignment is subsequently awarded to it.

### **3.12 Confidentiality**

Information relating to the examination, clarification, evaluation, and recommendation for the selection of Applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional adviser advising IPA in relation to matters arising out of, or concerning the Selection Process. IPA shall treat all information, submitted as part of the Proposal, in confidence and shall require all those who have access to such material to treat the same in confidence. IPA may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or to enforce or assert any right or privilege of the statutory entity and/or IPA or as may be required by law or in connection with any legal process.

### **3.13 Clarifications**

3.13.1 To facilitate evaluation of Proposals, IPA may, at its sole discretion, seek clarifications from any Applicant regarding its Proposal. Such clarification(s) shall be provided within the time specified by IPA for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.

3.13.2 If an Applicant does not provide clarifications sought under Clause above within the specified time, its Proposal shall be liable to be rejected. In case the Proposal is not rejected, IPA may proceed to evaluate the Proposal by construing the particulars requiring clarification to the best of its understanding, and the Applicant shall be barred from subsequently questioning such interpretation of IPA.

### **3.14 Selection of Firm**

#### **3.14.1 Negotiations**

The Selected Applicant may, if necessary, be invited for negotiations.

### **3.15 Indemnity**

The selected Applicant shall, subject to the provisions of the Agreement, indemnify IPA, for an amount not exceeding the value of the Agreement, for any direct loss or damage that is caused due to any deficiency in Services. An indemnity bond must be signed by the selected Applicant for this purpose.

### **3.16 Award of work**

After selection, a Letter of Award (the "LOA") shall be issued, in duplicate, by IPA to the Selected Applicant and the Selected Applicant shall, within 3 (Three) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Applicant is not received by the stipulated date, IPA may, unless it consents to extension of time for submission thereof, cancel the LOA and the next highest-ranking Applicant may be considered.

### **3.17 Execution of Agreement**

After acknowledgement of the LOA as aforesaid by the Selected Applicant, it shall execute the Agreement within a period of 7 days from the date of issuance of LoA. The Selected Applicant shall not be entitled to seek any deviation in the Agreement.

### **3.18 Commencement of Assignment**

The selected Applicant shall commence the Services within the stipulated period as and when the advice is received from IPA. The timelines for commencement and completion of each assignment are to be strictly followed. Any default of the part of the selected applicant in this regard will lead to termination of the agreement. In case the agreement is terminated for default on the part of the selected applicant, the performance security will be liable for encashment by IPA.

## **4. Terms of Reference (TOR) for Selection of Event Management Agency**

### **4.1 General**

IPA intends to hold Major events, Exhibitions, shows across India and for this purpose would like to select an Event Management Agency who have experience of organizing such Events and activities, and who could plan, strategize and execute such events. The events may include but not limited to Conduct Symposiums, meetings Conferences, Events / Exhibitions, Road shows at state level and National levels.

The period/validity of the selection will be one year from the date of issue of work order and extendable for a further period of 1+1 year on the discretion of IPA. Event Management Agency (EMA) who fulfil eligibility criteria in this RFP can apply with IPA.

### **4.2 Broad Scope of Work and Services**

4.2.1 Events Management Agencies (EMAs) shall be responsible for organizing and managing events from conception stage to completion stage on **turnkey basis** ensuring that everything runs smoothly, to the world-class standards and in full compliance with the IPA's directions. To manage every activity, from Micro Level to Macro Level, of the ceremony, Dias Management, background Management, Light & Sound Management, Support Staff & Crew Member Management, Catering, Sanitation, Logistics and Transportation, VVIPs Protocol Management, arranging sponsors, alongwith the entire set of equipment material, decoration, complete venue preparation, etc. Engaging Celebrities as and when required.

4.2.2 The scope of services to be provided by the Agency as described below is general but is not exhaustive i.e. does not mention the entire incidental services required to be carried out. There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects. Similarly, there may be

certain services which are mentioned but may not be required during course of execution. The list given below is an indicative list and the work shall include any other activity in association to those mentioned below. Events Management Agency (EMA) shall be responsible for organizing and managing events from conception stage to completion stage ensuring that everything runs smoothly, and events are executed to world-class standards and in full compliance with IPA's directions.

Events to be undertaken include but not limited to;

- a. Management of dais, background, light and sound, support staff and crew members, cafeteria, sanitation, logistics, VVIP protocol, arranging sponsors, decoration, venue preparation etc.
- b. Proposing & Advising on Participations, Conceptualizing of Events, Designing, Branding, Operationalization plan, Execution of all works and Complete Event Management including Exterior and Interior Decoration, Development of site infrastructure, Event Management Services, Collaterals, General Ambience, Material etc.
- c. Providing Innovative Idea for "Official Inaugural of Events", Curating Themes for multiple events, Exhibitions and other related requirements
- d. New Ideas to Create "Buzz"
- e. Designing of Logo and Designing Tag Lines for Particular Event
- f. Designing & Printing of Leaflets/Standees/Flyers/Passes/Busses/Bike for All Entrants to Venue
- g. Designing and Printing and Preparing of Delegates Kit/Bag with Pen-writing Pad-Marker-all with Event LOGO
- h. Passes Designing and Printing for Media & Other Concern/Crew Members (Passes should be categorized as Technical/Ushers/Media etc).
- i. All other works for the successful completion of the event

#### **4.3 Details of Services**

- EMA shall be working on all requirements of Event Production, Fabrication, Venue Construction, Hanger Set Up, Pagoda, Octo norm Stalls, Fabricated Stalls, Branding of Standees, Backdrops, Flex Mounting, Stage and Dias preparation, Pathways, Welcome gates (Separate Gates for VVIPs and General Visitors/Participants), Decorations of welcome gate, Multi layered performance stages, Banners, Backdrop, Utilities, conveniences, Fixing of posters on the panel or stand-alone panel, all required structural set ups, Theme Based Stage preparation, Launch Equipment, Carpeting, Tin Barricading, Masking through multiple medium, mojo barricading, railing barricading, Furniture as per requirement, floral decoration requirement for all required places and of required variety, Printing of all varied types such as flex, vinyl, cloth and any other material, Metal frame branding, Design & Decoration, colored Theme Selection, User Friendly pedestrian facilities e.g. for Old Age People, Wheel Chair Access
- Technical requirement of sound and conference set up on the basis of number of persons, with all variety of mics, technical for execution, best in class brands of Audio for event, Hardware and Software Logistics, tech riders for artist performances, all brands and category of mixers for events, all required logistics for sound set ups.
- Technical requirement of lights, with all variety for stage, venue, indoor, outdoor, long distance, short distance, venue decoration lights, Hardware and Software Logistics, best in class operating mixers of all requisite brands, all required logistics for lights set

ups

- Technical requirement of LED Wall/ Projectors, with all variety for stage, venue, indoor, outdoor, all required pixel quality, all required lumens of projectors with switchers, Hardware and Software Logistics, best in class operating mixers of all requisite brands, all required logistics for LED Wall/Projectors set ups
- Technical requirement of LED TV/Plasma TV/Touch Screen TV/ Other Variety of TV, with all variety of sizes for stage, venue, indoor, outdoor, all required support system for functioning of TVs, Hardware and Software Logistics, best in class operating mixers of all requisite brands, all required logistics for LED TV/Plasma TV/Touch Screen TV/ Other Variety of TV set ups
- Technical requirement of Truss, with all variety for stage, venue, indoor, outdoor, all required sizes and gauge, Hardware and Software Logistics, best in class riggers and support of all requisite brands, requisite certification of Truss (if required), all required logistics for Truss set ups
- Technical requirement of SFX, with all variety for stage, venue, indoor, outdoor, all required variety with various formations and types as per requirement, Hardware and Software Logistics, best in class mixers and controlling boards, requisite certification of SFX (if required), all required logistics for SFX set ups
- Organize photography, videography and interviews with Honorable Representative of Union/State and other senior officers with the domestic& international media, print, electronic and other social media, whichever required
- Control room with seating for persons with tables, computers with an internet connection, printer, photocopy machine, air condition facility, internet and telephone etc.
- Construction of stalls of given sizes erected with optimum panels, open stall on raised platform with fascia for depicting the stalls theme on vinyl stickers, with provision of floor carpeting with different color carpets.
- Media Gallery
- Technical requirement of Power, necessary cablings, with all variety for stage, venue, indoor, outdoor, all required Units of KVA, Hardware and Software Logistics, best in class riggers and support of all requisite brands, requisite certification of Truss (if required), all required logistics for Power set ups. 100% Power Backup Plan to run Entire technical system, whole Air conditioning System, wherever electricity be required during the entire show and entire venue. Power backup for preparation of Entire Venue. (IPA/Client will not provide any Power back up, if used it will be chargeable from Event Management Agency (EMA) as per applicable rate). Power backup system/Generator etc should be with silencer & It should be least polluter. To Arrange 100% power Backup required for the Pre-Event Arrangement/Preparation, During Actual Event and Post Event requirements. , All requisite junction box, earthing requirements, cable trays, MCB whenever required, providing power plug point, permissions and certifications of Power equipment whenever and wherever required. All UPS and ATS requirement as per set up and unit of power.
- Technical requirement of Photography and Videography, for stage, venue, indoor, outdoor, with all required equipment such as still camera, video cameras, gimble cameras, jimmy cameras, drone with requisite permission, go pro camera, Hardware and Software Logistics for Photography and Videography, best in class lights such as pota light, face light, studio lights, kinoflo warm lights with stands of all requisite

brands, appropriate DMX controllers, all required logistics for Photography & Videography set ups. Live relay system on Back-ground Screen/Other Video Screen on Ground. Proper Arrangement of Live Relay on TV through Media Partner, Camera for Still Photography & Videography with camera Person.

- All Apparatus/ Instruments/Hardware to prepare the Events Venue must be arranged by EMA. Client/ IPA will not arrange/provide Hardware/Apparatus/Instruments.
- EMA has to arrange all the Required Permission to prepare the Venue for O&C Ceremony.
- Logistics and Transportation of all required elements mentioned here to the Venue
- Computer/Laptops/Printer/scanner/Charging Points/Charging Cords/ Charging Systems/ Power Plugs
- High Speed Internet throughout the Programme
- Technical Support System (Technician) to run all Technical/Electrical/Electronic Equipment
- Any other work related to event as assigned by IPA.
- Entire Registration process for any event as and when required, which can be pre event and on event
- Scanning System of Entry Passes
- Crowd Management System- Visitors
- Dismantling of Structure and Setup
- Providing Video and Audio Recording (Edited & Non-Edited)
- Single point of Contract (SPOCs) for Technical Support- Dedicated Venue Manager/Event Manager from Pre-Event period to final.

#### **4.4 Venue Management: Venue Booking/Construction & Allied Services**

- Keeping the Theme of the Events in mind and to keep long lasting memorable effect on Visitor/Participants all the Infrastructure must be planned, designed and implemented. Kindly note IPA will only identify Venue on “as is where is” basis, EMA must prepare it as per Event.
- To create entire Setup at Pavilions/Venue Ground/ as per events requirement and later dismantling of the stalls.
- To carry out all the activities required for successful implementation of all national/international level events including pre- event activities, activities during the event and activities after the event.
- Booking of Venue, Halls, Shamianas
- The selected Event Management Agency should be open to adopt new technology and state of art infrastructure set up available during the execution of the event
- Cleaning of Event Venue within the given time frame by Venue Owner. IPA will not be responsible to extend the time limit to dismantling the structure.
- Waste Garbage material should be removed completely. If it is not done, a penalty will be levied on the EMA
- Management of Parking.
- Pre-Event Cleaning of Venue
- Arrangement Drinking Water for Dignitaries- Water Bottle etc.
- Arrangement of Drinking Water for Visitor-Arrangement of electric Water Cooler and Making sure on water Supply.
- Fire Safety Backup Plan & Arrangement of Entire System

- Over all Security Arrangement with Coordination with concerned Departments
- Arrangement of Refreshment Area in and around Parking/or Other Relevant Area. (This may be on Self Paid Basis)
- Arrangement of Dustbins and Placing at appropriate Place / Toiletries & their Management & Cleaning.
- EMA will have to arrange Meals/Transportation/Safety & Security apparatus/Instrument for their Human Resources/Crew members.
- Fire Marshals and Fire Brigade, with all requisite permissions as per requirement

#### **4.5 Media/Public Relations/Promotions/Social Media/Digital Marketing:**

- Management of Media and PR
- Publishing Promotional Materials, Key Notes etc.
- Ideas on PR/Media Management
- Promotion and publicity of the event including presser, curtain raiser, hoardings, print and electronic ads, souvenirs, brochures, kit bags, stationary items, flyers and other publicity and incidental materials. Printing and issuing invitation cards, tickets etc.
- Photography, videography and documentation
- Hoarding and other OOH requirements for the event
- All requirements for promotion through social media, Digital Marketing and Podcast

#### **4.6 Hospitality/Travel & Ticketing/Logistics**

- Handle all Logistics such as air tickets, Visa processing, Accommodations, passes to Venue, transportation to and fro Venue, and other activities, as directed by IPA official, required for the successful participation/organizing the Events.
- Transport Arrangement for Celebrities/Artist/Performers/ and other Crew Member- who so ever be involve in Arrangement/Preparation of Venue
- Transport Management System around Venues with Coordination of Concerned Government Departments in Order to Smooth Functioning of Regular Transport system
- Invitation Cards Designing and Distribution with client Consultation.
- Assistance in Inviting People Dignitaries (Advised by the Client).
- Booking of Hotel and other related places as per requirement
- Welcoming GUEST as per Protocol-Flower Bouquet
- Catering at the venue, for the delegates, VIPs etc.
- Drinking water at pavilion- Dispensers with disposable glasses.
- Purchase of consumables
- Travelling, Boarding, Logging (TBL) Badges/Memento/Name Plates

#### **4.7 Content/Creatives & Digital Activities**

- Requirement of all Films/AVs/ Other related Videos.
- Animation Content, Video Invite, Video Animation,
- All contents and creatives required for the event
- Videos from scripting, voice over, animation to deliver a complete Video/Film
- Communication Content for WhatsApp such gif
- Mapping content for LED, Projection and other related requirements
- LED Screen Content
- Other New Media requirement

#### **4.8 Virtual Event**

- All designing requirement for Virtual Event such as template, holding screen, etc
- Video Conferencing and Broadcast requirement for event, such as required cameras, background set up, studio set ups and related requirement
- Other Virtual Event requirement

#### **4.9 Manpower/Artist Management**

- Anchors (M/F)-A good Orator/ Story Teller/ In Hindi & English/Local Language.
- Singers, Dancers, Poets, Instrumentalist, Comedian, Motivational Speakers, Other Special Performance artists local, national and international as per the event requirement
- Celebrity Management booking and management as per requirement
- Security Manpower of all kind, Male/Female, with security equipment such as baggage scanning machine and all related certifications and accreditations
- Ushers for event such as Stage, guide Guest to Seating Area

#### **4.10 Gifting & Souvenirs**

- All gift requirements for pre and post event.
- Souvenirs and Mementos for the specific requirement
- Awards for the Award functions as per the requirement

Selected Agency should be able to execute the work on short notice or as per IPA requirement. Also, should be ready to accommodate and adopt any other requirements defined by IPA.

The Agency would be responsible for the payments arising out any Third-party claims.

#### **Note:**

1. For activities which are not covered in the BOQ, EMA will take approvals from IPA for the requirements as and when the event arises.
2. The agency shall be paid as per the actual executed items from the BOQ and additional items if any as approved by IPA. No claim shall lie for the non-executed items even though it may be part of the BOQ.
3. In case IPA organizes an International event, the selected agency may be called upon to organize the event. In such cases, the rates will be arrived at through negotiations between IPA and the selected agency

### **5 Eligibility Criteria for Selection of Agency.**

#### **5.1 To be eligible to bid for the work, bidders shall satisfy the following criteria:**

Documents to be submitted in support of the following eligibility criteria:

- a) The bidding firm should be a company registered in India under the Companies Act 2013 or any other previous Companies Act or a Limited Liability Partnership registered under the LLP Act, 2008 or a registered Partnership under the Indian Partnership Act, 1932 or Registered as a society under the Societies Act, 1860 -Copy of valid Registration  
- Certificates duly certified by CA engaged in conducting audit of the company.

- Certified Copy of Certificates of Incorporation/Name Change.
  - CA's Registration Number/ Seal is must.
- b) The bidder shall have successfully organised events of the following value during the past 7 years (documentary evidence to be provided)
- i) One event with a value of at least Rs.4.00 crores  
or
- ii) Two events with a value of at least Rs. 2.50 crores each  
or
- iii) Three events with a value of at least Rs.2.00 crores each
- c) Turnover- Firm should have average annual turnover of INR 30 Crore per annum during the last two Financial Years (FY 2022-23, FY2023-24).  
-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.
- d) Specializations/ Experience.
- (i) Firm must have experience of at least 7 years in the Event Management Industry. Documentary evidence must be provided for the same.
- (ii) The firm should have successfully completed an average number of 15 similar events during the past 2 years (2022-23 and 2023-24). Only events with a minimum order value of Rs 50 lakhs will be considered for evaluation. Similar events means experience in event management for Central Government / State Government/ PSUs / Autonomous Bodies / Private Sector. This has to be evidenced by providing a certificate from the Chartered Accountant giving the following details
- Name of the party who awarded the event
  - Name of the event with location
  - Invoice details
  - Above information shall be certified by the Chartered Accountant
- e) Bidding firm should have on its payrolls a minimum of 30 employees as on 31<sup>st</sup> March 2024 and these employees should have been in the payrolls of the firm at least for the last two years as on the bid submission date. Only employees with minimum 5 years' experience in the field will be considered for evaluation. Documentary evidence for this shall be submitted. Letter from competent authorised signatory of Human Resource Dept. as documentary evidence to be attached with bid document
- f) Bidding firm shall hold valid GST and PAN certifications. Copies of relevant certificates of registration to be attached as part of bid document
- g) In case of works undertaken for private firms, bidding firm must furnish Form 26 AS from Income tax department to support the work experience of any assignment.
- h) Bidding firm shall not have been Blacklisted/ Debarred by any Central or State Government / PSU / Autonomous Body etc. Self- Undertaking in this regard to be submitted along with bid document
- i) The bidding firm shall have their functional online website Web link to the website.
- j) Firm should have a positive net worth Audited Balance Sheet

The bidder shall provide evidence of all the above requirements. Firms not fulfilling the above criteria will not be considered

### 5.1.1 Presentation:

Firm would be invited to make a presentation of their technical bid before a Tender Evaluation Committee (TEC). After evaluation of the technical bids by the TEC, the financial bids of only selected Firms would be opened for evaluation and consideration of award of work.

### 5.2 Score criteria

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

Technical Bid Score: 60% (The bidder who secures maximum marks shall be given a Technical score of 100 and then pro-rata calculations for successive bidders with respect to their technical score).

The technical scores of other Bidders for the project shall be computed as follows.

$T_s(\text{bidder}) = 100 * (T(\text{bidder}) / T(\text{highest technical score amongst all bidders}))$

Only those Bidders who have secured Technical Score of 70 or above shall be declared as qualified for evaluation of their 'Financial Bid'. Bidders who have secured less than 70 for Technical Score shall be rejected

1. Financial Bid Score: 40 % (with full marks to lowest financial bidder and then pro-rata calculations for successive bidders with respect to their financial bids).

Financial Quote of any bidder = F

$F_s(\text{bidder}) = 100 * F(\text{lowest financial quote amongst all bidders}) / F(\text{bidder})$

Any monetary figure in decimal shall be rounded off to the nearest INR. In cases of discrepancy between the prices quoted in words and in figures, lower of the two shall be considered. For any other calculation/ summation error etc. the bid may be rejected.

Total Evaluated Score = 0.60  $T_s$  + 0.40  $F_s$

The Firm shall be ranked H1, H2... on the basis of combined score obtained in Technical and Financial Parts. The firm with the highest score will be considered for award of the work.

Please note that the Managing Director of Indian Ports Association (IPA) reserves the right to accept or reject all or any of the BID's without assigning any reason whatsoever.

### 5.3 Criteria for award of marks:

The criteria for award of marks will be as follows;

**i) No. of events of order value of minimum Rs.50 lakhs conducted during the last 3 years (2021-22, 2022-23, 2023-24) - 25 marks**

a) For events conducted in the cities as follows - Delhi, Mumbai, Chennai, Kolkata, Bengaluru, Hyderabad, Ahmedabad, Jaipur) – 2 marks per event (maximum marks – 12)

b) For International events – 2 marks per event (maximum marks – 8)

c) For events conducted in cities other than mentioned in (a) above, in an area within the limits of any municipal corporation – 1 mark per event (maximum marks – 5)

**ii) No. of professionals – 10 marks**

a) No. of professionals with a minimum of 15 years experience in the relevant field - more than or equal to 15 professionals – 10 marks

b) No. of professionals with a minimum of 15 years experience in the relevant field - between 12 and 14 professionals – 8 marks

c) No. of professionals with a minimum of 15 years experience in the relevant field - between 9 and 11 professionals – 6 marks

**Note:** Professionals indicated in (a), (b), (c) above shall have any of the following credentials:

MBA/MMS/MCom/MA in electronics media/Bachelors in Financial Accounting/Bachelors in Marketing Management/Degree or Diploma in Hotel Management/Degree or Diploma in Travel and Tourism/Degree or Diploma in Event management/Any Degree with CDAC/Degree or Diploma in 3D animation or any other equivalent course.

### **iii) Presentation – 15 marks**

Presentation will be evaluated based on the following criteria:

- a) Over all Organisation set up, work profile, understanding and approach methodology for event requirements, overall work plan and conceptualization, relevant case study if any
- b) Creativity (which Includes Concept Ideation, Theme Creation, Technology Innovation, Digital Activities, Decor, Designs of thematic installations and other creatives, variety of flowers and their aesthetic usage & any other innovative ideas)

**Note:** All the above details shall be part of the submission in the RFP document. After the opening of the RFP document, bids which are responsive to the stipulated conditions in the RFP will be considered and only those bidders will be invited for the presentation. The presentation is to be made in line with the details furnished in the bids submitted by individual bidders. A committee will be formed who will evaluate the presentation and give marks to each bidder which will be the technical scores.

### **5.4 Financial Bid:**

The financial bid shall be submitted as per BoQ attached. There may be a situation that the bidder having highest evaluated score might have quoted higher rates in certain items as per BoQ. In such cases IPA reserves the right to ask the bidder to match the lower rates for such items, if the lower quoted rates are reasonable and workable. Accordingly, the financial proposal of the bidder shall stand modified to the extent that is mutually agreed between IPA and the bidder.

### **5.5 Terms & Condition:**

- 1) Though adequate care has been taken in the preparation of this RFP Document, the applicant should satisfy himself that the document is complete in all respects. Intimation of discrepancy, if any, should be given to the IPA immediately before the proposed due date. If no intimation is received by the IPA within the date, it shall be deemed that the party is satisfied with the RFP Document and the document is complete in all respects.
- 2) The RFP Document is neither an agreement and nor an offer by the IPA to the prospective applicant or any other person. The purpose of this document is to provide interested parties with information that may be useful to them in the formulation of their Proposals pursuant to this RFP.
- 3) The RFP Document may include statements, which reflect various assumptions and assessments by the IPA in relation to the requirement. Such assumptions, assessments and statement do not purpose to contain all the information that each applicant may require. The RFP document may not be appropriate for all persons, and it is not possible for IPA, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or use the RFP Document. The assumptions, assessments, statement and information contained in the RFP Document, may not be complete, accurate, adequate or correct, each applicant should, therefore, conduct its own investigations and assumptions, assessments and information contained in the RFP Document and obtain independent advice from appropriate sources.
- 4) IPA, its employees and advisers make no representation or warranty and shall have no

liability to any person including any applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in the RFP Document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the RFP Document and any assessment, assumption, statement or information contained therein or deemed to form part of the RFP Document or arising in any way in this Selection Process.

- 5) IPA also accepts no liability of any nature whether resulting from negligence or otherwise arising from reliance of any applicant upon the statements contained in the RFP Document. IPA may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the RFP Document which will be posted on the e-procurement site of CPP Portal. It will be the responsibility of the interested bidders to keep themselves informed about the same.
- 6) The issue of this RFP Document does not imply that IPA is bound to select a Successful applicant for the project/Events and IPA reserves the right to reject all or any of the proposals without assigning any reasons whatsoever.
- 7) The Bidder shall bear all its costs associated with or relating to the preparation and submission of its proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by IPA or any other costs incurred in connection with or relating to its proposal. All such costs and expenses will be with Bidder and IPA shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Applicant in preparation for submission of the proposal, regardless of the conduct or outcome of the Selection Process.
- 8) RFP bidding doesn't automatically qualify to select the Agency.
- 9) IPA reserve the right to cancel or amend the RFP fully or partially.
- 10) The above scope of work will vary and depend on the requirement of the Events/Shows/Exhibitions/Roadshows/Meetings/Submit etc & venue of exhibition. The detailed scope of work will be indicated in RFP to be floated for actual events.
- 11) All the documents submitted must be in English. Cost of documentation will be born by Applicants.
- 12) The Applicant may modify, substitute, or withdraw its proposal after submission, provided that written notice of the modification, substitution, or withdrawal is received by the Authority prior to the last date of submission of proposal. No proposal shall be modified, substituted, or withdrawn by the applicant on or after the last date of submission of proposal.
- 13) The applicants shall be responsible for all the costs associated with the preparation of their proposals and their participation in the selection process including subsequent negotiation, visits to the IPA if required.
- 14) IPA will have the right to reject any or all Proposals.
- 15) Selected bidder to ensure regular participation in bids to be called for events by IPA, failing to participate in 03 consecutive events, EMD will be forfeited and company may be blacklisted by IPA.
- 16) Notwithstanding anything contained in this RFP, the IPA reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof. Misrepresentation / improper response by the applicant may

- lead to the disqualification of the applicant.
- 17) Selection of Agency shall be done on the basis of criteria enumerated in the RFP and different terms and conditions stated.
  - 18) RFP form shall be filled in ink or typed. No RFP filled in pencil shall be considered. The bidder shall sign the RFP form at each page and at the end in token of acceptance of all the terms and conditions of the RFP.
  - 19) Direct or indirect canvassing on the part of the RFP or his representative will be a disqualification.
  - 20) No interest shall be payable on earnest money deposited with the department.
  - 21) The EMD of unsuccessful applicants will be returned without interest and of successful applicants will be converted into Performances Guarantee.
  - 22) **Forfeiture:** Security deposit shall be forfeited in following cases:
    - Agency withdraws or modifies the offer after opening of Application form but before acceptance of tender.
    - Agency does not execute the agreement after acceptance of tender, within the specified time.
    - Agency commits a breach of the terms and conditions of the agreement for conducting the event.
  - 23) **Dispute Resolution:**

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 Ministry of Finance vide OM No. F. 11212024-PPD Dated 03.06.2024.
  - 24) **Exit Clause:**

IPA / Event Management Agency can exit the contract without assigning any reasons by giving 3 months' notice. Neither parties will be entitled to any claim in such a situation. However, if there are any event/events to be organized during 3 months' notice period, the Event Management Agency shall be obligated to organize such event/events as per the tender rates and conditions, in case IPA desires to organize such event/events through Event Management Agency.
  - 25) **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 agency. IPA will provide all required support to the agency for obtaining such approvals/permissions
  - 26) **Force Majeure**

**Definition:**

    - a. For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, is not foreseeable, is unavoidable and not brought about by or at the instance of the Party claiming to be affected by such events and which has caused the non-performance or delay in performance, and which makes a Party's performance of its obligations hereunder impossible or so impractical as reasonably to be considered impossible in the circumstances, and includes, but is not limited to, war, riots, civil disorder, earthquake, fire, explosion, storm, flood or other extreme adverse weather conditions,

epidemic, pandemics, water logging, strikes, lockouts or other industrial action (except where such strikes, lockouts or other industrial action are within the power of the Party invoking Force Majeure to prevent), confiscation or any other action by Government Agency.

- b. Force Majeure shall not include** (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's Sub-EMCs or agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of the conclusion of this Contract, and avoid or overcome in the carrying out of its obligations hereunder.

**Force Majeure shall not include insufficiency of funds or inability to make any payment / BG required hereunder.**

- i. **No Breach of Contract:** The failure of a Party to fulfil any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

ii. **Measures to be Taken:**

- a. A Party affected by an event of Force Majeure shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall take all reasonable measures to minimize the consequences of any event of Force Majeure.
- b. A Party affected by an event of Force Majeure shall notify the other Party of such event as soon as possible, and in any case not later than fourteen (14) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.
- c. In Case of Force Majeure, if possible and instructed by IPA, EMA has to perform the services within 60 Days or as per written agreement with the Client/IPA.
- d. In Case of Force Majeure, IPA, or Its Client will not be liable to pay any expenditure incurred on the any arrangement for Services/Task/activities/Events. Notwithstanding anything contained herein, if the Event is cancelled due to the reason of subsistence of Force Majeure, IPA, shall in no way or nature be liable for any costs incurred by the EMA for such cancellation and the cost shall be borne solely by the EMA. If in case the Event is cancelled due to administrative reasons attributable to IPA, the EMA shall only be paid on actual losses suffered by it till that point in time and in no way shall be liable to receive any amount in the nature of damages.
- e. The Agency or IPA shall not be liable for delays in performing its obligations resulting from any force majeure cause as referred to and/or defined above. The date of completion will, subject to hereinafter provided, be extended by a reasonable time at the sole discretion of IPA.
- f. If after a period of three (3) days the force majeure has not ceased, the EMA shall meet with IPA Officials in good faith where they have not already met earlier, to discuss the situation and Endeavour to achieve a mutually satisfactory resolution to the problem.
- g. If the force Majeure continues for a period beyond two months and no mutually satisfactory resolution is possible then the IPA shall have the right to terminate

this engagement in writing.

**27) Termination:**

**By the “Employer”:** The “IPA” may terminate this Selection of EMA in case of the occurrence of any of the events.

- a) If the EMA becomes insolvent or go into liquidation or receivership whether compulsory or voluntary.
- b) If the EMA, on due investigation and in the judgment of the “Employer”, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- c) If the EMA submits to the “Employer” a false statement which has a material effect on the rights, obligations or interests of the “Employer”.
- d) If the EMA places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to the Employer.
- e) If the EMA fails to provide the quality services is in breach of any of the terms and conditions as envisaged under this Tender. The Employer may review at its discretion and if it so decide to give one chance to the EMA to improve the quality of the services.
- f) If, as the result of Force Majeure, the EMA is unable to perform a material portion of the Services for a period of not less than sixty (60) days.
- g) If the “Employer”, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

**In such an occurrence as aforesaid the “Employer” shall give a not less than fifteen (15) days’ written notice of termination to the EMA**

**28 Confidentiality:**

Bidder/contractor shall keep all the knowledge and information (which is not within the public domain), which may be acquired during the carrying out of this assignment, strictly confidential for all times and purposes. All documents or software submitted by the bidder in the performance of the services shall become and remain the property of IPA.

**29 Settlement of Disputes:**

Except as otherwise provided elsewhere in the contract, if any dispute, difference, or disagreement arises between the parties here to or their respective representatives or assignees, in connection with construction, meaning, operation, effect, interpretation of the contractor breach there of which parties are unable to settle mutually, the same shall be referred to courts of Delhi.

**30 Indemnification:**

The Event Management Companies agrees to indemnify and hold the IPA harmless from and against any and all costs, losses or expenses, including reasonable attorneys’ fees, that the IPA may incur by reason of any third-party claim or suit arising out of or in connection with company’s failure to perform pursuant to this contract , as well as the negligence, gross negligence, or intentional misconduct of Organizer, its employees, agents and representatives, contractors or subcontractors, including the employees and representatives of said contractors or subcontractors.

**31 Governing Laws and Jurisdiction of Contract:**

The laws applicable to the contract shall be the laws in force in India. The courts of Delhi shall have exclusive jurisdiction in all matters arising out of or relating to the contract.

I/We have carefully gone through / understood all above terms and conditions and I/We shall be binding to the above terms and conditions.

**Signature of the bidder**

**Name of the bidder  
and Address**

**Mobile No.**

**Date :**

**Company Seal**

**Annexure-I**Application form for Selection of Event Management Agency  
(To be duly filled, signed & stamped by the Applicant)

Name of the Company	
Address	
Telephone Nos. Mobile No.	
e. Mail	
Year of Establishment	
Type of Company Multinational Partnership Limited Company Franchisee Other (Please Specify)	
Contract Executive(s) Name (Office) Designation Telephone Nos. (Mobile)  E-mail	
Name of the Promoter/Proprietor	
Parent Company, if any, Please attach document(s)	
Details of the major events undertaken in last three years	
Details of the major Government events undertaken in last three years	
Details of the International Events, if any	
Are you on the panel of any Government Agency, if yes, submit evidence	
Date of establishment of the Applicant Business	
Whether Income Tax Payee/if so, Income Tax Authority with whom assessed and the Income Tax Number	<b>Yes / No</b>
Good & service Tax Registration No. Certificate, details (Please attach a copy)	

Name of the bankers with A/C number including details of creditworthiness/credit limit	
Details of the Annual Accounts for last three years (enclose balance sheet)	
Any other information (attach documentary evidence pertaining to all the points above)	

**I / We, hereby declare that:**

- a) I/We have read and understood the system of Selection.
- b) I/We have read and understood the terms & conditions governing the Selection; and
- c) I/We agree to be bound by the same.
- d) That I/We understand that in case of any of the above information is found to be incorrect, IPA may reject the application or revoke the Selection at any time, without giving any notice.
- e) The submission of the application does not guarantee automatic Selection. The address given below is the postal/communication address in which all the messages/documents, which may be addressed/ sent to us.

**Signature of the Bidder** \_\_\_\_\_

**Name of the Bidder** \_\_\_\_\_

**Complete Address** \_\_\_\_\_

**Company Seal**

**Date** \_\_\_\_\_

**Note:**

1. In case of situations where the proposed event is fixed during a period where there is another major event or festival in a particular city, suitable enhancement in rates subject to a maximum of 15% can be considered with the approval and discretion of IPA.
2. After the completion of one year from the date of issue of work order, for subsequent years an escalation of 5% per year will be considered.

**Annexure-II**

<b>Items in the Financial Bid</b>						
<b>Organizing Shows/Events/Conferences/Meetings/Exhibitions/Road Shows, with itemized descriptions, units, quantities</b>						
<b>Sl. No.</b>	<b>Item Description</b>	<b>Unit / Rate Description</b>	<b>No. of Units</b>	<b>Rate in Rs.</b>	<b>Amount in Rs.</b>	<b>Remarks</b>
<b>1</b>	<b>Theme based Event Planning including Presentation, Concept, Content, Designs, Layouts etc as per IPA requirement</b>					
<b>1.1</b>	Presentation for the event based on selected theme with 3D designs, video walkthrough, planning layouts etc., Providing Innovative Ideas, Curating Themes for multiple events, Exhibitions and other related requirements, New Ideas to Create “Buzz”, Logo & Tagline Design, Unique branding for event, Designing of Leaflets/Standees/Flyers/Passes/Busses/Bike for All Entrants to Venue, Designing of Delegates Kit/Bag with Pen-writing Pad- Marker-all with Event LOGO, Conceptualize, design, develop, Pavilion/Stages, Passes Designing for Delegates, Media, Crew & Others Concerned -(Passes should be categorized as per requirement)	To be quoted as Lumpsum Rate per Unit	<b>10</b>		<b>0</b>	
<b>1.2</b>	Emcee / Anchor for the event as per IPA's choice including TLB, Makeup / Stylist and all other related expenses (Minimum 4 hours)	To be quoted as Lumpsum Rate per Unit	<b>5</b>		<b>0</b>	
<b>1.3</b>	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 as Lumpsum Rate per Unit	<b>20</b>		<b>0</b>	
<b>2</b>	<b>Infra Structure &amp; Venue Construction</b>					
<b>2.1</b>	Venue lay outing and Masking by Choona Powder with Special Manpower (Approx. Venue area 2000 SqM or more)	To be quoted as Lumpsum Rate per Unit (In case the venue area increase / decrease, the rate shall be revised on pro rata basis)	<b>5</b>		<b>0</b>	
<b>2.2</b>	German Hanger Setup With Wooden Flooring , Lights & Ambiance light upto 60mtr (Multiple Sizes and pan /Area) including setup and breakdown of Hanger structures - New Setup	To be quoted as Rate per Sq. Metre	<b>3000</b>		<b>0</b>	
<b>2.3</b>	MS Hanger Setup Non Rusted & Newly Painted With Flooring , Lights & Ambiance light up to 60mtr (Multiple Sizes and pan /Area) including setup and breakdown of Hanger structures - New Setup	To be quoted as Rate per Sq. Metre	<b>1500</b>		<b>0</b>	

<b>2.4</b>	Hanger Glass Entrance gate with Double door Opening /Closing With Mechanism (Wooden/Metal/Aluminium Frame with Gate on multiple sizes)	To be quoted as Lumpsum Rate per Unit	<b>10</b>		<b>0</b>	
<b>2.5</b>	Flag Poles - Non Rusted & New painted (Metal Big size pole with Flag)	To be quoted as Lumpsum Rate per Unit	<b>20</b>		<b>0</b>	
<b>2.6</b>	Branded Tower AC (Multiple Ton - Up to 8 Ton) - New	To be quoted as Lumpsum Rate per Unit	<b>20</b>		<b>0</b>	
<b>2.7</b>	Branded AC Solution with Cooling Operator for Hanger(Multiple Ton - Up to 20 Ton) – New	To be quoted as Lumpsum Rate per Unit	<b>20</b>		<b>0</b>	
<b>2.8</b>	General Lighting with heavy gauge for Outside Hanger Area (LED Metal lights) - Branded Only	To be quoted as Rate per Sq. Metre	<b>1000</b>		<b>0</b>	
<b>2.9</b>	Chemical Toilet with all material for Cleaning and attendant cum cleaner - VIP (Non Rusted )	To be quoted as Lumpsum Rate per Unit	<b>50</b>		<b>0</b>	
<b>2.10</b>	Chemical Toilet with all material for Cleaning and attendant cum cleaner - Normal (Non Rusted )	To be quoted as Lumpsum Rate per Unit	<b>100</b>		<b>0</b>	
<b>2.11</b>	Vanity Van multi functional with WC & Urinal and attendant cum cleaner alongwith Genset - VIP (brand New Condition)	To be quoted as Lumpsum Rate per Unit	<b>3</b>		<b>0</b>	
<b>2.12</b>	Green Room with Wooden Ply Base / Octonorum 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 Lumpsum Rate per Unit	<b>5</b>		<b>0</b>	
<b>2.13</b>	Queue Managers / Bollards - New Condition	To be quoted as Rate per running Metre	<b>500</b>		<b>0</b>	
<b>2.14</b>	Pagoda / Canopy (Multiple Sizes 3x3 Metre, 5x5 Metre, 6x6 Metre) including setup and breakdown of pagoda structures- Neat and Clean only	To be quoted as Lumpsum Rate per Unit	<b>50</b>		<b>0</b>	
<b>2.15</b>	New Carpeting with lamination - Thick carpet for Passage area 3 mm or 5 mm Thickness with Lamination	To be quoted as Rate per Sq. Metre	<b>1000</b>		<b>0</b>	
<b>2.16</b>	New Carpeting- Natural Jute Thick carpet for outdoor Area	To be quoted as Rate per Sq. Metre	<b>1000</b>		<b>0</b>	
<b>2.17</b>	Agronet (Net with Fixing on Ground or VIP area) - New	To be quoted as Rate per Sq. Metre	<b>1000</b>		<b>0</b>	
<b>2.18</b>	Stage/Riser with New 18mm Plywood & New carpet with lamination and Flex (at different Level of Height 4 inch, 6 inch, 1 ft, 1.5 ft, 2 ft, 2.5 ft, 3 ft, 4ft) - Multiple sizes	To be quoted as Rate per Sq. Metre	<b>500</b>		<b>0</b>	
<b>2.19</b>	Stage/Riser with New 18mm Plywood & New carpet with lamination and Flex (Metal Based Stage on H-frame or keychain Frame or Block size 5 to 8 ft) - Multiple sizes	To be quoted as Rate per Sq. Metre	<b>500</b>		<b>0</b>	

<b>2.20</b>	Octonorm Stalls (Stall with new carpet Lighting Power points, Sofa, Chairs and Table - Brand New	To be quoted as Rate per Sq. Metre	<b>1000</b>			
<b>2.21</b>	Octanorm Exhibition Stalls /Panels - open stall on raised platform with fascia for depicting the stalls theme on vinyl stickers, with provision of new floor carpeting with different colour options, Basic furniture - Chairs, Table, Sofa, Reception desk, Phone and Laptop Charging Station or any other item as per IPA's requirement	To be quoted as Rate per Sq. Metre	<b>1000</b>		<b>0</b>	
<b>2.22</b>	Fully fabricated and customised Octanorm Exhibition Stalls /Panels - theme based, complete designing, full fabrication, customised branding, TV / Plasma screen Approx. 55 inch, Backlit Panels, New Floor carpeting with different colour options, All furniture items- Chairs, Table, Sofa, Reception desk etc., Computer /Laptop, Printer, Phone and Laptop Charging Station, Publicity Material as per requirement or any other item as per IPA's requirement	To be quoted as Rate per Sq. Metre	<b>1000</b>		<b>0</b>	
<b>2.23</b>	Media Gallery - Riser for media for Capturing Correct View of Stage and Podium, Media Box for Sound Out, Power Points with heavy gauge wire & Special Manpower or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	<b>10</b>		<b>0</b>	
<b>3</b>	<b>VIP Arena</b>					
<b>3.1</b>	VVIP Lounge cum Office - Minimum area 100 Sq Metres - 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 Lumpsum Rate per Unit	<b>1</b>		<b>0</b>	
<b>3.2</b>	VIP Lounge cum Office - Minimum area 75 Sq Metres - 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, Fridge, Dining Area, F& B 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 Lumpsum Rate per Unit	<b>1</b>		<b>0</b>	
<b>3.3</b>	Ministry / IPA Lounge cum Office - Minimum area 50 Sq Metres - Carpeting with thickness, Brand New Sofa sets, Centre tables, Side Tables, Ample Chairs, Brand New coat stand, Min 55 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 Lumpsum Rate per Unit	<b>1</b>		<b>0</b>	

3.4	F&B Service for VVIP, VIP and Ministry, IPA Lounge cum Office - Minimum for 100 persons - 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 Lumpsum Rate per Unit (In case number of persons increase / decrease, the rate shall be revised on pro rata basis)	3		0	
3.5	VVIP / VIP Food Arena - Minimum area 500 Sq Metres - 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 Lumpsum Rate per Unit	1		0	
3.6	Ministry / IPA Food Arena - Minimum area 1000 Sq Metres - 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 Lumpsum Rate per Unit	1		0	
3.7	VVIP / VIP Food Arrangements (Lunch / Dinner) - Minimum for 100 persons - Lunch / 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 Lumpsum Rate per Unit (In case number of persons increase, the rate shall be revised on pro rata basis)	3		0	
3.8	VVIP / VIP Food Arrangements (Breakfast / High Tea) - Minimum for 100 persons - Breakfast/ 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 Lumpsum Rate per Unit (In case number of persons increase, the rate shall be revised on pro rata basis)	3		0	

3.9	Ministry / IPA Food Arrangements (Lunch / Dinner) - Minimum for 100 persons - Lunch / 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 Lumpsum Rate per Unit (In case number of persons increase / decrease, the rate shall be revised on pro rata basis)	3		0	
3.10	Ministry / IPA Food Arrangements (Breakfast / High Tea) - Minimum for 100 persons - Breakfast/ 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 Lumpsum Rate per Unit (In case number of persons increase / decrease, the rate shall be revised on pro rata basis)	3		0	
3.11	Round Table Conference Arena - Minimum area 200 Sq Metres - 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 Lumpsum Rate per Unit	1		0	
3.12	Theatre Style Conference Arena - Minimum area 150 Sq Metres - 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 Lumpsum Rate per Unit	1		0	
3.13	Theatre Style Conference Arena - Minimum area 250 Sq Metres - 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	To be quoted as Lumpsum Rate per Unit	1		0	

	connection with Dedicated Line - To be fully furnished as per IPA's requirement					
<b>3.14</b>	Theatre Style Conference Arena - Minimum area 500 Sq Metres - 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 Lumpsum Rate per Unit	<b>1</b>		<b>0</b>	
<b>4</b>	<b>Furniture</b>					
<b>4.1</b>	PVC Chair (With new Cover)	To be quoted as Rate per Unit	<b>7500</b>		<b>0</b>	
<b>4.2</b>	Metal Based Dunlop Chair Banquet Hall Style (with new cover)	To be quoted as Rate per Unit	<b>3000</b>		<b>0</b>	
<b>4.4</b>	VIP Sofa single seater (With new velvet/leather cover or as per IPA requirement)	To be quoted as Rate per Unit	<b>150</b>		<b>0</b>	
<b>4.5</b>	VIP Sofa two seater (With new velvet/leather cover or as per IPA requirement)	To be quoted as Rate per Unit	<b>150</b>		<b>0</b>	
<b>4.7</b>	VIP Sofa three seater (With new velvet/leather cover or as per IPA requirement)	To be quoted as Rate per Unit	<b>75</b>		<b>0</b>	
<b>4.8</b>	Centre / Coffee Table VIP (Neat and clear Glass)	To be quoted as Rate per Unit	<b>45</b>		<b>0</b>	
<b>4.9</b>	Centre / Coffee Table Normal (Neat and clear Glass)	To be quoted as Rate per Unit	<b>45</b>		<b>0</b>	
<b>4.10</b>	IBM table with top Cover and side Freeling 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	<b>750</b>		<b>0</b>	
<b>4.11</b>	Planters Green (multiple sizes as per IPA's requirement)	To be quoted as Rate per Unit	<b>750</b>		<b>0</b>	
<b>5</b>	<b>Fabrication &amp; Branding at Venue</b>					
<b>5.1</b>	Customised Designer Entrance Gate MS/ Wooden Box gate (Multiple sizes)	To be quoted as Rate per Sq. Metre	<b>100</b>		<b>0</b>	
<b>5.2</b>	Designer Fibre Customised 3D Gates / Fibre Pillar (Multiple Sizes)	To be quoted as Rate per Sq. Metre	<b>100</b>		<b>0</b>	
<b>5.3</b>	Black Masking with Ply back Framework (New Cloth only)	To be quoted as Rate per Sq. Metre	<b>100</b>		<b>0</b>	
<b>5.4</b>	Standees Wooden/ MS pipe (Double side Branding / Single side Branding in Multiple sizes)	To be quoted as Rate per Sq. Metre	<b>100</b>		<b>0</b>	

5.5	Backdrop/ Signage with Ply back / Metal Framework (Multiple sizes)	To be quoted as Rate per Sq. Metre	200		0	
5.6	Customised Stage Skirting	To be quoted as Rate per Sq. Metre	200		0	
5.7	Customised Podium with paint finish & Branding (Neat, Clean & New)	To be quoted as Rate per Unit	10		0	
5.8	Console Masking with Ply back Framework	To be quoted as Rate per Unit	10		0	
5.9	Videographer Riser	To be quoted as Rate per Unit	10		0	
5.10	Wooden Frame Branding - Customised Panel of 18mm Ply/MDF with Multi layer & Paint / Eco solvent Maat Vinyl / Laminate Finish along with 4 pass Printing Frontlit (with or without black back) / Backlit having Eco Friendly Flex/ Cloth Material	To be quoted as Rate per Sq. Metre	200		0	
5.11	Wooden Frame Branding - Customised Panel of 5 mm Sunboard having print with Matt / Gloss Lamination	To be quoted as Rate per Sq. Metre	100		0	
<b>6</b>	<b>Conference and Audio Set up</b>					
6.1	Conference and Audio Setup to cater up to 200 persons having Sound System with adequate tops and sub base ( DNB or Equivalent ), branded new Cordless Lapel Collar Mic / Cordless handheld mic / podium mic, Amplifiers & Monitors for Sound Aspects, CD / DVD / Video Player (single / twin), Audio Mixer with 64/128 Channel Digital Mixer, Clear Comms/talk backs with attender, Mega Phone or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	3		0	
6.2	Conference and Audio Setup to cater up to 500 persons having Sound System with adequate tops and sub base ( DNB or Equivalent ), branded new Cordless Lapel Collar Mic / Cordless handheld mic / podium mic, Amplifiers & Monitors for Sound Aspects, CD / DVD / Video Player (single / twin), Audio Mixer with 64/128 Channel Digital Mixer, Clear Comms/talk backs with attender, Mega Phone or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	3		0	
6.3	Conference and Audio Setup to cater up to 1000 persons having Sound System with adequate tops and sub base ( DNB or Equivalent ), branded new Cordless Lapel Collar Mic / Cordless handheld mic / podium mic, Amplifiers & Monitors for Sound Aspects, CD / DVD / Video Player (single / twin), Audio Mixer with 64/128 Channel Digital Mixer, Clear Comms/talk backs with attender, Mega Phone or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	3		0	

6.4	Conference and Audio Setup to cater up to 2500 persons having Sound System with adequate tops and sub base ( DNB or Equivalent ), branded new Cordless Lapel Collar Mic / Cordless handheld mic / podium mic, Amplifiers & Monitors for Sound Aspects, CD / DVD / Video Player (single / twin), Audio Mixer with 64/128 Channel Digital Mixer, Clear Comms/talk backs with attender, Mega Phone or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	3	0		
6.5	Conference and Audio Setup to cater up to 5000 persons having Sound System with adequate tops and sub base ( DNB or Equivalent ), branded new Cordless Lapel Collar Mic / Cordless handheld mic / podium mic, Amplifiers & Monitors for Sound Aspects, CD / DVD / Video Player (single / twin), Audio Mixer with 64/128 Channel Digital Mixer, Clear Comms/talk backs with attender, Mega Phone or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	3	0		
6.6	Conference and Audio Setup to cater up to 10000 persons having Sound System with adequate tops and sub base ( DNB or Equivalent ), branded new Cordless Lapel Collar Mic / Cordless handheld mic / podium mic, Amplifiers & Monitors for Sound Aspects, CD / DVD / Video Player (single / twin), Audio Mixer with 64/128 Channel Digital Mixer, Clear Comms/talk backs with attender, Mega Phone or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	3	0		
7	<b>Video / Projection Setup</b>					
7.1	Video / Projection set up to cater up to 200 persons having adequate Indoor LED Screen 2.6/2.8 with stand , Outdoor LED screen 3.9 with stand , Seamless Switcher 6 IN 1 Out, V- Mix Console with Screen and Capture Cards for Audio and video, Scaller, 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, LED / Touch Screen TV with stand / wall mount 55/65/75/85 inch as per requirement or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	3	0		
7.2	Video / Projection set up to cater up to 500 persons having adequate Indoor LED Screen 2.6/2.8 with stand , Outdoor LED screen 3.9 with stand , Seamless Switcher 6IN 1 Out, Watchout Server with Multiple Processer, V- Mix Console with Screen and Capture Cards for Audio and video, Scaller, 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, LED / Touch Screen TV with stand / wall mount 55/65/75/85 inch as per requirement or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	3	0		

7.3	Video / Projection set up to cater up to 1000 persons having adequate Indoor LED Screen 2.6/2.8 with stand , Outdoor LED screen 3.9 with stand , Seamless Switcher 6IN 1 Out, Watchout Server with Multiple Processor, V- Mix Console with Screen and Capture Cards for Audio and video, Scaller, 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, LED / Touch Screen TV with stand / wall mount 55/65/75/85 inch as per requirement or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	3		0	
7.4	Video / Projection set up to cater up to 2500 persons having adequate Indoor LED Screen 2.6/2.8 with stand , Outdoor LED screen 3.9 with stand , Seamless Switcher 6IN 1 Out, Watchout Server with Multiple Processor, V- Mix Console with Screen and Capture Cards for Audio and video, Scaller, 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, LED / Touch Screen TV with stand / wall mount 55/65/75/85 inch as per requirement or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	3		0	
7.5	Video / Projection set up to cater up to 5000 persons having adequate Indoor LED Screen 2.6/2.8 with stand , Outdoor LED screen 3.9 with stand , Seamless Switcher 6IN 1 Out, Watchout Server with Multiple Processor, V- Mix Console with Screen and Capture Cards for Audio and video, Scaller, 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, LED / Touch Screen TV with stand / wall mount 55/65/75/85 inch as per requirement, Camera Teleprompter with Laptop and Operator, Prompter People StagePro 19" Presidential Teleprompter Pair or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	3		0	
7.6	Video / Projection set up to cater up to 10000 persons having adequate Indoor LED Screen 2.6/2.8 with stand , Outdoor LED screen 3.9 with stand , Seamless Switcher 6IN 1 Out, Watchout Server with Multiple Processor, V- Mix Console with Screen and Capture Cards for Audio and video, Scaller, 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, LED / Touch Screen TV with stand / wall mount 55/65/75/85 inch as per requirement, Camera Teleprompter with Laptop and Operator, Prompter People StagePro 19" Presidential Teleprompter Pair or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	3		0	

<b>7.7</b>	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	<b>15</b>		<b>0</b>	
<b>8</b>	<b>Media and Publicity</b>					
<b>8.1</b>	Fully furnished and airconditioned Media Room with Seating Arrangements for Media Team - Min for 50 Persons, Working Tables and Chairs, Computer / Laptop, Printer, Phone and Laptop Charging Station, Photocopy Machine, Internet Facility, Tea / Coffee arrangements with biscuits or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit (In case number of persons increase / decrease, the rate shall be revised on pro rata basis)	<b>1</b>		<b>0</b>	
<b>8.2</b>	Media/Public Relations Management - Min for 50 Persons - 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, Press Kit, Souvenirs, Brochures, Kit Bags, and Stationery Items, Media invitation and any other intervention required for Media / PR Management	To be quoted as Lumpsum Rate per Unit (In case number of persons increase / decrease, the rate shall be revised on pro rata basis)	<b>3</b>		<b>0</b>	
<b>8.3</b>	Publishing Promotional Materials and Key Notes- Preparing and publishing promotional materials, Designing Brochures, Flyers, Designing Publicity materials for event promotion - Hoardings, advertisements, and other promotional efforts, Event photos and video for publicity, media circulation and future use or any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit	<b>3</b>		<b>0</b>	
<b>8.4</b>	Pole / Road side / Prominent Area Branding outside the venue premises for at least 7 days before event (excluding Airports and permanent designated areas where commercial & long term rates apply) including Design, installation, maintenance of branding or any other item as per IPA's requirement	To be quoted as Rate per Sq. Metre	<b>500</b>		<b>0</b>	
<b>8.5</b>	Social Media and Digital Marketing for Event Promotion, Social Media Strategy and Campaign Creation on Facebook, Instagram, LinkedIn etc., Podcast Creation and Podcast episodes for event publicity as per requirement, Content Creation for Interactive Media, Social Media Video Snippets and Stories, Communication Content for WhatsApp and GIFs, GIF Design and Production for event communication and any other item as per IPA's	To be quoted as Lumpsum Rate per Unit	<b>15</b>		<b>0</b>	

	requirement ( The quote must exclude any Paid Promotion cost for which decision will be taken on event to event basis)					
<b>8.6</b>	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 (video duratrion 2-3 Minutes)	To be quoted as Lumpsum Rate per Unit	<b>10</b>		<b>0</b>	
<b>8.7</b>	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 (video duratrion 5-6 Minutes)	To be quoted as Lumpsum Rate per Unit	<b>5</b>		<b>0</b>	
<b>9</b>	<b>Power Distribution and Genset</b>					
<b>9.1</b>	Power Distribution at multiple locations on event venue - Approx, Area 1000 SqM along with Junction Box, Concealed Cabling Cable Manager/ Cable Trays/ MCF /Pannal for Cable Connector, Soundless generator not more than 5 years old with operator (minimum 8 hrs. Shift with Fuel) as per Load requirement, ATS for Hot back Genset, Cabling for Genset 50m / 100 m, Supervisor & Team for Power Distribution & Genset monitoring, All permissions and certifications of Power equipment whenever and wherever required, All UPS and ATS requirement as per set up and unit of power and any other item as per IPA's requirement	To be quoted as Lumpsum Rate per Unit (In case number of area increase / decrease, the rate shall be revised on pro rata basis)	<b>1</b>		<b>0</b>	
<b>10</b>	<b>Photography / Videography / Drone Monitoring</b>					
<b>10.1</b>	Photographer for 1 shift of Min 4 hours	To be quoted as Lumpsum Rate per Unit	<b>10</b>		<b>0</b>	
<b>10.2</b>	Videographer for 1 shift of Min 4 hours	To be quoted as Lumpsum Rate per Unit	<b>10</b>		<b>0</b>	
<b>10.3</b>	Live Mixer for 1 shift of Min 4 hours	To be quoted as Lumpsum Rate per Unit	<b>5</b>		<b>0</b>	
<b>10.4</b>	Drone with operator for 1 shift of Min 4 hours	To be quoted as Lumpsum Rate per Unit	<b>5</b>		<b>0</b>	
<b>10.5</b>	Go Pro Camera for 1 shift of Min 4 hours	To be quoted as Lumpsum Rate per Unit	<b>5</b>		<b>0</b>	
<b>10.6</b>	Gimble for 1 shift of Min 4 hours	To be quoted as Lumpsum Rate per Unit	<b>5</b>		<b>0</b>	
<b>10.7</b>	Jimmy for 1 shift of Min 4 hours	To be quoted as Lumpsum Rate per Unit	<b>5</b>		<b>0</b>	
<b>10.8</b>	Lights such as Pota light, face light, studio lights, kinoflo, warm lights with stands of all requisite brands, appropriate DMX controllers	To be quoted as Lumpsum Rate per Unit	<b>5</b>		<b>0</b>	

<b>10.9</b>	Post event Video Production work	To be quoted as Lumpsum Rate per Unit	<b>5</b>		<b>0</b>	
<b>11</b>	<b>Collaterals</b>					
<b>11.1</b>	Collaterals for delegates & other participants considering one unit for 100 delegates - ID card & Lanyard- Paper / PVC, Badges / Button Buddy - Pin / Magnet Based, VIP Leather Kit Bags for 25 delegates, Delegate Kit Bags for 75 delegates - Jute/ woven bag/ paper Bags / Plastic Bags, Branded Pen, Branded note Pads, Single page Leaflet with 170 gsm - front & back digital printing , Four page Leaflet with 200 gsm - front & back digital printing, Table Flags, Agenda Print from A5 or A4 size, Passes for Media and Crew Members and any other item required for the event (In case number of delegates are more than 100 then the amount shall be calculated on pro rata basis)	To be quoted as Lumpsum Rate per Unit (In case number of delegates increase / decrease, the rate shall be revised on pro rata basis)	<b>1</b>		<b>0</b>	
<b>12</b>	<b>IT and Communication Equipments (Rental)</b>					
<b>12.1</b>	IT & Communication Equipment set up to cater up to 200 persons for full span of event on rental as per IPA's requirement - Desktops with High Processor, Ram and Hard drive, Laptops, Printers both B/W and Colour with sufficient paper and Operators, Scanner, jumbo Printer with Operator, Printer for Lanyard badges, High Speed Internet Lease line including Wi Fi set up with Backup with all Wiring from Source to the venue with IT Team Support, UPS for Power Backup, I pad - Apple age less than 2 years, Tablet - Samsung or Similar Brand age less than 2 years and any other item required for the event	To be quoted as Lumpsum Rate per Unit	<b>1</b>		<b>0</b>	
<b>12.2</b>	IT & Communication Equipment set up to cater up to 500 persons for full span of event on rental as per IPA's requirement - Desktops with High Processor, Ram and Hard drive, Laptops, Printers both B/W and Colour with sufficient paper and Operators, Scanner, jumbo Printer with Operator, Printer for Lanyard badges, High Speed Internet Lease line including Wi Fi set up with Backup with all Wiring from Source to the venue with IT Team Support, UPS for Power Backup, I pad - Apple age less than 2 years, Tablet - Samsung or Similar Brand age less than 2 years and any other item required for the event	To be quoted as Lumpsum Rate per Unit	<b>1</b>		<b>0</b>	
<b>12.3</b>	IT & Communication Equipment set up to cater up to 1000 persons for full span of event on rental as per IPA's requirement - Desktops with High Processor, Ram and Hard drive, Laptops, Printers both B/W and Colour with sufficient paper and Operators, Scanner, jumbo Printer with Operator, Printer for Lanyard badges, High Speed Internet Lease line with Backup including Wi Fi set up with all Wiring from Source to the venue with IT Team Support, UPS for Power Backup, I pad - Apple age less than 2 years, Tablet -	To be quoted as Lumpsum Rate per Unit	<b>1</b>		<b>0</b>	

	Samsung or Similar Brand age less than 2 years and any other item required for the event					
12.4	IT & Communication Equipment set up to cater up to 2500 persons for full span of event on rental as per IPA's requirement - Desktops with High Processor, Ram and Hard drive, Laptops, Printers both B/W and Colour with sufficient paper and Operators, Scanner, jumbo Printer with Operator, Printer for Lanyard badges, High Speed Internet Lease line with Backup including Wi Fi set up with all Wiring from Source to the venue with IT Team Support, UPS for Power Backup, I pad - Apple age less than 2 years, Tablet - Samsung or Similar Brand age less than 2 years and any other item required for the event	To be quoted as Lumpsum Rate per Unit	1		0	
12.5	IT & Communication Equipment set up to cater up to 5000 persons for full span of event on rental as per IPA's requirement - Desktops with High Processor, Ram and Hard drive, Laptops, Printers both B/W and Colour with sufficient paper and Operators, Scanner, jumbo Printer with Operator, Printer for Lanyard badges, High Speed Internet Lease line with Backup including Wi Fi set up with all Wiring from Source to the venue with IT Team Support, UPS for Power Backup, I pad - Apple age less than 2 years, Tablet - Samsung or Similar Brand age less than 2 years and any other item required for the event	To be quoted as Lumpsum Rate per Unit	1		0	
12.6	IT & Communication Equipment set up to cater up to 10000 persons for full span of event on rental as per IPA's requirement - Desktops with High Processor, Ram and Hard drive, Laptops, Printers both B/W and Colour with sufficient paper and Operators, Scanner, jumbo Printer with Operator, Printer for Lanyard badges, High Speed Internet Lease line including Wi Fi set up with Backup with all Wiring from Source to the venue with IT Team Support, UPS for Power Backup, I pad - Apple age less than 2 years, Tablet - Samsung or Similar Brand age less than 2 years and any other item required for the event	To be quoted as Lumpsum Rate per Unit	1		0	

**Note:**

1. 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.
2. There shall be no hard copy submission and Technical and Financial bids are to be uploaded in the CPP Portal only.