

**INDIAN PORTS ASSOCIATION  
(Procurement & Consultancy Vertical)**

**Tender ID: 2026\_IPA\_904822\_1**

**Pre-Bid Clarification - Request for Proposal (RFP) for “Empanelment of Event Management Agencies for Executing National Level Events”**

**TENDER NOTICE NO: IPA / Domestic Event Execution Partners / 2026 Dated: 08.04.2026**

**Corrigendum- II**

<b>A. Prebid queries and Replies on RFP Document</b>			
	<b>Tender clause No &amp; Page No if any</b>	<b>Query</b>	<b>Clarification</b>
1	Page 61- Form – 6A, Declaration & Undertaking by the Bidder who is claiming exemption from payment of EMD based on any Central/State Government certification	Kindly clarify whether Udyam-registered Medium Enterprises are eligible for EMD exemption under this RFP.	Yes. Udyam registered MSMEs are eligible for exemption in payment of EMD provided necessary documents establishing such registration is submitted along with bid.
2	Page 26, Clause 6 - The firm should have an average annual turnover of at least ₹30.00 Crores during the any three Additional query of last four Financial Years (FY 2022–23, FY 2023–24, FY 2024–25, FY 2025-26.	Kindly clarify whether the required average annual turnover of ₹30.00 Crores is to be considered based on the bidder entity’s total audited turnover for the relevant financial years, or only turnover derived from event management / similar event execution services.	The average annual turnover of ₹30.00 Crores shall be considered based on the total audited turnover of the bidding entity, duly certified by a Chartered Accountant. Segregation of turnover by service vertical is not required.
3	Page 23, clause 4.1 - The final Ranking of Bidders shall be done in descending order based on the Total Evaluated Score. Based on the final Ranking, up to three (3) highest-ranked bidders	Please clarify how many bidders get empanelled.	As per Clause 4.1 of the RFP, up to three (3) highest-ranked bidders agreeing to match finalized L1 BOQ rates and meeting technical qualification criteria shall be empanelled. IPA

	agreeing at finalized BoQ L1 rate as per Clause 4.7 and meeting the minimum technical qualification criteria shall be empanelled as Event Management Agencies (the “Empanelled Agencies”) under IPA.		reserves the right to vary this number as per administrative requirements.
4	Page 48, Clause 7.8 - Travel, Accommodation, and Boarding Agency Personnel	Are agencies required to deploy dedicated on-ground teams at port locations?	Deployment of on-ground teams shall be event-specific and defined through individual Work Orders. Dedicated deployment at port locations shall be required only when necessitated by the scope of a particular assignment.
5	Page 41 – (f) If, as a result of Force Majeure, the EMA is unable to perform a material portion of the Services for a continuous period of not less than sixty (60) days.	In case of force majeure, including weather disruption, political restrictions, or port access restrictions, how will IPA treat committed third-party costs, partially completed work, and agency service charges?	Treatment of committed third-party costs and partially completed work in case of force majeure shall be examined on a case-to-case basis, subject to approvals, supporting documents, and IPA’s discretion.
6	Additional query	Is any mobilization advance or interim advance payment envisaged against approved work orders, or will payments be released only post-event against invoice and supporting documents?	Mobilization or interim advance payment may be considered in certain cases at the discretion of IPA. Normally payments shall be released post-event against approved invoices and supporting documents, unless otherwise approved in writing by IPA.
7	Additional query	What will be the payment and reimbursement mechanism in case an approved event is postponed or cancelled after the agency has already incurred committed production/vendor costs?	In case of postponement or cancellation, reimbursement of unavoidable and committed costs shall be considered on actual basis, subject to prior approvals, documentary evidence, and IPA’s satisfaction. No payment shall be admissible for unapproved costs.
8	Additional query	In case of scope additions or client-driven last-minute changes after approval of estimates/work order, will corresponding cost revisions be allowed upon IPA approval?	Scope additions or modifications shall be undertaken only with prior written approval of IPA. Corresponding cost revisions shall be considered subject to approval and reasonableness.

9	Additional query	What are the indicative minimum lead times IPA expects to provide for different categories of events (conference, exhibition, roadshow, summit, etc.)?	IPA does not commit to fixed minimum lead times. Lead times shall depend on event type, scale, and urgency and shall be communicated through individual Work Orders. The agency should have the capacity to mobilise and complete the work at short notices.
10	Additional query	What is the estimated annual event volume under this empanelment?	Empanelment does not guarantee any minimum number of events or assured annual volume. Event allocation shall depend on IPA's requirements and approvals.
11	Additional query	Are there any flagship events already planned (calendar)?	No fixed calendar or commitment of events is provided at this stage. Event details shall be communicated separately as and when finalized.
12	Page 25, clause 4.4, s.No.6, Turnover - "The firm should have an average annual turnover of at least ₹30.00 Crores during the any three of last four Financial Years (FY 2022-23, FY 2023-24, FY 2024-25, FY 2025-26)."	Requesting if there is possibility to alter the turnover criteria from ₹30.00 Crores to ₹25.00 - ₹30.00 Crores. (which increase the possibility to participate in the tender)	The minimum average turnover requirement of ₹30.00 Crores shall remain unchanged.
13	Page 26, clause 4.5, s.No.2 - Bidder's experience as event Execution / Management agency / partner in International Level (Government/ PSU / Private) Events	Please clarify whether only those events that were concluded within the boundaries of India would be considered as International or even those events that were concluded outside the boundaries of India would be deemed as International level events.	International level events may be conducted within India or abroad, involving international participation or organizations, subject to submission of supporting documents.
14	Page 25/26 clause 4.4 - Manpower	As a limited company, we are not allowed to share payroll document, however we can share EPFO receipt from PF portal for employee's count.	EPFO records or equivalent statutory documents may be submitted, provided they clearly establish employee count, tenure, and experience, and are certified by the authorized signatory.
15	Page 27/28, clause 4.5 Technical Evaluation Criteria - Technical Presentation, Innovation & Concept Demonstration	The RFP pertains to empanelment of agencies and does not define any specific event, scale, or venue. The requirement of a detailed Technical	The Technical Presentation and 3D Walkthrough shall be generic and indicative in nature and not event-specific.

		Presentation and 3D Walkthrough appears event specific. Kindly clarify whether this submission is required at the empanelment stage in a generic /indicative format, or to be provided subsequently on a case-to-case basis against specific event assignments.	
16	Completion certificate format	It is noted that no separate completion certificate format is provided. Kindly confirm whether submission in the prescribed forms along with supporting documents will be sufficient.	Submission in the prescribed format is preferable (Form 8A). Certificates in other formats shall be accepted if they contain all required information, subject to verification.
17	Clause 4.5, technical evaluation criteria - Experience Scoring Criteria's	In case a single event qualifies under multiple categories, kindly confirm whether the same event can be submitted under more than one relevant category.	A single event may be considered under multiple categories if it independently satisfies the criteria for each category.
18	Page 63 >> Form 8A – Completion certificate	As government authorities generally do not re-issue certificates in customized formats, kindly clarify whether existing work orders, completion certificates, and supporting documents containing the required details will be accepted	Existing work orders and completion certificates shall be accepted if they contain requisite details. Form 8A can be additionally filled by the bidder and self-certified.
19	Page 26 / clause 4.5 - Technical Evaluation Criteria Bidder's experience as event Execution / Management agency / partner in International Level (Government / PSU / Private) Events in any three of last four financial years i.e. (FY 2022-23, 2023-24, 2024-25, 2025-26). No. of Events ( $\geq$ ₹2 Cr value)	Please consider minimum value of the event as $\geq$ ₹1 Cr to encourage participation of more agencies with relevant experience	The minimum value threshold shall remain unchanged.
20	Page 40/clause 6.6 - Substitution of Key Personnel Key Personnel deployed by the Event Management Agency to be available during the implementation of the Contract and during the	Kindly clarify the Key Personnel that would be mandatory for this evaluation to enable us to ascertain your requirement and provide details accordingly.	Key Personnel shall be identified by the bidder based on project requirements and evaluated as part of technical capability

	event, and the Agency shall not substitute any Key Personnel without the approval of IPA.		
21	Clause 8 – Manpower -The bidding firm must have a minimum of 40 employees on payroll, each having at least five (5) years of relevant event management experience. Kindly clarify the objective and rationale behind prescribing a fixed minimum payroll manpower strength as an eligibility condition, considering the practical execution models followed in the event management industry.	We respectfully request the authority to consider revising or relaxing the fixed minimum manpower criterion of 40 employees, or alternatively allow flexibility by emphasizing relevant past experience, credentials of key professionals, and demonstrated execution capability.	The manpower strength requirement remains unchanged to ensure capacity for large-scale national events.
22	Page No- 24 - The bidder shall have successfully organized events of the following value during the past five (5) years: i) One event of at least ₹5.00 Crores OR ii) Two events of at least ₹3.50 Crores each OR iii) Three events of at least ₹2.50 Crores each	Please specify whether the experience should be from a national event, an international event, or both.	Experience may be from national or international events, unless specifically stated otherwise.
23	Page 27- Technical Presentation, Innovation & Concept Demonstration	Please specify the theme on which the design and walkthrough should be created.	No specific theme is prescribed. Presentation shall be generic.
24	Submission of Bid	Please clarify online submission is enough or we have to make the hardcopy submission also.	Bid submission shall be online only. Hard copy submission will not be accepted.
25	Page 26, Manpower - The bidding firm should have at least 40 employees on its payroll as on 31st March 2026, who have been on payroll for at least the last two years as on bid submission date. Only employees with minimum five (5) years of relevant experience in event management shall be considered. <ul style="list-style-type: none"> <li>• Certificate from authorized signatory of Human Resource Department</li> <li>• Documentary proof of payroll and experience</li> </ul>	We would like to clarify that our organization has many experienced professionals in our team with substantial experience in the relevant industry; however, they have not completed two years on our payroll as of the bid submission date. In this regard, we hereby request you to kindly consider placing greater emphasis on the experience and expertise of the professionals rather than strictly on the condition of their continuous presence on the bidder’s payroll for at least the last two years as on 31st March 2026.	The requirement of minimum 40 employees on payroll as on 31st March 2026, who have been on payroll for at least the last two years, as specified under Clause 4.4 (Pre-Qualification Criteria), shall remain unchanged. No relaxation in payroll tenure or manpower strength criteria is proposed.

		Kindly consider relaxing or removing this requirement.	
26	Page 45 - After empanelment of agencies at matched L1 BOQ rates, all empanelled agencies shall be considered at par for allocation of work. IPA shall have the sole discretion to select any empanelled agency for a particular assignment and its decision shall be final and binding on all empanelled agencies.	In this regard, we request you to kindly consider making a provision for fair distribution of work among all empanelled agencies. As per the current clause, there is a possibility that work may be allocated unevenly- for example, one agency may receive work worth Rs. 1 crore while another may receive only Rs. 10 lakhs, despite both being empanelled at the same rates. This may create an imbalance and may not provide equal opportunity to all empanelled agencies. We therefore request you to kindly consider introducing a simple mechanism to ensure that work is distributed more fairly among all empanelled agencies.	IPA shall retain sole discretion in allocation of work as per Clause 7.2.
27	Technical Evaluation Criteria - <b>S.no.2</b> Bidder's experience as event Execution / Management agency / partner in International Level (Government / PSU / Private) Events in any three of last four financial years i.e. (FY 2022-23, 2023-24, 2024-25, 2025-26). No. of Events ( $\geq$ ₹2 Cr value)	International event experience is mandatory? It is a request to consider the experience of national grand events should be considered as compulsory International event experience will only focus on International venue aspect only and reduce the Company's overall magnitude of doing large scale events.	International experience is an evaluation parameter and not a mandatory disqualification criterion by itself.
28	Technical Evaluation Criteria – <b>Sno.1</b> Bidder's experience as event Execution / Management agency / partner in National Level (Government / PSU / Private) Events in any three of last four financial years i.e. (FY 2022-23, 2023-24, 2024-25, 2025-26). No. of Events ( $\geq$ ₹1 Cr value) //  Sno.2 Bidder's experience as event Execution / Management agency / partner in an international / national level summit / event having participation	Can Work orders/Completion certificates be same for Sno.1 as well as Sno. 3 As there are Honourable dignitaries like Hon. President, Hon. Prime Minister, Hon. Chief Minister present for most of the events categorised for S.no 1, can we submit a work order that matches both S.no 1 & S.no 3 or do we have to share Duplicate Copies of work order respectively.	Same work order may be submitted under multiple categories if criteria are satisfied.

	at a level of constitutional / government dignitaries i.e. Hon. President of India / Hon. Vice President of India / Hon. Prime Minister of India / Hon. Governor of any State / Hon. Chief Minister of any State / Hon. Minister of Union of India / Hon. Administrator/LG of any State / UT in any three of last four financial years i.e. (FY 2022-23, 2023-24, 2024-25, 2025-26).		
29	Request to give a blanket of last 5 years rather than choosing 3 out of 4 years	The requirement of submission of documents for any three of the last four financial years is retained. No blanket relaxation to five years is proposed.	Evaluation period shall remain as specified in the RFP.
30	Most of corporates do not provide completion certificate so we can provide purchase orders & invoices/pay slips)	Completion Certificates are preferable; however, where not available, duly authenticated work orders along with invoices/payment proofs may be submitted, subject to IPA's verification.	Where completion certificates are not available, authenticated work orders with payment proofs may be submitted, subject to verification. In case of corporates/private entities 26AS needs to be submitted.
31	Brief Scope of Work	Kindly clarify the expected frequency and scale (number of events per year, approximate audience size, and locations) for planning resource allocation and costing assumptions.	Event frequency and scale cannot be provided at this stage.
32	General / Empanelment	Please clarify the process of work allocation among empanelled agencies (e.g., nomination basis, mini-bids, rotation, or L1 selection).	Work allocation shall be at IPA's discretion as per Clause 7.2.
33	BoQ L1 Rate Finalisation	Kindly confirm whether empanelled agencies will be required to execute all future assignments strictly at the finalized L1 BOQ rates, or if there will be scope for project-specific customization based on event requirements.	Empanelled agencies shall execute BOQ items at finalized L1 rates. Non-BOQ items shall follow the process specified in Clause 7.3.
34	We request that the technical presentation, innovation, and concept demonstration be allowed through virtual mode, for ease of participation and logistical convenience.	The mode of technical presentation (physical/virtual) shall be communicated by IPA at the appropriate stage. IPA reserves the right to decide the mode based on administrative requirements.	The mode of technical presentation (physical/virtual) shall be communicated by IPA at the appropriate stage.

35	Technical Presentation Submission	Please clarify the acceptable formats and size limits for submission of presentations and 3D walkthroughs. Whether external links (Google Drive / YouTube) are permitted?	Technical presentations and 3D walkthroughs may be submitted in commonly accepted digital formats. External links for viewing/downloading the content may be permitted, subject to accessibility during the evaluation period.
36	Empanelment	As mentioned, empanelment does not guarantee award of work. Request if IPA can indicate an approximate number or scale of events expected annually to help agencies assess commitment and resource allocation.	Empanelment does not guarantee award of work. The number and scale of events may vary annually based on organizational requirements and approvals, and no minimum work commitment is assured.
37	L1 Rate Matching	Since empanelled agencies are required to match L1 BOQ rates, kindly clarify how quality differentiation will be ensured during actual event execution. Additionally, what provisions exist if L1 rates are not commercially viable for certain event formats or locations?	All empanelled agencies will be required to match the L1 BOQ rates for execution. Quality expectations will be ensured through scope definition, deliverables, and performance monitoring. Event-specific requirements, if any, will be addressed separately.
38	BOQ	Kindly confirm whether BOQ rates once finalized will remain fixed for the entire contract period or subject to revision/escalation based on market conditions.	BOQ rates finalized at the time of empanelment shall remain valid for the contract period.
39	Manpower Strength	Kindly clarify whether contractual staff / consultants / freelancers engaged on long-term basis may be considered towards manpower strength, or only full-time payroll employees will be counted.	Only full-time employees on the bidder's payroll shall be considered towards the manpower strength. Contractual staff, consultants, freelancers, or outsourced personnel, even if engaged on a long-term basis, shall not be counted for evaluation, as explicitly stipulated in the RFP.
40	Scope of Work	Kindly clarify whether IPA will provide support in terms of venue finalization, empanelled vendors, or content development, or if the agency is expected to manage all aspects independently.	The empanelled agency shall be responsible for end-to-end execution of the event. Any support provided by IPA, if applicable, will be communicated on a case-to-case basis.

41	Payment Terms	Kindly specify the payment milestones and timelines (e.g., advance, post-event settlement duration).	Payment terms, milestones, and timelines will be defined in the work order or event-specific contract issued to the empanelled agency.
42	Extension of date for submission	Please extend the date of submission	The submission date has been extended to 13 <sup>th</sup> May 2026. Bids should be uploaded in the CPP portal before 15.00 hrs on 13/05/2026. Technical bids will be opened at 15.30 hrs on 13/05/2026. The date of opening of the financial bids of technically qualified bidders will be intimated.
<b>B. Prebid queries and replies on BOQ</b>			
	<b>Item</b>	<b>Queries</b>	<b>Replies</b>
2.04	German Hangar Setup with Wooden Flooring, including setup and dismantling of Hangar structures post event- New Setup – (Above 60 m)	Amendment required as quoted requirement of Hangar above 60 m IS NOT AVAILABLE (Maximum requirement available is 60 m)	Item 2.04 – “German Hangar above 60 m” is excluded from the BOQ. Bidders have to quote a nominal value of Rs.1.00 for this item. This item will not be considered for evaluation
2.06	Kitchen Tent Setup (Waterproof tent, side walls, flooring, electrical points, and full food preparation infrastructure)	Please provide detailed description	Rate shall be quoted on a fully inclusive turnkey basis, covering tent structure, waterproof roofing, side walls, flooring, electrical points, exhaust provisions, working space, kitchen equipment, cooking appliances, furniture, utilities, and all infrastructure required for food preparation operations.
2.08	Branded Tower Air Conditioner – up to 8 Ton (New) – including installation & dismantling	Amendment required as quoted capacity of 8 Ton IS NOT AVAILABLE	Item 2.08 shall be read as “Branded Tower Air Conditioner – up to 10 Ton
2.09	Branded Tower Air Conditioner – up to 20 Ton (New) – including installation & dismantling	Maximum available capacity is 18 Ton	Item 2.09 shall be read as “Branded Tower Air Conditioner – up to 18 Ton
2.18	Pagoda / Canopy (Size 3x3 Metre) including setup and breakdown of pagoda structures- Neat and Clean only	There is rate Difference in Pagoda/Canopy	Item 2.18 shall be treated as canopy Structure, and bidders shall quote a rate per square metre considering canopy-grade structural strength, roofing profile, framework, and finishing.

2.19	Pagoda / Canopy (Size 5x5 Metre) including setup and breakdown of pagoda structures- Neat and Clean only	There is rate Difference in Pagoda/Canopy	Item 2.19 shall be treated as pagoda Structure, and bidders shall quote a rate per square metre considering pagoda-grade structural strength, roofing profile, framework, and finishing
2.20	Pagoda / Canopy (Sizes 6x6 Metre) including setup and breakdown of pagoda structures- Neat and Clean only	-	This Item is excluded from the BOQ. Bidders have to quote a nominal value of Rs.1.00 for this item. This item will not be considered for evaluation
2.28	Octa norm Exhibition Stalls /Panels – Stall structure including walling system, aluminium frame, connectors, Fascia board and installation and dismantling, Wall branding graphics including design & printing	Does this item include furniture also?	This Item includes stall structure, wall panels, fascia and branding only. Furniture, lighting and electricals is excluded from this item
3.01	VIP Lounge cum Office - Carpeting with thickness, Brand New Sofa sets, Centre tables, Side Tables, Ample Chairs, Brand New coat stand, Min 65 inch TV with live news channel facility, Dining Area, Waiting area, Office area with new computer / laptop & printer, Internet connection with Dedicated Line , full Interiors, false ceiling, fabricated walls, floral décor, Fully Air Conditioned - To be fully furnished as per IPA's requirement.	We request clarification for specifications and details of the dimensions of the mentioned VIP lounge cum offices in order to provide an appropriate quote as rate per sq. metre. (As an alternative to the aforementioned query, an approximate lump sum amount can be provided that may be considered to be flexible in nature.)	Rates shall be quoted per square metre on turnkey basis. Final size, layout and specification shall be confirmed through the Work Order.
3.03	F&B Service for VIP Lounge cum Office - Tea / Coffee arrangements as per requirement, Soft Beverages, Mineral Water, High Tea Snacks, Dry Fruits Baskets as per requirement, Fresh Fruits Baskets as per requirement, Tea/Coffee Vending machine, Water Bottles, fridge for Lounge, Service, Butler Service, Sufficient Manpower for servicing & security in uniform, sanitization Elements Like sanitizer with stand/Tissue paper/ Mask and others (Branded Only).	Services required throughout the day?	Rates shall be quoted per person per event day, covering continuous lounge operations during official event hours.

3.04	VIP Food Arrangements (Breakfast) - Breakfast arrangements from any reputed hotel / caterer (5 star or higher category), Food menu as per IPA's choice, Tea / Coffee arrangements as per requirement, Soft Beverages, Mineral Water- To be fully serviced as per IPA's requirement.	Suggest a Menu: 3/5/7 Course	Menu composition shall be finalized by IPA event-wise. Rates shall include standard multi-course premium meals appropriate to protocol requirements.
3.05	VIP Food Arrangements (Lunch) - Lunch arrangements from any reputed hotel / caterer (5 star or higher category), Food menu as per IPA's choice, Tea / Coffee arrangements as per requirement, Soft Beverages, Mineral Water- To be fully serviced as per IPA's requirement.	Suggest a Menu: 3/5/7 Course	Menu composition shall be finalized by IPA event-wise. Rates shall include standard multi-course premium meals appropriate to protocol requirements.
3.06	VIP Food Arrangements (High Tea) - High Tea arrangements from any reputed hotel / caterer (5 star or higher category), Food menu as per IPA's choice, Tea / Coffee arrangements as per requirement, Soft Beverages, Mineral Water- To be fully serviced as per IPA's requirement.	Suggest a Menu: 3/5/7 Course	Menu composition shall be finalized by IPA event-wise. Rates shall include standard multi-course premium meals appropriate to protocol requirements.
3.07	VIP Food Arrangements (Dinner) - Dinner arrangements from any reputed hotel / caterer (5 star or higher category), Food menu as per IPA's choice, Tea / Coffee arrangements as per requirement, Soft Beverages, Mineral Water- To be fully serviced as per IPA's requirement.	Suggest a Menu: 3/5/7 Course	Menu composition shall be finalized by IPA event-wise. Rates shall include standard multi-course premium meals appropriate to protocol requirements.
3.10	F&B Service for Standard Lounge cum Office - Tea / Coffee arrangements with Assorted Biscuits, Sandwiches etc. as per requirement, Tea/Coffee Vending machine, Mineral Water Bottles, fridge for Lounge, Sufficient Manpower for servicing, sanitization Elements Like sanitizer/Tissue paper/Mask etc.	Nescafe or CCD Machine?	Any reputed branded vending machine shall be acceptable.

3.11	Standard Food Arrangements (Breakfast) - Breakfast arrangements from any reputed hotel / caterer, Food menu as per IPA's choice, Tea / Coffee arrangements as per requirement, Soft Beverages, Mineral Water- To be fully serviced as per IPA's requirement.	Nescafe or CCD Machine? Suggest a Menu: 3/5/7 Course	Any reputed branded vending machine shall be acceptable. Menu composition shall be finalized by IPA event-wise. Rates shall include standard multi-course premium meals appropriate to protocol requirements.
3.12	Standard Food Arrangements (Lunch) - Lunch arrangements from any reputed hotel / caterer, Food menu as per IPA's choice, Tea / Coffee arrangements as per requirement, Soft Beverages, Mineral Water- To be fully serviced as per IPA's requirement.	Nescafe or CCD Machine? Suggest a Menu: 3/5/7 Course	Any reputed branded vending machine shall be acceptable. Menu composition shall be finalized by IPA event-wise. Rates shall include standard multi-course premium meals appropriate to protocol requirements.
3.13	Standard Food Arrangements (High Tea) - High Tea arrangements from any reputed hotel / caterer, Food menu as per IPA's choice, Tea / Coffee arrangements as per requirement, Soft Beverages, Mineral Water- To be fully serviced as per IPA's requirement.	Nescafe or CCD Machine? Suggest a Menu: 3/5/7 Course	Any reputed branded vending machine shall be acceptable. Menu composition shall be finalized by IPA event-wise. Rates shall include standard multi-course premium meals appropriate to protocol requirements.
3.14	Standard Food Arrangements (Dinner) - Dinner arrangements from any reputed hotel / caterer, Food menu as per IPA's choice, Tea / Coffee arrangements as per requirement, Soft Beverages, Mineral Water- To be fully serviced as per IPA's requirement.	Nescafe or CCD Machine? Suggest a Menu: 3/5/7 Course	Any reputed branded vending machine shall be acceptable. Menu composition shall be finalized by IPA event-wise. Rates shall include standard multi-course premium meals appropriate to protocol requirements.
3.16	Round Table Conference Arrangements - Carpeting with thickness, full Interiors, false ceiling, sound proofing, fabricated walls, floral décor, Fully Air Conditioned, Round Table conference set up with decorated table and top quality branded new sound system, Ample VIP	Please clarify whether this item includes providing power supply, AC and internet	The cost for IT, Internet and power supply will not be part of this item and will be paid separately as applicable

	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.		
3.17	Theatre Style Conference Arrangements - Carpeting , Interiors, false ceiling, sound proofing, fabricated walls, Fully Air Conditioned, Theme based Stage setup, Theme based Podium, conference set up with top quality branded new sound system, Ample Chairs, LED Screens 2.6/2.8 as per requirement, Min 65 inch TVs as per requirement, Waiting area, Computer / laptop & printer, Internet connection with Dedicated Line - To be fully furnished as per IPA's requirement.	Please clarify whether this item includes providing power supply, AC and internet	The cost for IT, Internet and power supply will not be part of this item and will be paid separately as applicable
3.18	Necessary Parking arrangements with levelling of parking area (if required), marking, manpower, toilets, drivers lounge, driver food court etc.	The cost should be calculated in Sqm and not Numbers	Rate per vehicle is appropriate as the item primarily involves manpower, logistics and traffic management, not just surface area. No change in the item.
5.06	Customised Stage Skirting	Wooden frame?	Stage skirting shall include support framing necessary for safe installation, deemed included in the rate.
5.07	Standeas Wooden Structure (Single side branding)	GSM?	Branding shall be done using minimum 300 GSM flex / vinyl or equivalent, subject to IPA approval.
5.08	Standeas Wooden Structure (Double side branding)	GSM?	Branding shall be done using minimum 300 GSM flex / vinyl or equivalent, subject to IPA approval.
5.09	Standeas MS Pipe Structure (Single side branding)	GSM?	Branding shall be done using minimum 300 GSM flex / vinyl or equivalent, subject to IPA approval.

5.15	Wooden Frame Branding – Customised Panel of 18mm Ply/MDF with Paint Finish	Type of Fabric?	Material shall be as per item description (paint / vinyl / laminate / cloth / backlit), suitable for professional event use.
5.16	Wooden Frame Branding – Customised Panel of 18mm Ply/MDF with Eco solvent Matt Vinyl Finish	Type of Fabric?	Material shall be as per item description (paint / vinyl / laminate / cloth / backlit), suitable for professional event use.
5.17	Wooden Frame Branding – Customised Panel of 18mm Ply/MDF with Laminate Finish	Type of Fabric?	Material shall be as per item description (paint / vinyl / laminate / cloth / backlit), suitable for professional event use.
5.18	Wooden Frame Branding – Customised Panel of 18mm Ply/MDF with Frontlit Flex / Cloth Branding	Type of Fabric?	Material shall be as per item description (paint / vinyl / laminate / cloth / backlit), suitable for professional event use.
5.19	Wooden Frame Branding – Customised Panel of 18mm Ply/MDF with Backlit Branding (Eco Friendly Flex / Cloth Material)	Type of Fabric?	Material shall be as per item description (paint / vinyl / laminate / cloth / backlit), suitable for professional event use.
5.20	Wooden Frame Branding – Customised Panel of 5 mm Sun board with Matt Lamination	Frame/Support Structure not required.	Support framing, wherever necessary for stability and safety, shall be deemed included in the quoted rate.
5.21	Wooden Frame Branding – Customised Panel of 5 mm Sun board with Gloss Lamination	Is Frame/Support Structure required.	Support framing, wherever necessary for stability and safety, shall be deemed included in the quoted rate.
6.02	Conference Audio Setup to cater up to 500 persons in hotel / indoor conference hall / meeting rooms - sound system with adequate tops and sub base (DNB or Equivalent), avoiding echo and feedback, branded table mic/ cordless lapel collar mic / cordless handheld mic / podium mic, amplifiers, monitors, digital mixer, playback devices, clear comms / talk backs, mega phone, complete cabling, installation, operation and dismantling or any other item as per IPA's requirement	6.02 & 6.03 Same.	Item 6.02 applies to hotel/indoor halls.
6.03	Conference Audio Setup to cater up to 500 persons in German Hangar soundproof conference hall / meeting rooms - sound system with	6.02 & 6.03 Same.	Item 6.03 applies to German Hangar sound-treated spaces.

	adequate tops and sub base (DNB or Equivalent), avoiding echo and feedback, branded table mic/ cordless lapel collar mic / cordless handheld mic / podium mic, amplifiers, monitors, digital mixer, playback devices, clear comms / talk backs, mega phone, complete cabling, installation, operation and dismantling or any other item as per IPA's requirement		
6.04	Conference Audio Setup to cater up to 1000 persons in German Hangar Public Meeting Hall - sound system with adequate tops and sub base (DNB or Equivalent), avoiding echo and feedback, branded table mic/ cordless lapel collar mic / cordless handheld mic / podium mic, amplifiers, monitors, digital mixer, playback devices, clear comms / talk backs, mega phone, complete cabling, installation, operation and dismantling or any other item as per IPA's requirement	The element will include cost for Speakers with separate bass bins, monitors, centre fills and cabling Mics and other elements will be extra as per boq elements below.	Items 6.04 shall be quoted on a fully inclusive turnkey basis, covering complete audio system requirements including but not limited to speaker systems, subwoofers, monitors, all types of microphones (table, lapel, handheld, podium), amplifiers, audio mixers, processors, playback devices, cabling, rigging, installation, testing, operation, on-site technical manpower, and dismantling. No additional charges shall be admissible for microphones, accessories, or any other audio components required for successful execution of the event.
6.05	Conference Audio Setup to cater up to 1000 persons in German Hangar / Pagoda / Parking Outdoor Areas - sound system with adequate tops and sub base (DNB or Equivalent), avoiding echo and feedback, branded table mic/ cordless lapel collar mic / cordless handheld mic / podium mic, amplifiers, monitors, digital mixer, playback devices, clear comms / talk backs, mega phone, complete cabling, installation, operation and dismantling or any other item as per IPA's requirement	The element will include cost for Speakers with separate bass bins, monitors, centre fills and cabling Mics and other elements will be extra as per boq elements below.	Items 6.05 shall be quoted on a fully inclusive turnkey basis, covering complete audio system requirements including but not limited to speaker systems, subwoofers, monitors, all types of microphones (table, lapel, handheld, podium), amplifiers, audio mixers, processors, playback devices, cabling, rigging, installation, testing, operation, on-site technical manpower, and dismantling. No additional charges shall be admissible for microphones, accessories, or any other audio components required for successful execution of the event.

6.10	Speaker (Top)	The cost for the same will be accommodated in 6.04 & 6.05.	Items 6.10 and 6.11 shall be applicable only for standalone deployment of speakers or subwoofers, or where additional units are required beyond the standard configuration included in Items 6.04 and 6.05, with prior approval of IPA. Where Items 6.04 and 6.05 are availed, the cost of speakers and subwoofers required for the conference audio setup shall be deemed included and no separate payment shall be admissible under Items 6.10 and 6.11.
6.11	Subwoofer	The cost for the same will be accommodated in 6.04 & 6.05.	Items 6.10 and 6.11 shall be applicable only for standalone deployment of speakers or subwoofers, or where additional units are required beyond the standard configuration included in Items 6.04 and 6.05, with prior approval of IPA. Where Items 6.04 and 6.05 are availed, the cost of speakers and subwoofers required for the conference audio setup shall be deemed included and no separate payment shall be admissible under Items 6.10 and 6.11.
6.15	Podium Sound System	Please explain	Includes inbuilt podium speaker with microphone and basic amplification.
7.01	Video / Projection set up with Indoor LED Screen Pixel Pitch 2.0 or lower, 3840 Hz or higher refresh rate, 4K video processing capability with LED mounting structure, Seamless Switcher 6 IN 1 Out, V- Mix Console with Screen and Capture Cards for Audio and video, Scaler, Splitters, Cable Connector /Fiber cabling, Supporting Software and server for Playing AV, Multiple Port Converter and Output, Laptop with i7/i9 processor with high RAM including any other equipment, manpower, installation, testing, operation,	The cost should be calculated in Sqm and not Numbers/ In BoQ sheet asked in Nos	All LED screen related items shall be quoted on per square metre basis.

	dismantling, transportation or any other item as per IPA's requirement.		
7.02	Video / Projection set up with Indoor LED Screen Pixel Pitch 2.5 or lower, 2880 Hz or higher refresh rate, Full HD processing capability with LED mounting structure, Seamless Switcher 6 IN 1 Out, V- Mix Console with Screen and Capture Cards for Audio and video, Scaler, Splitters, Cable Connector /Fiber cabling, Supporting Software and server for Playing AV, Multiple Port Converter and Output, Laptop with i7/i9 processor with high RAM including any other equipment, manpower, installation, testing, operation, dismantling, transportation or any other item as per IPA's requirement.	The cost should be calculated in Sqm and not Numbers/ In BoQ sheet asked in Nos	All LED screen related items shall be quoted on per square metre basis.
7.03	Video / Projection set up with Indoor LED Screen Pixel Pitch 3.0 or lower, 1920 Hz or higher refresh rate, HD processing capability with LED mounting structure, Seamless Switcher 6 IN 1 Out, V- Mix Console with Screen and Capture Cards for Audio and video, Scaler, Splitters, Cable Connector /Fiber cabling, Supporting Software and server for Playing AV, Multiple Port Converter and Output, Laptop with i7/i9 processor with high RAM including any other equipment, manpower, installation, testing, operation, dismantling, transportation or any other item as per IPA's requirement.	The cost should be calculated in Sqm and not Numbers/ In BoQ sheet asked in Nos	All LED screen related items shall be quoted on per square metre basis.
7.04	Video / Projection set up with Outdoor LED Screen Pixel Pitch 3.9 or lower, 1920 Hz or higher refresh rate, HD processing capability with LED mounting structure, Seamless Switcher 6 IN 1 Out, V- Mix Console with Screen and Capture Cards for Audio and video, Scaler, Splitters, Cable Connector /Fiber cabling, Supporting Software	The cost should be calculated in Sqm and not Numbers/ In BoQ sheet asked in Nos	All LED screen related items shall be quoted on per square metre basis.

	and server for Playing AV, Multiple Port Converter and Output, Laptop with i7/i9 processor with high RAM including any other equipment, manpower, installation, testing, operation, dismantling, transportation or any other item as per IPA's requirement.		
7.05	Additional cost for rigging and hanging LED from ceiling/roof including rigging truss system, chain motors / hoists, manpower, testing, operation, dismantling, transportation, safety certification or any other item as per IPA's requirement.	The cost should be calculated in Sqm and not Numbers/ In BoQ sheet asked in Nos	All LED screen related items shall be quoted on per square metre basis.
7.21	Video Conferencing and Broadcast Setup - Console Setup for video conferencing, Camera Setup for Capturing video/ Audio / Two Way Communication, High resolution cameras for virtual broadcast, Platform Subscription and Software for Virtual Event- Zoom, MS Team, Webex Etc., Testing and Technical Support for Video Conference.	No. of camera	Includes minimum 2 professional broadcast cameras, scalable as per event need.
7.22	Webcasting and Broadcast Setup - Console Setup for live telecast, Camera Setup for Capturing video/ Audio / One Way Communication, High resolution cameras for virtual broadcast, Platform Subscription and Software etc., Testing and Technical Support for webcasting.	No. of camera	Includes minimum 2 professional broadcast cameras, scalable as per event need.
8.03	Fully furnished and airconditioned Media Room with Seating Arrangements for Media Team with Working Tables and Chairs, Computer / Laptop, Printer, Phone and Laptop Charging Station, Photocopy Machine, Internet Facility or any other item as per IPA's requirement.	No. of pax & internet speed	Shall accommodate approx. 20–25 persons with minimum 100 Mbps dedicated line.
8.04	Media/Public Relations Management - Overall PR strategy & media relations management, Developing PR Strategy and Media Outreach, Writing and Distributing Press Releases for the	1. Clarity 2. Request clarification regarding the classification and structure of the media and	Includes strategy, coordination, content drafting, and media liaison on a turnkey basis.

	event, Coordination with Journalists & Media Houses for wide event coverage, Media invitation and any other intervention required for Media / PR Management.	PR team. Please specify and Media Outreach, Writing and roles, responsibilities, and any Distributing Press Releases for the hierarchy or categorization event, Coordination with Journalists & required. Media Houses for wide event coverage, Media invitation and any other intervention required for Media/ PR Management.	
8.05	Production of Films/AVs/Related Videos - Developing scripts for all event videos, Professional voice-over for videos, Creating animations for event videos, Editing and finalizing video content as per IPA's requirement (video duration 2-3 Minutes).	Rate with shoot or without shoot?	Rates shall be inclusive of shoot, edit and post-production, unless otherwise specified.
8.09	Social Media Strategy & Calendar (Pre-, Live-, Post-Event) - Channel mix, content pillars, 4-week calendar, KPI framework as per IPA's requirement	clarity	The rate shall be quoted per event, and shall include development of a comprehensive social media strategy covering pre-event, live-event, and post-event phases, including channel mix, content themes/pillars, a 4-week content calendar, basic creatives, coordination during the event, and a KPI framework. The scope excludes any paid social media promotions, which, if required, shall be decided and approved by IPA on an event-to-event basis.
8.14	Podcast – Recording & Edit per episode ( $\leq 20$ min), host + guest remote/in-person, final master as per IPA's requirement	1. Guest will be from IPA 2. Audio or Video Podcast?	May be audio or video, guest to be provided/approved by IPA.
8.15	Opening LED Screen Sting/Ident - 10–15 sec animated sting with audio as per IPA's requirement	clarity	The rate shall be quoted per unit (per sting/ident) and shall include concept, animation design, motion graphics, audio integration, rendering, and final delivery of a 10–15 second animated opening sting/ident, fully compatible for LED screen playback, as per IPA's approval.

8.20	Pole/Roadside/Prominent Area Branding – 7-Days Package - Concept, artwork adaptation, site planning, installation, mid-campaign maintenance, removal etc. as per IPA's requirement	venue rental	Quoted rates exclude site rental charges, which shall be reimbursed separately on actuals.
9.02	Silent Diesel Generator Set (Not more than 5 years old) including operator and fuel (Minimum 4 hours shift) – Up to 62.5 KVA	Charged for Full day/ Minimum Shift not Maximum/ Charges should be as per KVA	Rates shall be quoted per unit per minimum shift (4 hours / 8 hours) for the specified KVA capacity; the quoted rate covers operator and fuel for the minimum shift, and any extension beyond the minimum shift shall be charged proportionately as approved by IPA—no separate KVA-wise breakup is required.
9.03	Silent Diesel Generator Set (Not more than 5 years old) including operator and fuel (Minimum 8 hours shift) – Up to 62.5 KVA	Charged for Full day/ Minimum Shift not Maximum/ Charges should be as per KVA	Rates shall be quoted per unit per minimum shift (4 hours / 8 hours) for the specified KVA capacity; the quoted rate covers operator and fuel for the minimum shift, and any extension beyond the minimum shift shall be charged proportionately as approved by IPA—no separate KVA-wise breakup is required.
9.04	Silent Diesel Generator Set (Not more than 5 years old) including operator and fuel (Minimum 4 hours shift) – Up to 125 KVA	Charged for Full day/ Minimum Shift not Maximum/ Charges should be as per KVA	Rates shall be quoted per unit per minimum shift (4 hours / 8 hours) for the specified KVA capacity; the quoted rate covers operator and fuel for the minimum shift, and any extension beyond the minimum shift shall be charged proportionately as approved by IPA—no separate KVA-wise breakup is required.
9.05	Silent Diesel Generator Set (Not more than 5 years old) including operator and fuel (Minimum 8 hours shift) – Up to 125 KVA	Charged for Full day/ Minimum Shift not Maximum/ Charges should be as per KVA	Rates shall be quoted per unit per minimum shift (4 hours / 8 hours) for the specified KVA capacity; the quoted rate covers operator and fuel for the minimum shift, and any extension beyond the minimum shift shall be charged proportionately as approved by IPA—no separate KVA-wise breakup is required.
10.01	Photographer (Minimum 4-hour shift)	Charged for Full day.	Rates shall be quoted per unit per minimum shift (4 hours / 8 hours) as specified; the quoted

			rate shall not be deemed as a full-day charge unless specifically approved in the Work Order.
10.02	Photographer (Minimum 8-hour shift)	Charged for Full day.	Rates shall be quoted per unit per minimum shift (4 hours / 8 hours) as specified; the quoted rate shall not be deemed as a full-day charge unless specifically approved in the Work Order.
10.03	Videographer (Minimum 4-hour shift)	Charged for Full day.	Rates shall be quoted per unit per minimum shift (4 hours / 8 hours) as specified; the quoted rate shall not be deemed as a full-day charge unless specifically approved in the Work Order.
10.04	Videographer (Minimum 8-hour shift)	Charged for Full day.	Rates shall be quoted per unit per minimum shift (4 hours / 8 hours) as specified; the quoted rate shall not be deemed as a full-day charge unless specifically approved in the Work Order.
10.20	Goalpost Lighting Structure	Mention Size.	Standard goalpost lighting structure of approximately 6 m (W) × 4 m (H) inclusive of mounting, fixtures, cabling, installation and dismantling shall be considered.
10.22	Golden Photoframe with Décor elements	Clarity	Item includes decorative gold-finish photoframe with thematic décor elements, suitable for photo-op zones, inclusive of installation and dismantling as per IPA's requirement.
10.23	Mirchi Light Décor for Passage including installation and dismantling	size required	Standard decorative mirchi light installation for a passage length of approximately 5–6 metres, inclusive of lights, cabling, installation and dismantling, shall be considered.
10.24	Supply and maintenance of two-way walkie-talkie communication devices with chargers and spare batteries for seamless coordination among event staff, security teams, and technical crews during setup, show days, and dismantling. Devices must offer clear audio quality, long-range coverage, and be provided in sufficient quantity to cover all critical zones of the venue. The agency shall also	Please mention qty, boq demands lum sum quote	The quoted lumpsum rate is for one complete set of 4 walkie-talkie units, including chargers, spare batteries and technical support for the event duration; quantity shall be as approved in the Work Order.

	ensure technical support and standby units throughout the event. (Set of 4 units)		
11.01	ID Card with Lanyard (PVC)	Size? Lanyard Thickness?	Standard A6 size PVC ID card (approx. 105 × 148 mm) with minimum 12 mm wide lanyard, good-quality printing and finishing shall be considered.
11.02	ID Card with Lanyard (Paper)	Size? Lanyard Thickness?	Standard A6 size paper ID card (approx. 105 × 148 mm) with minimum 12 mm wide lanyard, suitable for official events, shall be considered.
11.05	Branded Pen with event branding	Brand to be Specified/Capping of Amount	Pens shall be of good-quality standard brand suitable for Government events, with event branding; no specific brand is prescribed, and rates shall be quoted accordingly.
11.06	Branded Note Pads with event branding	Brand to be Specified/Capping of Amount	Notepads shall be of good-quality standard brand, suitable for official use, with event branding; no specific brand or price cap is prescribed.
11.07	Branded Diary with event branding - up to 100 Pages	Brand to be Specified/Capping of Amount	Diaries shall be of good-quality standard brand, up to 100 pages, suitable for official events, with event branding; no specific brand or capping is prescribed.
11.16	Agenda Printing (A5 Size, Colored, multi-page)	no. of pages?	Agenda printing shall be assumed for minimum 8–12 pages, final page count to be decided event-wise by IPA.
14.02	Landscaping	clarity	Landscaping shall include supply and placement of potted plants, planters, and basic soft landscaping elements, inclusive of installation, maintenance during the event, and removal, measured on a per square metre basis as per IPA's requirement.
14.04	Liaison and Statutory permissions	depend upon location	The lumpsum rate shall cover standard liaison and statutory coordination required for the event; location-specific statutory fees or exceptional permissions, if any, shall be

			reimbursed separately on actuals with prior approval of IPA.
<b>C. General Questions</b>			
1		Date of Event	Event date(s) shall be communicated to the empanelled agency through the respective Work Order / Event Brief.
2		No. of Days	The number of event days shall be specified in the Work Order and shall include setup, event days, and dismantling as applicable.
3		Venue/City	Event venue and city shall be intimated through the Work Order based on IPA's event requirements.
4		Cost of Technicals/ Power/ Furniture/ IT will be charged on per day basis?	Costs for Technicals, Power, Furniture and IT components shall be charged on a per-day basis, unless otherwise specified in the Work Order.
5		Cost of Manpower will be per shift/per day?	Manpower shall be charged on a per shift basis or per day basis, as specified against the respective BOQ item and as approved in the Work Order.