

Notice Inviting Quotations

The Indian Ports Association (IPA) invites quotations from experienced event management agencies to organize the **Sensitization Workshop on Resilient Seaport Infrastructure** to be held in **New Delhi on November 7, 2024**, at the **Taj Mahal Hotel, New Delhi**. The event is being organized in partnership with the **Coalition for Disaster Resilient Infrastructure (CDRI)**. The selected agency will take complete ownership of the event arrangements and ensure seamless execution.

The scope of work includes, but is not limited to, the following:

Sl. No.	Description of Work	Quantity	Rate (Rs.) (to be quoted)	Amount (Rs.) (to be quoted)
1	Booking of Taj Mahal Hotel banquet hall (full day)	Full day 07/11/2024		
2	Morning & Evening High Tea and water for workshop participants Lunch Veg - Non Veg	120 nos Payment will be as per actual		
3	Welcome Kit for Participants (Includes 01 Pen, 01 Pad, Related documents)	120 persons Payment will be as per actual		
4	Silver Mementos (To be selected by IPA)	At least 500gms approx.	Lump Sum	
5	Fabrication - Entrance Box Gate	As required	Lump Sum	
6	Branding, backdrop, and standees	As required	Lump Sum	
7	Registration Desk - Ply back backdrop with table facia	As required	Lump Sum	
8	Main Stage Setup	1 / As per required size	Lump Sum	
9	Sound System	As required	Lump Sum	
10	Lights & T-truss (for stage & side panel lights)	As required	Lump Sum	
11	LED Wall	As required	Lump Sum	
12	Video Conferencing	As required	Lump Sum	
13	Power Requirement	As required	Lump Sum	
14	Photographer	As required	Lump Sum	
15	HD video recording of the event	As required	Lump Sum	
16	Supplying manpower for various activities for full day Male Promoters , Female Hostesses	10 Pax / As required Payment will be as per actual	Lump Sum	

Conditions:

1. The event management agency shall work under the instructions of the IPA and ensure all arrangements are carried out as per requirements. Any necessary items not included in the list but essential for the successful execution of the event shall be provided by the agency.
2. Any major additional requirements undertaken by the agency, not covered above, will be paid as per market rates.

3. It is mandatory for interested Event Management Firms to visit the Taj Mansingh Hotel before submitting their quotations to assess the venue and gather all necessary details related to logistics and setup.
4. 50% of the quoted amount will be provided as an advance upon order placement.
5. The payment will be made as per the actuals arrangements.
6. Completed quotations must be submitted to the address below by **12 noon on 04/11/2024:**

The Chief Administrative Officer
Indian Ports Association
1st Floor, South Tower, NBCC Place
Bhishm Pitamah Marg, Lodhi Road
New Delhi – 110003

5. Quotations will be opened at **12:30 pm on 04/11/2024.**
6. IPA reserves the right to reject any quotations without assigning reasons.