

Notice Inviting Quotations

Indian Ports Association invites quotations from experienced event management agencies to organise an event at Mumbai on 27th September 2024. The event shall be organised at Hotel Taj Palace, Mumbai and will consist of 3 functions which will continue throughout the day. The agency must take total ownership for organising the functions. The venue for the function will be Taj Palace banquet hall. For the 1st and 2nd event, there will be about 20 persons in each program and tea/coffee, snacks, water needs to be arranged. Seating arrangements will also have to be done. For the third function there will be about 150 persons. The function is to be arranged in a grand manner and will be followed by dinner. Invitation cards for the function must be prepared. List of works consist of but not limited to the following;

Description of work	Quantity	Rate (Rs) (to be quoted)	Amount(Rs) (to be quoted)
Printing of cards with envelope of high quality	100 nos	Lump sum	
Booking of venue, Taj Palace banquet hall	Full day on 27/09/2024	Lump sum	
Booking of rooms at Taj Palace	20 rooms		
Hiring of cars for full day (Innova Crysta)	20		
Hiring of Cars for full day (Ertiga)	5		
Live Music	From 6.30 pm till end	Lump sum	
Master of ceremony for Compering	From 4 pm onwards	Lump sum	
Dinner(veg/non veg)- menu to be approved by IPA	150 pax		
Tea/coffee/snacks	40 pax	Lump sum	
Coffee Table Book(Large)	1 no.		
Supplying manpower for various activities for full day	10 pax		
H.D. video	3 minutes	Lump sum	
Silver memento (to be selected by IPA)	At least 500 gms approx..	Lump sum	

	(pro rata payment applicable)		
Brass memento(to be selected by IPA)	Size between 7 and 9 inches	Lump sum	
Welcome kit (snacks and drinks)	25 nos		
Other activities including stage arrangements, music system, Video conferencing, sound system, brandings, backdrop, standees etc	As per requirement	Lump sum	
Total			

Conditions

1. The entire event shall be undertaken on the instructions of IPA and the agency shall ensure that all arrangements are undertaken. Any item which has not be included but is necessary for the successful conduct of the event shall be provided by the agency.
2. Any major requirements undertaken by the agency not covered above will be paid as per market rates
3. The agency shall be given 50% of the quoted amount as advance while placing the order
4. Completed quotations shall be submitted to the address below before 12 noon on 25/09/2024.

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

5. Quotations shall be opened on 12.30 pm on 25.09.2024
6. IPA reserves the right to reject any quotations without assigning any reasons whatsoever.