



Software Technology Parks of India

Ministry of Electronics and IT

Plate-B, 1st Floor, Office Block-1, East Kidwai Nagar-110023

New Delhi, India

**REQUEST FOR PROPOSAL FROM INDIA-BASED
EVENT MANAGEMENT COMPANY
FOR PROVIDING EVENT MANAGEMENT SERVICES FOR
AI IMPACT EXPO 2026
TO BE HELD IN FEBRUARY 2026**

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1. Disclaimer

This Request for Proposal ("RFP") is issued by Software Technology Parks of India (STPI), Ministry of Electronics & IT (MeitY), Govt. of India.

The sole objective of this Request for Proposal (RFP) is to solicit technical & financial bids from eligible parties interested in undertaking the scope of work as detailed in this document. While this document has been prepared in good faith, no representation or warranty, expressed or implied, is or will be made. No responsibility or liability will be accepted by STPI or any of their employees, advisors, or agents as to or in relation to the accuracy, adequacy, validity or completeness of this document and any liability thereof is hereby expressly and unequivocally disclaimed.

STPI reserves the right to cancel or discontinue this RFP process at any time without liability, without assigning any reason whatsoever. Each bidder should conduct its own independent investigations, due diligence and analysis to determine the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this RFP before drawing any conclusion or taking any steps in furtherance of the same.

This document does not constitute an offer or invitation, or solicitation of an offer, nor does this document or anything contained herein form a basis of any agreement or commitment whatsoever.

STPI representatives, its employees and advisors make no representation or warranty regarding and shall incur no liability under any law, statute, rules, or regulations as to the accuracy, reliability, or completeness of this document. It is explicitly stated that some of the activities listed to be carried out by STPI subsequent to the receipt of the responses are indicative only. STPI, at its sole discretion, reserves the unequivocal right to continue with these activities, modify the sequence of activities, add new activities, or remove some of the activities, as deemed necessary for the best interests of STPI.

The bidders shall be liable for all the costs associated with or relating to the submission of their Bids, including but not limited to preparation, delivery fees, etc, which may be required in furtherance of this RFP, regardless of the conduct or outcome of the selection process.

2. Notice Inviting Tender/Fact sheet

S No	Key Information	Details
1.	Assignment Title	Request for Proposal (RFP) for hiring of Event Management Company (EMC) for AI Impact Expo 2026
2.	Purchaser	STPI
3.	Location	New Delhi
4.	Date of publication of the RFP	As per GeM bid document
5.	Pre-bid Meeting	As per GeM bid document. To be held in online mode. Meeting Link: https://stpi.webex.com/meet/stpihqvc Meeting Password: 1843273729
6.	Last date of submission of queries	As per GeM bid document

S No	Key Information	Details
7.	Bid Submissions	Online bids to be submitted at Government e-marketplace (GeM)
8.	Method of Selection	Single stage Two bid system (Technical and Financial)
9.	Earnest Money Deposit (EMD)	The bidder is required to submit EMD of Rs. 50 Lakhs online through RTGS in favour of STPI, payable at New Delhi. Bank details (for RTGS): Bank Name-Canara Bank Account No.-1098101101244 IFS Code-CNRB0001098 OR In the form of Bank Guarantee in favour of STPI, New Delhi Note: The EMD submitted by the successful bidder shall be refunded without any interest only after submission of the Performance Bank Guarantee (PBG), as per the terms specified in the tender. EMD of other bidders shall be returned without any interest after award of contract to the successful bidder.
10.	Performance Security	The successful bidder shall be required to submit a Performance Security equivalent to 5% of the contract value in either of the following forms: Online transfer to the given bank account of STPI, New Delhi, with payment confirmation details to be submitted. Bank details (for RTGS): Bank Name-Canara Bank Account No.-1098101101244 IFS Code-CNRB0001098 OR Bank Guarantee issued by any scheduled commercial bank in favour of STPI, payable at New Delhi, valid for a period of 60 days beyond the completion of all contractual obligations.
11.	Last Date and time for submission of bids	As per GeM bid document

S No	Key Information	Details
12.	Opening of Technical Bids	As per GeM bid document
13.	Opening of Financial Bids	As per GeM bid document
14.	Scope of Work	The detailed scope of work is provided in this RFP
15.	Language of bid	The bid should be submitted in English
16.	Bid validity	90 days from the date of submission of Bid
17.	Bid documents	Bidders must submit their bids in line with the requirements stated in this RFP.
18.	Issue of Work Order	As per GeM bid document
19.	Address for Communication	Software Technology Parks of India Plate-B, 1 st Floor, Office Block-1 East Kidwai Nagar, New Delhi-110023 Email – aiimpactexpo@stpi.in

3. Introduction

STPI is a premier S&T organization under MeitY, Govt of India engaged in promoting IT/ITES Industry, innovation, R&D, start-ups, product/IP creation in the field of emerging technologies like IoT, Blockchain, Artificial Intelligence (AI), Machine Learning (ML), Computer Vision, Robotics, Robotics Process Automation (RPA), Augmented & Virtual Reality, Animation & Visual effect, Data Science & Analytics for various domains like Gaming, FinTech, Agritech, MedTech, Autonomous Connected Electric & Shared (ACES) Mobility, ESDM, Cyber Security, Industry 4.0, Drone, Efficiency Augmentation, etc.

MeitY is organizing the India - AI Impact Summit on 19th and 20th of February 2026, as a flagship international event, pursuant to the announcement made by the Hon'ble Prime Minister during the France AI Action Summit. Building on the momentum of previous high-level global engagements, including the Bletchley Park, Seoul and Paris Summits, the India - AI Impact Summit is envisaged to mark a shift from high-level commitments to demonstrable impact and tangible progress in global AI cooperation.

The India - AI Impact Summit 2026 is envisioned as a flagship platform to harness the transformative potential of Artificial Intelligence for inclusive growth, accelerated social development and a healthier planet. Bringing together policymakers, industry leaders, researchers and innovators, the Summit will facilitate high-impact dialogue, foster cross-sectoral collaboration and drive actionable partnerships to shape India's AI future.

As part of the flagship initiatives of the Summit, AI Impact Expo 2026 ('Expo' for brevity) is being curated, which aims to bring together national and international stakeholders, showcase pioneering AI innovation and create immersive citizen engagement experiences. STPI has been entrusted with the responsibility of conducting the Expo during Feb 16-20, 2026.

4. Preparation of Proposal

General Considerations

i) Study of bid document: Bidders are advised to study all instructions, forms, requirements and other information in the Bid documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the Bid Document with full understanding of its implications. The response to this Bid Document should be full and complete in all respects. Failure to furnish all information required by the Bid Documents or submission of a proposal not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of its Proposal.

ii) Preparation cost: (a) The bidder is responsible for all costs incurred in connection with participation in the process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any additional information required by STPI to facilitate the evaluation process and in negotiating a definitive contract or all such activities related to the bid process. STPI in no case, will be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

(b) This bid document does not commit STPI to award a contract or to engage in negotiations. Further, no reimbursement cost may be incurred in anticipation of award. All materials submitted by the Bidder shall become the property of STPI and may be returned at its sole discretion.

iii) Submission of Bids:

(a) The bids shall be submitted online at Government e-marketplace (GeM). Bids submitted physically or any other mode will be summarily rejected. Bidders are advised to follow the instructions provided in this Tender document for submission of the bids.

(b) All documents as per tender requirement shall be uploaded online at GeM.

(c) Online bids without any of the required documents will be summarily rejected.

(d) Prospective bidders are accordingly advised to go through instructions provided at GeM.

(e) Both Technical Bid and Financial Bid documents, complete in all respects, must be uploaded in respective sections at GeM portal in PDF Format.

(f) The bidder must submit their financial bid in the prescribed format specified in Annexure 11 - Format for Financial Bid of this tender document and no other format is acceptable. Bidders are required to download the BOQ File, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save them and submit them online, without changing the file name.

(g) All pages of the bid being submitted must be sequentially numbered by the bidder, should be signed and page referencing should be given in a tabular format highlighting key areas to qualify the technical criteria.

(h) The bidder will be required to submit a signed copy of the RFP as an acceptance of the terms and conditions laid down by STPI failing which the offer will be treated as withdrawn.

(i) All pages of the bid document (.pdf) shall be numbered & digitally signed /initialled by the authorized signatory.

(j) Bids shall be in accordance with the directions given in the Table below:

Bid Cover/ Folder	Bid Submission
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“Technical Bid”	“Technical Bid” shall be uploaded (on GeM Portal) as single pdf document. Technical proposal shall cover the documents required against the Pre- Qualification criteria and technical evaluation parameters as mentioned in this RFP along with the technical presentation.
“Financial Bid”	“Financial Bid” shall be uploaded (on GeM Portal) as single BOQ document. It should contain all documents and formats related to financial proposal as mentioned in RFP. Financial Proposal or any part thereof should not be kept/mixed with the Technical Bid in either explicit or implicit form, in which case the bid will be rejected.

(k) Bids without any of the required documents will be summarily rejected. Rejection of agencies will be based on not fulfilling standard conditions defined in this tender document. Both technical and financial bids are to be submitted concurrently, duly signed by authorized signatory.

iv) Pre-Bid Clarifications

- The Bidders will have to ensure that their queries (if any) are submitted prior to the Pre-Bid meeting.
- It may kindly be noted that no bid-query will be entertained through phone Calls/Fax. All queries must be submitted in writing through e-mail only at the specified e-mail ID.
- All the queries should necessarily be submitted in the following format in Excel:

S. No.	RFP Document Reference(s)			Query by bidder
	Page No.	Section No.	Section Name	
1				
2				
..				
n				

- Bidders must adhere to the above template while submitting their queries. STPI reserves the right to ignore the queries not adhering to the above template.
- Any requests for clarifications post the indicated date/time may not be entertained.
- Designated e-mail ID for submission of queries: email: **aiimpactexpo@stpi.in**

v) Clarification to Pre-Bid Queries / Issue of Corrigendum

- Clarification regarding the queries received will be published on the advertisement platforms (GeM Portal & STPI website) as per the timeline specified. However, STPI makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does STPI undertake to answer all the queries that have been posed by the bidders.
- At any time prior to the last date for receipt of bids, STPI may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP Document by a corrigendum.

- c. After the pre-bid conference/meeting, the Corrigendum (if any) & clarifications will be published at the advertisement platforms as per the timeline specified. No individual communication will be made to the queries.
- d. Any corrigendum(s) published/issued shall be deemed to be incorporated into this RFP.
- e. In order to give prospective Bidders reasonable time in which to take the corrigendum into account in preparing their bids, STPI may, at its discretion, extend the last date for the submission of proposals.

vi) Language of Bids

The Bids prepared by the Bidder and all correspondence and documents relating to the bids shared by the Bidder with STPI, shall be in English.

vii) Bid Validity

Proposals shall remain valid for 90 days or any extended date if amended by STPI. During this period, the Bidder shall maintain its original Proposal without any change, including the availability of the Professionals, the proposed rates and the total price.

viii) Extension of Bid Validity

The Purchaser will make its best effort to complete the tender process and award the contract prior to the date of expiry of the bid validity. However, should the need arise, the Purchaser may request, in writing, all bidders who submitted Proposals prior to the submission deadline to extend the bid's validity.

If the Bidder agrees to extend the validity of its bid, it shall be done without any change in the original bid and with the confirmation of the availability of the Professionals.

The Bidder has the right to refuse to extend the validity of its bid, in which case such bid will not be further evaluated.

ix) Financial Bid

- a. The Financial bid shall be prepared using the Standard Forms provided as Annexure 11 - Format for Financial Bid of the RFP. It shall list all costs associated with the assignment.

- b. **Taxes**

The Bidder shall be responsible for meeting all tax liabilities (including GST) arising out of the contract unless stated otherwise in the Data Sheet.

- c. **Currency of bid**

The currency shall be stated in the national currency, i.e, Rupee only

- d. **Currency of Payment**

Payment under the Contract shall be made in 'Rupee' in which the payment is requested in the Proposal.

x) Confidentiality

From the time the Proposals are submitted to the time the Contract is awarded, the Bidder should not contact the PURCHASER on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the bidders who submitted the Proposals or to any other party not officially concerned with the process until the Notification of Intention to Award the Contract. Exceptions to Information to Bidders (ITB) are where the Purchaser notifies bidders of the results of the evaluation of the Technical Proposals.

Any attempt by shortlisted bidders or anyone on behalf of the Bidder to improperly influence the Purchaser in the evaluation of the Proposals or Contract award decisions may result in the rejection of

its Proposal and may be subject to the application of prevailing sanctions procedures. Notwithstanding the above provisions, from the time of the Proposals' opening to the time of Contract award publication, if a Bidder wishes to contact the Purchaser, it shall do so only in writing.

xi) Eligibility Criteria

S. No.	Basic Requirement	Specific Requirement	Documents Required
1	Bidder	The bidder 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 and should have been in existence for at least 10 years as of the bid submission date.	Copy of valid Registration Certificates viz. incorporation certificate/ partnership deed/ society registration certificate etc.
2	Turnover	Bidder (individually or including its subsidiaries / Group company/ Parent company engaged in similar business activities) should have Average Annual Turnover of Rs. 30.00 Crore (Rupee thirty Crore) or more in last three financial years. The company should not have incurred losses in more than two years in last three financial years.	A certificate from the Chartered accountant should be furnished certifying the Average Annual Turnover, as required and that bidder does not have losses in more than two years in last three financial years.
3	Specializations / Experience	(i) Bidder (individually or including its subsidiaries / Group company/ Parent company engaged in similar business activities) must have minimum ten years' experience in Event Management and exhibitions. (ii) The agencies should have successfully completed two or more exhibition management works, for Government of India/State Government/ PSUs/leading corporate / self-curated tech events of aggregate value Rs 50 Cr, out of which one should be of minimum value of Rs 20 Cr in the last three financial years. (iii) Out of above, at least one should be a Tech Exhibition with international delegates in the last three financial years.	(i) Work Orders/Work Completion Certificates to be attached in support. (ii) Details of the assignments as per Annexure 6 - Format for showcasing relevant project experience provided in this RFP, along with the following documents: A. Work order, if applicable B. Completion certificates from the Client/Self- certificate by the agency. C. For self-curated events, the bidder should

S. No.	Basic Requirement	Specific Requirement	Documents Required
			provide event-wise CA certified expenditure statement for ensuring the value of the work executed.
4	Employees on Payroll	Bidder should have on its payrolls a minimum of 50 full time professionals as on 1st October 2025.	Letter from bidder as documentary evidence to be attached.
5	PAN and GST registration	Bidder shall hold valid GST and PAN certifications.	Copies of relevant certificates of registration to be attached.
6	Tax Registration	Bidder must have filed ITRs for the last three years.	Copies of ITR filed for last 03 years duly Certified by CA carrying out audit of the BIDDER.
7	Blacklisting	Bidder shall not have been blacklisted by any central or state government company, PSU etc.	Self- Undertaking in this regard to be submitted.
8	Earnest Money Deposit	EMD of Rs. 50 Lakhs (Fifty Lakhs only)	Proof of submission of EMD (UTR No. and date) to STPI shall be provided. STPI account details for EMD submission:

* Bids without any of the above-mentioned documents will be summarily rejected.

5. Scope of Work

The selected bidder shall be responsible for making complete arrangements for the Expo, ensuring that it is executed at a scale befitting a truly global exhibition — on the lines of internationally benchmarked events. The selected bidder will undertake, but not be limited to, the following indicative tasks in consultation with STPI, to ensure the successful completion of the Expo:

1. Selling of exhibition space by selected bidder:

The exhibition shall comprise pavilions representing India and other countries, Central and State Government ministries/departments, PSUs and other government organizations, as well as corporate entities and startups. The selected bidder shall be responsible for facilitating the sale of exhibition space to all such participants.

The bidder shall be incentivised on the sale generated as detailed in Annexure 1 – Detailed Scope of Work. STPI reserves the right to decide on the rate card for the exhibition space.

The bidder can rope in a partner with suitable experience in sales of exhibition space. For this purpose, selected bidder has to submit a legally binding Agreement signed by both parties along with the

Technical Bid, clearly defining their roles and responsibilities, and joint & several liability for performance and obligations.

2. Site Planning and Layout Design:

- i. Develop a comprehensive plan for the designated areas in Bharat Mandapam, tailored to Expo objectives and visitor experience.
- ii. Ensure optimal utilization of space to accommodate various Expo components while maintaining ease of navigation and accessibility.
- iii. Incorporate creative and culturally resonant design elements aligned with the Expo's theme.
- iv. Components of the Expo include: Exhibition booths; pavilions for various countries, states, ministries/departments, corporates, etc; Lounges, & Networking Areas; Auditoriums/ Stages; Food Courts; Experience Booths; Startup Pods; indoor and outdoor branding; etc.

3. Exhibition and Display Zones:

- i. Conceptualize and execute modular exhibition spaces equipped with modern utilities and technologies.
- ii. Facilitate diverse installations, including cultural, educational, and commercial exhibits, for an engaging visitor experience.
- iii. Provide provisions for security, climate control, air purification and interactive elements to enhance participation.
- iv. Creating zones to exhibit related to AI and related themes, VoiceAI & GenAI experiences (stations for voice AI based Registration, AI information kiosk, and related mobile experiences on Mobile App), Branding, etc

4. Exhibitors & Visitor Assistance and Engagement Areas:

- i. Create zones for visitor engagement, including information dissemination and assistance.
- ii. Equip these areas with tools and personnel to manage crowd queries and ensure smooth Expo navigation.
- iii. Integrate digital and interactive solutions for enhanced experience for exhibitors and visitors.

5. Performance and Activity Spaces:

- i. Develop versatile spaces for performances, workshops, and interactive activities.
- ii. Provide necessary infrastructure, including seating arrangements, audio- visual systems, tech requirements and safety measures.
- iii. Collaborate with STPI and it's partners for programming to enrich the Expo's offerings.

6. Expo Amenities and Utility Services:

- i. Plan and provide essential amenities, such as sanitation, water supply, and waste management systems including liaising with ITPO Authorities and Civic Authorities
- ii. Establish comfortable zones for dining, relaxation, and networking to cater to diverse visitor needs including Food courts etc.
- iii. Ensure provisions for amenities (lodging, transportation) inside the venue for VIPs, staff, visitors and performers.
- iv. Lounge, Networking Areas, Meeting rooms for Officials and VIP visits - with housekeeping and food facilities.
- v. IT facilitation centre (printing, computer, internet, travel desk, etc) for exhibitors, visitors.

7. Expo Operations and Control Systems:

- i. War rooms for organisers
 - ii. Implement centralized systems for Expo management and real-time monitoring.
 - iii. Equip operational hubs with communication tools, surveillance technologies, and emergency response capabilities.
 - iv. Plan and execute crowd management strategies to ensure safety and smooth operations.
8. Parking and Logistics Management:
 - i. Design and manage parking and transit systems for seamless visitor and participant mobility.
 - ii. Incorporate clear navigation systems and ensure security and convenience in logistical operations.
9. Website / Mobile App
 - i. Website / microsite for Expo General Info
 - ii. Booth registration / sales
 - iii. Registration of Exhibitors
 - iv. Exhibitor badges / printing
10. Other Miscellaneous activities/ tasks
 - i. The above list is a tentative list, and the bidder would be required to undertake any other relevant activity as required by the tendering authority and client department for smooth and successful completion of the overall Expo on prevailing market rates which are not part of initial scope of work.
 - ii. Additional Considerations:
 - Safety and Compliance: Ensure adherence to all applicable regulations for safety, sanitation, and environmental sustainability. (fire safety, medical, ambulance, etc)
 - Flexibility: Allow bidders to propose innovative solutions and layouts tailored to their expertise and resources.
 - Sustainability: Prioritize eco-friendly materials and operational practices.
 - iii. Execution Timeline:
 - Pre-Expo Phase: Initial planning, vendor onboarding, and infrastructure setup.
 - Expo Duration: Active management, operations, and on-site troubleshooting.
 - Post-Expo Phase: Dismantling, waste management, and site restoration.

This generalized scope of work empowers bidders to design and execute the Expo infrastructure creatively while meeting essential requirements and ensuring an exceptional visitor experience. The detailed Scope of Work is listed in Annexure 1 – Detailed Scope of Work.

6. General points for consideration by bidders

International delegates, including Leaders & Ministers from various countries, international organizations, dignitaries and senior officials from central and state governments, industry bodies, civic organizations, etc., shall be participating in the Expo. Decision of every item/activities needs to have explicit approval of competent authority at STPI. Considering the unprecedented & historic importance and significance of the Expo, the following is expected from selected bidders.:

- a) The selection of décor, furniture, and designing of thematic installations shall have the amalgamation of the theme of the event and the flavour of the Country.

- b) The colour scheme, logo, theme-related inputs and design elements of and related items shall also be provided by the branding agency and/or any other agency hired by MeitY. However, selected bidder shall be responsible for the printing and installation of publicity material.
- c) Highest quality deliverables with utmost professionalism for all services shall be required from the selected bidder, along with the deployment of trained and professional manpower to oversee and execute the Expo. All deployed personnel must carry valid ID cards for easy identification.
- d) As there will be involvement of various stakeholders in administering the Expo, which includes STPI officials, officials from different divisions and verticals of MeitY, other Ministries of the GOI and officials from state agencies, it shall be the responsibility of selected bidder to seek detailed inputs and information from all stakeholders to ensure smooth and glitch-free execution of the Expo. The selected bidder shall maintain a stakeholder interaction log and submit weekly progress reports to STPI.
- e) Selected bidder shall deploy technical teams consisting of professionals who possess both technical knowledge and experience for overseeing and conducting international conferences & exhibitions.
- f) The selected bidder is to have sufficient backup of hardware and manpower to be prepared for contingencies and additional requirements. Separate teams will have to handle different Expo venues, including important Expo-related rooms/spaces. The selected bidder shall submit a contingency plan covering equipment failure, manpower shortage, and weather-related disruptions
- g) The selected bidder must ensure the transfer of expo equipment and furniture to the venue well in advance to avoid last-minute logistics and transportation challenges.
- h) A two-bid QCBS will be followed. The Technical Proposals of the qualified Bidders shall be evaluated as per the predefined criteria. Only the bidders who get an overall technical score of 70 or more will qualify for the opening of their financial bids. Failing to secure minimum marks shall lead to technical disqualification of the Bid. The total score obtained by technically qualified bidders will be based on a 70:30 ratio, where 70% weightage will be given to the technical evaluation and 30% to the financial evaluation.
- i) The Expo will be organized in Bharat Mandapam, New Delhi. The quoted price will be all-inclusive (including GST) and valid throughout the Expo. There shall be no revision of rates and no additional freight or transportation charges shall be admissible.
- j) Technically qualified bidders will be required to display the physical samples at a predefined venue for evaluation of the quality of furniture, AV systems, layouts, branding and any other collaterals.
- k) Team leaders from selected bidder will be required to visit the meeting venue along with officials from STPI to finalize the detailed plan of execution, w.e.f. receipt of the Work Order. The selected bidder will be required to prepare and submit the complete execution plan within 10 days from receipt of the Work Order. Execution plan shall include venue-wise timelines, manpower deployment matrix, and escalation contacts.
- l) Details of all manpower deployed are to be shared with security agencies two months in advance for security vetting.
- m) Item(s) numbers mentioned in the BoQ are only broadly indicative.
- n) It is for information that some elements/items have been repeatedly mentioned at several places in the BoQ. Agencies, while bidding, shall ensure that amount quoted for an element/item of the same specification is quoted the same at all the places. If agencies resort to variable bidding for the same item(s), then the lowest amount quoted by the agency will be paid by STPI.
- o) **Reference points for submission of Bids**
 - i Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- ii Bidder has to provide EMD, Eligibility Criteria, Technical Bid and Financial Bid. Bidder should prepare the EMD, as per the instructions specified in the RFP document.
- iii Bidders not submitting any of the required documents online may be summarily rejected.
- iv Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable.
- v The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this during bid submission.
- vi The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- vii Bidders are also advised to go through instructions provided at GeM Portal.

p) Assistance to Bidders

- i Any queries relating to the RFP document and the terms and conditions contained therein should be addressed to the STPI or the relevant contact person indicated in the tender.
- ii A Prospective Bidder requiring any clarification regarding the Tender Document may do so using GeM Portal.

q) Rules for Responding to this RFP

- i The firms / Bidders should use the formats prescribed in Annexure(s) by STPI in submission of the RFP Response.
- ii All responses received after the due date/ time as mentioned in advertisement would be considered late and would be liable to be rejected.
- iii Documents not required as part of the Tender should not be provided. Adding unnecessary or redundant documents to misguide evaluation may lead to rejection.
- iv All bid responses would be deemed to be irrevocable offers / proposals from the Bidders and may be accepted by STPI to form part of final contract between STPI and the selected Bidder. Unsigned responses would be treated as incomplete and are liable to be rejected. The bids once submitted cannot be withdrawn / modified after the last date for submission of the bids unless specifically permitted by STPI.
- v In case, due to unavoidable circumstances, STPI does not award the contract within validity period, and there is a possibility to award the same within a short duration, the Bidder would have the choice to maintain or to withdraw the bid.
- vi STPI reserves the right not to allow / permit changes in the technical requirements and not to evaluate the offer in case of non-submission of the technical details in the required format or partial submission of technical details.
- vii The Bidder, at no point in time, can excuse themselves from any claims by STPI whatsoever for their deviations in confirming to the terms and conditions and other schedules as mentioned in the RFP circulated by STPI. The Bidder shall be fully responsible for deviations to the terms & conditions, etc., as proposed in the RFP.
- viii If related parties (as defined below) submit more than one bid then both/all bids submitted by related parties are liable to be rejected at any stage at STPI's discretion:
 - Bids submitted by the holding company and its subsidiary.
 - Bids submitted by one or more companies having common director/s.

- Bids submitted by one or more Limited Liability Partnership (LLP)/ partnership firms having common partners.
- Bids submitted by one or more companies in the same group of promoters/ management.
- Any other bid in the sole discretion of STPI is in the nature of multiple bids.

r) STPI reserves the right to debar a Bidder/Contractor for a specified period, in cases of fraudulent practices, repeated contractual failures, or breach of terms.

7. Evaluation Process

(a) STPI will evaluate the responses of the Bidders, supporting documents/documentary evidence meeting the eligibility criterion as mentioned in this RFP. Inability to submit the requisite supporting documents/documentary evidence may lead to rejection of the bid.

(b) STPI would evaluate the pre-qualification bids with respect to the pre-qualification criteria as mentioned in this RFP. The technical bids of the agencies that meet the pre-qualification criteria will be opened and evaluated.

(c) The technically qualified bidders shall make a detailed presentation to STPI for evaluation purposes. This presentation shall be made only by the eligible qualified bidders on a scheduled date and time, as notified by STPI. All the presentations will be the sole property of STPI.

(d) The Technical Proposals of the qualified Bidders shall be analysed and evaluated. Only the bidders who get an overall technical score of 70 or more will qualify for the opening of financial bids. Failing to secure minimum marks shall lead to technical disqualification of the Bid.

(e) The bidders need to submit all the supporting documents required for the Technical Evaluation. The decision of STPI in the evaluation of responses to the RFP shall be final.

Technical Evaluation:

Bidders meeting the prequalification criteria of the RFP would be invited to make a 60-minute (maximum) presentation of their technical bid before a Tender Evaluation Committee (TEC) of STPI. The detailed wrt date, time and venue shall be communicated to the selected bidders. The technical evaluation criteria are as follows:

Sr. No.	Parameters	Max. Marks	Requisites (following documents to be submitted as proof of evidence)								
1	Average Turnover from event/exhibition management of the Bidder (individually or including its subsidiaries / Group company/ Parent company engaged in similar business activities) in last three financial years <table><tr><th>Parameter</th><th>Mark(s)</th></tr><tr><td>> 30 Cr & ≤ Rs 50 Cr</td><td>2</td></tr><tr><td>> 50 Cr & ≤ 100 Cr</td><td>6</td></tr><tr><td>> 100 Cr</td><td>10</td></tr></table>	Parameter	Mark(s)	> 30 Cr & ≤ Rs 50 Cr	2	> 50 Cr & ≤ 100 Cr	6	> 100 Cr	10	10	A certificate from the Chartered accountant should be furnished certifying the Average Annual Turnover explicitly from event/exhibition management.
Parameter	Mark(s)										
> 30 Cr & ≤ Rs 50 Cr	2										
> 50 Cr & ≤ 100 Cr	6										
> 100 Cr	10										
2	Bidder's (individually or including its subsidiaries / Group company/ Parent company engaged in similar business activities) experience in managing event/exhibition with	5	Self-attested list of events/ exhibitions along with the organiser's name & contact, and event/exhibition link.								

Sr. No.	Parameters	Max. Marks	Requisites (following documents to be submitted as proof of evidence)												
	highest level of dignitary being Hon'ble President / PM during last three financial years <table><tr><th>Parameter</th><th>Mark(s)</th></tr><tr><td>1 – 2 events</td><td>1</td></tr><tr><td>3 – 5 events</td><td>3</td></tr><tr><td>> 5 events</td><td>5</td></tr></table>	Parameter	Mark(s)	1 – 2 events	1	3 – 5 events	3	> 5 events	5		In case, event/exhibition link is not available then copy of newspaper/social media coverage have to be attached.				
Parameter	Mark(s)														
1 – 2 events	1														
3 – 5 events	3														
> 5 events	5														
3	Bidder's (individually or including its subsidiaries / Group company/ Parent company engaged in similar business activities) experience in managing event/exhibition with highest level of dignitary being Hon'ble Governor / Union Ministers / CM/ Dy. CMs during last three financial years <table><tr><th>Parameter</th><th>Mark(s)</th></tr><tr><td>1 – 5 events</td><td>1</td></tr><tr><td>5 – 10 events</td><td>3</td></tr><tr><td>> 10 events</td><td>5</td></tr></table>	Parameter	Mark(s)	1 – 5 events	1	5 – 10 events	3	> 10 events	5	5	Self-attested list of events/exhibitions along with the organiser's name & contact, and event/exhibition link. In case, event/exhibition link is not available then copy of newspaper /social media coverage have to be attached.				
Parameter	Mark(s)														
1 – 5 events	1														
5 – 10 events	3														
> 10 events	5														
4	Bidder's (individually or including its subsidiaries / Group company/ Parent company engaged in similar business activities) experience in managing event/exhibition with only domestic Exhibitors during last three financial years <table><tr><th>Parameter</th><th>Mark(s)</th></tr><tr><td>> 300 & ≤ 400 domestic exhibitors</td><td>1 per event</td></tr><tr><td>> 400 & ≤ 500 domestic exhibitors</td><td>2 per event</td></tr><tr><td>> 500 & ≤ 600 domestic exhibitors</td><td>3 per event</td></tr><tr><td>> 600 & ≤ 700 domestic exhibitors</td><td>4 per event</td></tr><tr><td>> 700 domestic exhibitors</td><td>5 per event</td></tr></table>	Parameter	Mark(s)	> 300 & ≤ 400 domestic exhibitors	1 per event	> 400 & ≤ 500 domestic exhibitors	2 per event	> 500 & ≤ 600 domestic exhibitors	3 per event	> 600 & ≤ 700 domestic exhibitors	4 per event	> 700 domestic exhibitors	5 per event	10	Self-attested list of events/exhibitions along with the organiser's name & contact, No. of domestic exhibitors and event/exhibition link. In case(s), either event/exhibition link or the count of exhibitors on the event site is not available, then copy of newspaper /social media coverage indicating the number of exhibitors have to be attached.
Parameter	Mark(s)														
> 300 & ≤ 400 domestic exhibitors	1 per event														
> 400 & ≤ 500 domestic exhibitors	2 per event														
> 500 & ≤ 600 domestic exhibitors	3 per event														
> 600 & ≤ 700 domestic exhibitors	4 per event														
> 700 domestic exhibitors	5 per event														
5	Bidder's (individually or including its subsidiaries / Group company/ Parent company engaged in similar business activities) experience in managing event/exhibition with international exhibitors during last three financial years <table><tr><th>Parameter</th><th>Mark(s)</th></tr><tr><td>> 10 & ≤ 25 international exhibitors</td><td>1 per event</td></tr><tr><td>> 25 & ≤ 50 international exhibitors</td><td>3 per event</td></tr></table>	Parameter	Mark(s)	> 10 & ≤ 25 international exhibitors	1 per event	> 25 & ≤ 50 international exhibitors	3 per event	05	Self-attested list of events/exhibitions along with the organiser's name & contact, No. of international exhibitors and event/exhibition link. In case(s), either event/exhibition link or the count of exhibitors on the event site is not available, then copy of newspaper /social media coverage indicating the						
Parameter	Mark(s)														
> 10 & ≤ 25 international exhibitors	1 per event														
> 25 & ≤ 50 international exhibitors	3 per event														

Sr. No.	Parameters			Max. Marks	Requisites (following documents to be submitted as proof of evidence)
		> 50 international exhibitors	5 per event		number of international exhibitors have to be attached.
6	Bidder's (individually or including its subsidiaries / Group company/ Parent company engaged in similar business activities) prior experience in AI / Deep tech / Emerging Technologies and related technical exhibitions during last three financial years			05	Self-attested list of events along with the organiser's name & contact, Type of exhibition domestic/international), technology theme of exhibition and event link. In case(s), either event link or the type of exhibition on the event site or technology theme is not available, then copy of newspaper /social media coverage indicating the above details have to be attached.
	Parameter		Mark(s)		
	Domestic exhibition in the broad areas of AI / Deep tech / Emerging Technologies and related Technologies		1 per event		
	International exhibition in the broad areas of AI / Deep tech / Emerging Technologies and related Technologies		2 per event		
7	Experience in generating revenue through the sale of exhibit space/associated packages during last three financial years			10	Bidder (or its sales partner) to show documentary proof as per Annexure 7 – Details of sale of exhibit space.
	Parameter		Mark(s)		
	> 20000 sq. mtr & ≤ 30000 sq. mtr		2		
	> 30000 sq. mtr & ≤ 50000 sq. mtr		5		
	> 50000 sq. mtr & ≤ 75000 sq. mtr		8		
	> 75000 sq. mtr		10		
8	Presentation by bidder (max. 60 mins) Presentation to cover the following aspects: - Understanding the scope of assignment - Detailed approach, marketing strategy, design and methodology, Concept and Execution Plan, Team Proposed (Details of SPOC as per Annexure 8 - Format for CV of SPOC) - Integration of Technology in the Exhibition Management - Hall Layouts and Proposed Installations including 3D view			50	
	TOTAL			100	

If any of documents listed above are not provided or not found in order, there will be no marks for the respective bid component.

Financial Evaluation:

Financial bids of only technically qualified bidders will be opened.

Comparison of Financial Bid shall be done by the formula as under:

$$Sf = 100 \times Fm/F$$

Where, **Sf** is the financial score of the Financial Bid being evaluated;

Fm is the Total Price (TP) of the lowest priced Financial Bid which would be allocated maximum score of 100 marks for Financial Bids;

F is the Total Price of the Financial Bid under consideration subsequently.

Final Combined Evaluation

The TEC shall select the bidders by giving 70% weightage to the score obtained in the technical evaluation and 30% weightage to the score obtained in the financial evaluation. The selected bidders shall be ranked H1, H2, H3, H4... based on the combined score obtained in the Technical and Financial evaluation.

- Bidders securing at least 70 Marks in the technical presentation shall be eligible to participate in the financial bid process. The Financial Bids of the technically qualified bidders will be opened on the prescribed date in the presence of representatives of qualified bidders.
- The Bidders are required to quote their financial bid as per Annexure 11 - Format for Financial Bid.
- After the opening of financial bids of eligible bidders, the financial scoring will be done. As mentioned earlier, the weightage of 70 % for technical and the weightage of 30 % will be given to the financial score for arriving at the final score under the evaluation.
- The lowest financial quoted rate will receive the highest marks, i.e., 100. Scoring to other higher quoted rates will be assigned a score using the formula indicated in previously.
- After weighted scoring of both technical and financial bids, they will be added together and ranked accordingly. The highest scorer will secure Rank 1, then Rank 2 and so on.
- The Bidder with Rank One based on the QCBS system will be selected for the award of work
- An illustration of calculation is as under:

A	B	C	D	E	F	G	H	I
Sr.	Name of the bidder	Technical Score secured	Weighted Technical Score (Col. C*0.70)	Financial Quote	Financial Score (Lowest Rate/ Quoted Rate) * 100	Financial Score Weighted (Col. F*0.30)	Total score (Col. D + Col. G)	Rank
1							Highest score	1
2								
n.								

The bidder with the highest combined score, Technical cum Financial will be awarded work order based on the quoted financial quote. It may be noted that the contract value in the work order is estimated contract value only and the payment shall be based on the actual work done as per quoted rate contract of the selected bidder. If a bidder quotes NIL charges/consideration, the bid shall be treated as non-responsive and will not be considered.

Errors & Rectification: If there is a discrepancy between words and figures, the amount in words will prevail.

Bids shall be inclusive of all applicable charges such as freight, transportation, etc. and bidders may mention GST separately and the amount of the financial bid for the purpose of evaluation shall be the total price including applicable GST.

Total price shall be clearly mentioned in the financial bid, which shall be the total amount of the price quoted in the financial bid proforma (including GST) as per the BoQ.

8. Terms and Conditions

i. Period of validity of bids

Bids shall remain valid for validity period as mentioned in the factsheet. STPI holds the right to reject a bid that is valid for a period shorter than the days mentioned as non-responsive, without any correspondence. In exceptional circumstances, STPI may solicit the bidder's consent to an extension of the period of validity. The request and the response thereto shall be made in writing. The extension of the validity period by the bidder should be unconditional.

ii. Termination of Work Order

STPI may terminate this Work Order/Agreement under the following circumstances:

- a. STPI is of the opinion that there has been such an event of default on the part of the selected bidder which would make it proper and necessary to terminate this contract and may include failure on the part of the bidder to respect any of its commitments about any part of its obligations under this contract.
- b. The selected bidder has failed to commence the provision of Services or has, without any lawful excuse under these conditions, suspended work.
- c. In the event that staffing personnel and/or services as per the scope of work under the contract with STPI are not found acceptable by STPI.
- d. The selected bidder has neglected or failed to observe and perform all or any of the terms, acts, matters or things under this Contract to be observed and performed by it.
- e. The selected bidder has acted in any manner to the detriment interests, reputation, dignity, name, or prestige of STPI
- f. The selected bidder has been declared insolvent/bankrupt.

iii. Consequences of Termination

- a. STPI shall have the right to carry out the unexecuted portion of the work either by itself or through selecting another agency.
- b. In the event of termination of this contract, STPI shall be entitled to impose any such obligations and conditions and issue any clarifications as may be necessary to ensure an efficient transition and effective business continuity, which the selected bidder shall be obliged to comply with.
- c. Where the termination of the Contract is prior to its stipulated term on account of a default on the part of the selected bidder, or because the survival of the selected bidder as an independent corporate entity is threatened/has ceased, STPI shall pay the selected bidder for that part of the Services which have been authorized by STPI and satisfactorily performed by the selected bidder up to the date of termination. Without prejudice to any other rights, STPI may retain such amounts from the payment due and payable by STPI to the selected bidder as may be required to offset any losses caused to STPI because of any acts/omissions of the selected bidder.

- d. STPI may take possession of the works and all deliverables of the selected bidder and use or employ the same for completion of the work or employ any other selected bidder or other person or persons to complete the work. The selected bidder shall not in any way object to or interrupt, or do any act, matter, or thing to prevent or hinder such actions, other Agencies or other persons employed for completing and finishing or using such deliverables.
- e. When the contract is terminated by STPI for all or any of the reasons mentioned above, the selected bidder shall not have any right to claim compensation on account of such termination.

iv. Performance Bank Guarantee

- a. The successful bidder shall furnish a **Performance Bank Guarantee (PBG)** equivalent to **5% of the contract value**, within **10 days** from the date of issue of the Work Order. The PBG shall be submitted in either of the following forms:
 - i. **Online transfer** to the designated bank account of **STPI, New Delhi**, with payment confirmation details.
 - OR**
 - ii. **Bank Guarantee** issued by any scheduled commercial bank in favour of **STPI, payable at New Delhi**, valid for a period of **60 days beyond the completion of all contractual obligations**.

All incidental charges related to the submission of the PBG, including premium, commission, or processing fees, shall be borne by the selected bidder. No third-party bank guarantees shall be accepted. The PBG shall be discharged or returned by STPI only upon satisfactory completion of all contractual obligations. No interest shall be payable on the Performance Security under any circumstances.

- b. The selected bidder shall be responsible for extending the validity date and claim period of the PBG as and when it is due on account of non-completion of the project. In case the selected bidder fails to submit PBG within the time stipulated, STPI at its discretion, may cancel the order placed on the agency without giving any notice. STPI shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during the period.

v. Liquidated Damages and Compensation Clause

The appointed Agency shall perform its obligations in a professional manner. In case of delay in execution of the assigned work to the agency, STPI may impose a penalty as per the penalty terms of this RFP (subject to a maximum of 10% of Contract value). If the delay is beyond the stipulated time or the quality of products is sub-par, then STPI may annul the project and shall be free to get it done from other agencies at the risk and costs of the appointed agencies. STPI may debar and blacklist these agencies from applying to its future events for a period of 3 years.

The performance evaluation will be done on the basis of:

- a. Timely mobilization of resources.
- b. Preparation of the venue and expo set up in accordance with the timelines indicated by STPI.
- c. On-site validation, quality checks & controls and evaluation by designated officials of products used.
- d. Production of a certificate of quality if so desired by officials.
- e. Manpower supports efficient coordination with STPI.

STPI reserves the right to claim compensation to cover its losses for organizing the rest of the events at a higher rate in case of non-performance or the Selected bidder rendering services that are not at par, leading to termination of the contract. STPI may also recover the extra expenses that need to be

borne by STPI in case a new Event Management Company has to be hired at a higher rate in case of non-performance of the Selected bidder.

vi. Terms of payment

The payment will be made to Selected bidder as per the following schedule:

- a. The contract value in the work order is estimated contract value only and the payment shall be based on submissions of bills for the actual work done as per quoted rate contract.
- b. The selected bidder can avail 'Advances' as per table below:

S. No.	Advances Milestones	Quantum of fund release (in terms of Percentage of financial quote)
1.	Mobilization Advance	10%
2.	On approval of concept design, layout design and launch of registration portal; deployment of PMU; conceptualization & design of exhibitor catalogues, event brochures, exhibitor manuals, related sales artifacts, etc.	10%
3.	On launch of mobile app (android & iOS) and complete IT platform; social media strategy, sales strategy; detailed design of the venues (including MeitY pavilion, Country Pavilions, State pavilions, startup pavilion, networking and lounges, 3D installations, VoiceAI & GenAI experiences, seminar halls, food courts, etc.)	10%
4.	Fabrication advance (15 days before the start date of exhibition)	10%
Note: The fund to be released, as per above milestones, shall be provided against a matching 'Bank Guarantee(s)', as per the format at Annexure 9 - Bank Guarantee / Performance Bank Guarantee of the RFP. The advance shall be adjusted against the Bill(s) submitted by the Selected bidder.		

- c. The Selected bidder shall submit the detailed invoices within 15 days of conclusion of the Expo. Certification of satisfactory completion of work by STPI is necessary for bills that are submitted. Bills so presented by Selected bidder shall be subject to scrutiny/verification by independent auditors appointed by STPI. The bills/claims shall be further subject to scrutiny by the Finance Division of STPI before payment. Every effort will be made by STPI for the expeditious settlement of bills.
- d. Quality standards and performance of deliverables by Selected bidder will be certified by a designated officer of the execution team from STPI.
- e. Selected bidder shall receive payments by ECS transfer to their account number. It will be mandatory for the Selected bidder to indicate their bank account numbers and other relevant e-payment details so that e-payments can be made through electronic payment instead of payment through cheques.

- f. An amount equivalent to 5% of the contract value shall be retained till final invoice of Selected bidder is settled in case the selected bidder submits more than one invoice.
- g. In case of any extension of the Expo days beyond the scheduled timeframe, for payment purposes, only the Items/services used through selected bidder that have a rental nature and can be reused will be multiplied by no of extended days of the Expo. This includes electronic items, furniture, manpower, etc., will be on per day rental basis. Contracted price of all such items used will be multiplied by no of extended days of the Expo. Whereas, for any relevant services like branding, thematic installations, thematic exhibition stalls, collaterals, gifts, nameplates, fabrications of stage, etc., payment will be done on a one-time basis only. Such services won't be multiplied by the number of extended days of the Expo.
- h. Manpower deployed by selected bidder to execute the work in terms of technicians, labourers, equipment operators, etc., will not be paid separately. As rental for such items is being paid to selected bidder and it needs to be operationally installed and managed by them.
- i. Statutory taxes and duties shall be payable as per actuals and on submission of proof of GST payment. The price is payable in local currency, i.e. Indian Rupees.
- j. Payment is subject to applicable deductions/penalties as defined in this RFP/agreement. No payment will be made to the Selected bidder for hiring charges for staff deployed towards managerial and supervisory duties.

vii. Payment of incentives towards the sales of exhibition space by the bidder

- a. Eligibility for Incentive
 - (i) A sale shall be considered confirmed only upon receipt of full payment from the Exhibitor and successful issuance of an official allotment letter by the STPI or its authorised personnel.
 - (ii) Cancellations, partial payments, or refunds shall not be eligible.
 - (iii) STPI shall validate all bookings done by the bidder.
- b. Incentive Structure
 - (i) Incentive shall be paid as per the slab / incentive matrix:

Slab (in Sq. Meter of exhibition space sold by the selected bidder to non-government organizations, excluding sale of startup pods)	Incentive Percentage (of the revenue generated by sale of exhibition space)
> 5,000 & < 10,000	5 %
> 10,000	10 %

- (ii) Incentive percentage will be applied on the revenue generated through sale of only raw exhibition space to the individual exhibitor (non-government organizations, excluding sale of startup pods). The revenue generated through sale of any additional services to the any individual exhibitor shall not be eligible for the incentives.
- (iii) STPI reserves the right to decide on the rate card for the exhibition space, including any discounts to be given.
- c. Payment Terms
 - (i) Incentives will be computed post-event or upon closure of the final exhibitor sales reconciliation.

- (ii) The selected bidder shall raise a valid tax invoice in the name of STPI and submit the reconciled sales data along with relevant documents. Post submission, payment shall be released within 60 days, subject to validation.
- (iii) All payments shall be made via bank transfer, subject to deduction of TDS and applicable statutory taxes.
- d. Incentives shall not be payable:
 - (i) If the exhibitor defaults, cancels, or withdraws.
 - (ii) If any false claims or misrepresentation are detected.
 - (iii) For unapproved discounts or deviations from standard sales policy.
- e. Confidentiality: The selected bidder shall treat all exhibitor data, pricing details, and internal communications as confidential and shall not use such information for any purpose other than fulfilling contractual obligations.
- f. Amendment: STPI reserves the right to amend or modify these Terms & Conditions with prior written notice to the selected bidder.

viii. Statutory Duties & Taxes

- a. Any upward change in any duty/tax as a result of any statutory variation taking place within contract terms shall be allowed to the extent of the actual quantum of such duty/tax paid by the Selected bidder. Similarly, in case of downward revision in any duty/tax, the actual quantum of reduction of such duty/tax shall be reimbursed to STPI by the Selected bidder. All such adjustments shall include all reliefs, +tions, Rebates, concessions, etc., if any, obtained by the contractor.
- b. If it is desired by the Selected bidder to ask for the GST to be paid as extra, the same must be specifically stated. In the absence of any such stipulation in the bid, it will be presumed that the prices quoted by the Selected bidder are inclusive of GST and no liability will be devolved upon STPI.
- c. The rate and the nature of GST applicable at the time of supply should be shown separately. GST will be paid to the Selected bidder at the rate at which it is liable to be assessed or has actually been assessed, provided the transaction of services is legally liable to GST and the same is payable as per the terms of the contract.

ix. Confidentiality and Security

- a. The Selected bidder and their personnel will not, either during the term or after expiration of this contract, disclose any proprietary or confidential information relating to the services, contract or business or operations of STPI or its clients without the prior written consent of STPI. A formal Non-Disclosure Agreement (NDA) will be signed to this effect as per Annexure 10 - Format for Non-Disclosure Agreement of this RFP.
- b. The selected bidder will ensure that no information about the software/hardware/policies of STPI and meetings is taken out in any form, including electronic form or otherwise, by the manpower posted by them.
- c. Additionally, the selected bidder shall keep confidential all the proprietary details and information regarding the event.
- d. STPI shall retain all rights to prevent, stop and if required, take the necessary punitive action against the selected bidder regarding any forbidden disclosure.
- e. For the avoidance of doubt, it is expressly clarified that the aforesaid provisions shall not apply to the following information:

- i. information already available in the public domain.
- ii. information received from a third party who had the right to disclose the aforesaid information
- iii. information disclosed to the public pursuant to a court order.
- f. Any handover of confidential information needs to be maintained in a list, containing at the very minimum the name of provider, recipient, date of generation of the data, date of handing over of data, mode of information, purpose and signatures of both parties.
- g. Notwithstanding anything to the contrary mentioned hereinabove, the selected bidder shall have the right to share the work order provided to it by STPI in relation to this Agreement, with its prospective purchasers solely for the purpose of and with the intent to evidence and support its work experience under this Agreement.

x. Applicable law

The work order will be governed by the laws and procedures established by the Government of India within the framework of applicable legislation and enactments made from time to time concerning such commercial dealings/processing. All disputes in this connection shall be settled in the Delhi jurisdiction only.

xi. Indemnification & limitation of liability

(a) The selected bidder (the "Indemnifying Party") shall undertake to indemnify, hold harmless STPI (the "Indemnified Party") from and against all claims, liabilities, losses, expenses (including reasonable attorneys' fees), fines, penalties, taxes or damages (Collectively "Loss") on account of bodily injury, death or damage to tangible personal property arising in favour of any person, corporation or other entity (including the Indemnified Party) attributable to the Indemnifying Party's negligence or wilful default in performance or non-performance under this Agreement.

(b) If the Indemnified Party promptly notifies Indemnifying Party in writing of a third- party claim against Indemnified Party that any Service provided by the Indemnifying Party infringes a copyright, trade secret or patents incorporated in India of any third party, Indemnifying Party will defend such claim at its expense and will pay any costs or damages, that may be finally awarded against Indemnified Party.

(c) Indemnifying Party will not indemnify the Indemnified Party, however, if the claim of infringement is caused by

- (i) Indemnified Party's misuse or modification of the Service.
- (ii) Indemnified Party's failure to use corrections or enhancements made available by the Indemnifying Party.
- (iii) Indemnified Party's use of the Service in combination with any product or information not owned or developed by Indemnifying Party.

However, if any service, information, direction, specification, or materials provided by Indemnified Party or any third party contracted to it, is or are likely to be held to be infringing, Indemnifying Party shall at its expense and option either

- (i) Procure the right for Indemnified Party to continue using it
- (ii) Replace it with a non-infringing equivalent
- (iii) Modify it to make it non-infringing.

The foregoing remedies constitute the Indemnified Party's sole and exclusive remedies and the Indemnifying Party's entire liability with respect to infringement.

- (a) The indemnities set out above shall be subject to the following conditions:
- (i) The Indemnified Party, as promptly as practicable, informs the Indemnifying Party in writing of the claim or proceedings and provides all relevant evidence, documentary or otherwise.
 - (ii) the Indemnified Party shall, at the cost of the Indemnifying Party, give the Indemnifying Party all reasonable assistance in the defence of such claim including reasonable access to all relevant information, documentation and personnel provided that the Indemnified Party may, at its sole cost and expense, reasonably participate, through its attorneys or otherwise, in such defence.
 - (iii) if the Indemnifying Party does not assume full control over the defence of a claim as provided in this Article, the Indemnifying Party may participate in such defence at its sole cost and expense and the Indemnified Party will have the right to defend the claim in such manner as it may deem appropriate and the cost and expense of the Indemnified Party will be included in Losses.
 - (iv) The Indemnified Party shall not prejudice, pay, or accept any proceedings or claim, or compromise any proceedings or claim, without the written consent of the Indemnifying Party.
 - (v) All settlements of claims subject to indemnification under this Clause will be entered into only with the consent of the Indemnified Party, which consent will not be unreasonably withheld and include an unconditional release to the Indemnified Party from the claimant or plaintiff for all liability in respect of such claim; and include any appropriate confidentiality agreement prohibiting disclosure of the terms of such settlement.
 - (vi) The Indemnified Party shall account to the Indemnifying Party for all awards, settlements, damages and costs (if any) finally awarded in favour of the Indemnified Party which are to be paid to it in connection with any such claim or proceedings.
 - (vii) The Indemnified Party shall take steps that the Indemnifying Party may reasonably require to mitigate or reduce its loss because of such a claim or proceedings.
 - (viii) In the event that the Indemnifying Party is obligated to indemnify an Indemnified Party pursuant to this Article, the Indemnifying Party will, upon payment of such indemnity in full, be subrogated to all rights and defences of the Indemnified Party with respect to the claims to which such indemnification relates; and
 - (ix) If a Party makes a claim under the indemnity set out above in respect of any Loss or Losses, then that Party shall not be entitled to make any further claim in respect of that Loss or Losses (including any claim for damages).
- (b) The liability of either Party (whether in contract, tort, negligence, strict liability in tort, by statute or otherwise) for any claim in any manner related to this Agreement, including the work, deliverables or Services covered by this Agreement, shall be the payment of direct damages only which shall in no event exceed one time the total contract value payable under this Agreement. The liability cap given under this Clause shall not be applicable to the indemnification obligations set out above.
- (c) In no event shall either party be liable for any consequential, incidental, indirect, special, or punitive damage, loss, or expenses (including but not limited to business interruption, lost business, lost profits, or lost savings) nor for any third-party claims (other than those set-forth in above) even if it has been advised of their possible existence.
- (d) The allocations of liability in this Section represent the agreed and bargained-for understanding of the parties and compensation for the Services reflects such allocations. Each Party has a duty to mitigate the damages and any amounts payable under an indemnity that would otherwise be recoverable from the other Party pursuant to this Agreement by taking appropriate and commercially reasonable actions to reduce or limit the amount of such damages or amounts.
- (e) Any loss of property and/ or life during preparations of the event and the event itself would be borne entirely by the Indemnifying Party and STPI shall not be held liable for any claims. The

Indemnifying Party shall be responsible for the payments arising out of any Third-Party claims. The Agency is advised to procure insurance for meeting such liabilities at its own expense.

xii. Dispute resolution

The Selected Bidder and STPI shall endeavour their best to amicably settle, by direct negotiation, all disputes arising out of or in connection with the contract. In case any dispute between the Parties does not settle by negotiation, the same may be resolved exclusively by arbitration and such dispute may be submitted by either party for arbitration. Arbitration shall be held in New Delhi and conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the Arbitration & Conciliation Amendment Act (2015) as amended up to date.

xiii. Force Majeure

If at any time, during the continuance of the contract, the performance in whole or in part by either party of any obligation under the contract is prevented or delayed by reasons beyond the control of a party such as war, hostility, acts of public enemy, civil commotion, sabotage, floods, explosions, epidemics quarantine restrictions, strikes, natural calamities, lockouts, acts of state or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event is duly endorsed by the appropriate authorities in the country of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof, neither party shall, by reason of such event, be entitled to terminate the contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, provided further, that if the performance in whole or in part or any obligation under the contract is prevented or delayed by reason of any such event for a period exceeding 60 days, STPI may at its option, terminate the contract. Neither Party shall be liable for any failure or delay in the performance of its obligations under the contract or Work Orders hereunder to the extent such failure or delay or both is caused, directly, without fault by such Party, by reason of such event. STPI shall however, be responsible to pay the Selected bidder for the services successfully rendered to the satisfaction of STPI under the work orders/ purchase orders issued pursuant to the contract.

Annexure 1 – Detailed Scope of Work

The selected bidder would have to take up all the activities, as may be required, for organizing an exhibition of international standards. Inter alia, the scope of services w.r.t. conduct of an exhibition to be provided includes (but not limited to) the following:

1. **Selling of exhibition space by the selected bidder**

As previously indicated, the exhibition shall comprise pavilions representing India and other countries, Central and State Government ministries/departments, PSUs and other government organizations, as well as corporate entities. The selected bidder shall be responsible for facilitating the sale of exhibition space to all such participants.

However, STPI shall incentivise the selected bidder for the sale of exhibition space, of around 12000 sqm out of the entire exhibition space, to non-government organizations, excluding sale of startup pods. No incentive shall be admissible on space allocated to government bodies or PSUs.

STPI reserves the right to decide on the rate card for the exhibition space, including any discounts to be given. A committee shall be constituted by STPI for managing and monitoring the sale of exhibition space. This committee may have representation (in form of special invitee) of the selected bidder. The exhibition space selling price is expected to be in the range of Rs 30,000 – 35,000 per sqm. The estimated saleable area and sale price(s) are indicative and may vary.

The selected bidder shall be responsible for the following activities for sale of exhibition space:

- Account management and liaison until contract signing and initial payment.
- Develop a comprehensive sales strategy, including target segmentation and key prospect lists (KPLs).
- Review and provide input on all sales materials (floor plan, brochure, rate card, contract).
- Set up and manage the sales pipeline
- Conduct systematic outreach (calls, emails, meetings) to KPLs, past exhibitors, and new leads.
- Present customized exhibition proposals and manage all follow-up communications.
- Provide detailed sales reports, pipeline forecasts, and variance analysis against targets.

The selected bidder shall setup a coordination unit (onsite / offsite, in consultation with STPI), with suitable and sufficient manpower for facilitating potential exhibitors / exhibitors with the following:

- a. Onboarding and pre-event communication with material handling and storage for exhibitor equipment
- b. Exhibitor Onboarding – Helpdesk, registration, stall allocation, digital kits.
- c. Pre-event Communications – Bulk email/SMS updates, exhibitor portal, creatives, infographics, FAQs.
- d. Assistance in Freight Material Handling management and assistance.
- e. Exhibitor database creation, registration tracking, payment status tracking, stall allocation reports.
- f. During Event – Daily exhibitor participation reports, footfall analytics, issue log tracking.

- g. Post-Event Reporting – Detailed exhibitor feedback, lead & visitor data compilation, performance analysis.
- h. Dashboard & Analytics – Real-time reporting tools, MIS dashboards, summary presentations.
- i. Data Handover – Final compiled report with insights, recommendations & digital archive

The bidder can rope in a partner with suitable experience in sales of exhibition space. For this purpose, selected bidder has to submit a legally binding Agreement signed by both parties along with the Technical Bid, clearly defining their roles and responsibilities, and joint & several liability for performance and obligations.

All receipts of sales of exhibition space, including any add-on services, shall be in STPI's bank account.

2. **Theme design, Strategic planning & Coordination**

- i. Necessary conceptualizing, designing, planning, execution and related activities for the exhibition including display of latest technologies, use of ICT, interactive media, newness, innovation, etc.
- ii. Developing the Strategy for organizing the Exhibition in sync with the AI Impact Summit 2026 theme.
- iii. Layout preparation for Expo. The agency would have to provide for a planning of area. Around 50000 sqm space in Bharat Mandapam has been earmarked for the Expo in ground floors of Hall 1 to 5 & 14, and first floor of Hall 5. However, based on the need, expo space may be increased or decreased.
- iv. Other activities related to inauguration are arrangements of opening of the exhibition with technology element involved which include but not limited to show opening, ribbon cutting, light and sound effects, remote control opening of gates, etc. or any other activities as to be planned and executed in consultation with STPI.
- v. Liaison with necessary authority such as local governing bodies, Health Department for first-aid Room, and any other statutory approval for organizing the exhibition, etc.
- vi. Successful bidder shall have to provide the layouts of the exhibition along with the schedule for saleable area upon receiving the letter of intent for approval to STPI. Further, the successful applicant shall not, without the written sanction of STPI, make any deviation in the approved plans, details, specifications, resulting in decrease of net sellable area, etc.
- vii. The selected bidder shall deploy full time, suitable and sufficient manpower (minimum 2) with IT equipment like laptops at STPI office, within 1 week from award of work till the end of exhibition, for smooth and effective coordination for the expo.

3. **Infrastructure development**

- i. Civil Work
 - (a) Provision and managing of following facilities (Existing / temporary) including provision of Electricity, Water at the proposed venue based on the existing facilities.
 - Toilet blocks (Existing / temporary / mobile)
 - First aid counters
 - Security cabins
 - CCTV Command & Control Room

- Information Booth
- Registration Counters
- Technical Control Room
- Help Desk
- Announcement Centers
- Food Court, etc.

(b) The agency will have to study the existing infrastructure (Fire, Electricity, etc.) at the Venue and prepare the bid document accordingly

ii. Temporary Structures

- (a) Ambience creation for the Expo based on the theme including but not limited to creation of Façade for pavilions, potted plants and plantation, soft and hard landscaping , floral decoration, flags (event flags and flags of various countries within exhibition area).
- (b) Complete management of the activities related to necessary furniture/fixtures, including but not limited to providing, preparation of facia, etc.
- (c) To take up the necessary beautification in the existing layout and provisions.

iii. Electricity and Lighting

- (a) Electricity supply to all the stalls in the exhibition
- (b) Necessary arrangements and managing of sufficient power supply at the venue site including but not the limited to necessary cabling, earthing, DG sets for backup, necessary electrical protection system, existing electrical system and all the consumables with necessary cabling, and related payments towards temporary service line charges, security deposit, inspection charges and all other associated payments for exhibition area as well as parking and as such required or directed by Engineer-in-charge.
- (c) The successful bidder shall liaise with ITPO for temporary power or any changes in the permanent power so available, vis a vis the requirement for the exhibition, however the cost of consumption / Usage bill will be paid by STPI.
- (d) Liaison with necessary authority for statutory approvals for organizing the exhibition and all necessary permissions should be obtained in advance.
- (e) Day and night lighting, theme lighting, stage lighting, general lighting, etc. for expo area and pavilions within
- (f) The successful bidder would ensure that the work of electrical installations is carried out as per the guidelines of the operator of the venue

iv. ELV (Extra Low Voltage) Systems

- (a) Take up necessary security measures including but not limited to deployment of the security personnel, baggage screening gadgets (~12 nos.), DFMD and HHMD, CCTV, CCTV room, round the clock security of the exhibits & gadgets during the exhibition period, etc. and maintaining them in consultation and direction by the local police.
- (b) All necessary setup of LED Screens, Video wall, Public Address System, AV System, Public announcement system, other sound system, Watch- out etc. at exhibition area as well as at defined parking area as may be required as per the proposed design or directed by STPI.
- (c) Take up necessary event management related activities such as provision and functioning of AV Equipment, Sound Systems, LED Screens, Video walls, etc. as may be required or directed by officer-in-charge.

v. Fire Mitigation Arrangements/Risk Mitigation

- (a) Provision of necessary firemen in each Halls and other exhibition areas throughout the exhibition.
- (b) Provision of sufficient number of fire extinguishers of type and size as may be directed by the local fire authority or venue owner (ITPO).
- (c) Liaison with necessary authority such as local governing bodies, fire, utility providers, state security agencies, etc for statutory approval for organizing the exhibition in advance.
- (d) The successful applicant shall apply fire resistant coating, which shall be non-allergic, odourless, non-toxic, VOC free, non-carcinogenic, and earth friendly clear fire retardant of 'Flame Resist' or equivalent on all internal and external structures wherever applicable, including stage and as and where specified by STPI.

vi. Internet

- (a) The bidder will have to ensure adequate bandwidth availability for exhibitors, visitors, VVIPs, administration work, security, etc. throughout the event. Dedicated bandwidth to the exhibitors may be charged.
- (b) Bidder shall have to arrange for dedicated bandwidth on a chargeable basis as per requirement of exhibitor at respective stalls

vii. Food-court and Refreshment Arrangements

- (a) Making provision of food court at multiple location within the venue as per the guidelines of the venue and the directions of STPI
- (b) Lunch arrangements for dignitaries for all days of the event or for all delegates /VIP /VIIP / participants at the appropriate location in the venue
- (c) Setting up of kiosks for snacks and hot and cold beverages inside area allotted
- (d) The scope also includes provision of water, wash area, drainage, utilities such as electricity, fixtures, etc. in the extra temporary food courts
- (e) Provision for food and refreshment at the VVIP Lounge or at any appropriate place for visiting dignitaries.

viii. Parking & Vehicle movement Arrangements

- (a) Finalizing the vehicle moving plan during the exhibition days.
- (b) Making the vehicle movement plan for public consumption.
- (c) Liaison with traffic police for vehicle, public and VIP movement.
- (d) Provision of necessary barricades for movement.
- (e) Necessary arrangements at the parking venues which includes marking of parking space, provision of electricity, public address system, toilets, drinking water facility, etc.
- (f) Provision of necessary manpower at each and every parking locations and on the routes for all kind of traffic managements.
- (g) Necessary arrangements at the transfers of exhibitors and visitors between exhibition and parking venues.
- (h) Provision of necessary services such as fire mitigation, pest control, insecticides, disinfecting at parking areas

ix. Website and Mobile Application

- (a) The successful bidder will have to prepare a website/system within 15 days from award of Letter of Intent. This website should have details for making layout of various halls available; booking; payment, submission of agency details, power requirement details, stall manning personal details, charges of various utilities, furniture, fixtures, special requirements if any.

- (b) Details towards badges required, entry passes required, parking details, venue layout details, generation of various reports for booking carried out, payment pending, incomplete details submitted by exhibitors, total power requirement, etc. should also be captured in the portal/system.
 - (c) The website should be integrated with the AI IMPACT Summit website.
 - (d) All the above information would be used to create a mobile application for exhibitors as well as visitors to help them locate particular stalls based on area of interest.
- x. Videography/Photography during inaugural function and exhibition days
 - (a) Necessary Videography/Photography during Inaugural and exhibition days.
 - (b) Use of drone cameras in consultation with concern authorities.
 - (c) Special photographic point/selfie zone to be setup
 - (d) Photography of visiting VVIPs
 - (e) Arrangements for the interviews
- xi. Housekeeping
 - (a) Regular upkeep of the complete area of the exhibition including toilets, parking area earmarked for exhibition during the exhibition days including but not limited to making provisions for cleaning through necessary personnel, machines and consumables.
 - (b) The successful bidder has to liaison with the local municipal bodies for the proper and designated disposal of waste and debris within the venue and city municipal limits.
 - (c) Payment of necessary fees & charges as may be applicable to be paid to Municipal Corporation or any other authorities. This is likely to be revised and applicable charges are required to be borne by the bidder.
- xii. Security Services
 - (a) Agency shall provide security services during all event days and non- event days
 - (b) VIP and VVIP security related arrangements including barricading but not restricted to shall have to be worked out by the successful applicant with the Police and relevant department, the cost of such arrangements shall be borne by the applicant.
 - (c) Provision of minimum 50 nos. of Mojo barricades in the venue public management during VVIP movement
 - (d) Provision of the space for police control room and senior personnel lounge in Pagoda structure (minimum 02 nos.) or any suitable structure including water and electricity arrangement
 - (e) To set up a dust free CCTV control room (10mx8m) any location within the venue approved by the committee made up of fabricated structure/Inside the Hall having octanorm structure partitions with air conditioning, electrical supply and land line telephone facility
 - (f) Setting up of required nos. of pagoda structure at different places in the venue with necessary provision electricity
 - (g) Provision of necessary security personnel for screening of exhibitors exhibits & material and frisking
 - (h) Printing and distribution of different category of badges which includes but not limited to 1) permanent and temporary labour 2) visitors 3) Exhibitors 4) VVIP 5) Govt. officials 6) Service providers 7) Volunteers etc. All category shall have badges of different colour
 - (i) Providing stickers for vehicles having completed BDDS check. Approximate quantity 2000 nos.

- (j) Providing tags for security check. Approximate quantity is 50,000
- (k) Providing stickers for authorised vehicle entry
- (l) Character and history verification of the private security personnel to be undertaken from the Police
- (m) Setting up of ladies frisking enclosure
- (n) Setting up of cloak room
- (o) Provision of view cutter and cue mangers
- xiii. Vehicles for dignitaries & differently abled people
 - (a) Arrangements of necessary numbers of Battery-operated Golf Carts not less 10 nos.
 - (b) Battery operated Wheelchairs for differently abled people (Minimum 10 nos.)
 - (c) Electric Shuttle busses
 - (d) Vehicles (Sedan/SUV) for intra-city movement
- xiv. Insurance
 - (a) The successful bidder will have to take insurance towards the following from the nationalized insurance company.
 - manpower
 - damage to flora and fauna
 - plants, machinery, equipment, etc.
 - Existing structure
 - (b) The insurance liability under this clause shall cover full reinstatement cost including the costs of demolition and professional fees and profit.
 - (c) The Insurance cover under this clause shall be as under and policy shall be taken at entire cost of the applicant during the exhibition period.
 - Loss of human life – Minimum Rs. Ten Lakh
 - Permanent Disability of human beings – Minimum Rs. Ten Lakh
 - Human Body Injury not resulting into permanent disability – Minimum Rs. Fifty Thousand
 - (d) Besides this, any damage occurred to STPI/Govt. Officers or Applicant's personnel, equipment, assets etc. shall be liability of applicant. (All insurance taken by bidder should be in the name of STPI as beneficiary)

4. **Stall preparation**

- i. Stall preparation of the space for the Expo including right mix of participants from identified sectors, target countries, states of India.
- ii. Complete management of the activities related to participation by interested exhibitors, including but not limited to registering the exhibitors, communication with them, preparation of manual for participation, payments, facilitation, issuing of badges, passes, invitations, preparation and distribution of exhibitors catalogues, etc.
- iii. Visitors Management including business visitors and general visitors. Necessary arrangements at the parking venues, their transfers to the venue, entry segregation, entry gates, screening, all the other arrangements like temporary power and necessary lightings, flow of visitors within exhibition area, pathways, etc.

5. **IT Platform and Digital Services**

To deliver a seamless, secure, and technology-driven experience for all participants, the selected bidder shall conceptualize, design, develop, and maintain an integrated suite of AI-enabled IT platforms and digital services. These platforms shall cover the full event lifecycle — *pre-event, during-event, and post-event* — and ensure reliability, scalability, and compliance with all security and privacy standards. The scope shall include, but not be limited to, the following components:

i. Website Design, Development and Maintenance

- (a) The Selected Bidder shall design, develop, and maintain a fully responsive website/microsite equipped with a robust Content Management System (CMS) to enable seamless and frequent content updates.
- (b) The platform shall cater to pre-event promotion, real-time event operations, and post-event archival and analytics.
- (c) The website/microsite shall include all essential sections such as:
 - Dynamic home page, event overview, agenda/program schedule.
 - Exhibitions section, sponsorship section, visitor section, contact page with enquiry form and location map.
 - Embedded social media feeds and live update features.
- (d) It shall integrate a secure domestic and international payment gateway for registrations and transactions.
- (e) Minimum uptime guarantee of 99.99%, capable of handling simultaneous traffic/registrations up to 50,000 users across multiple categories.
- (f) The platform shall incorporate SSL certification, GDPR compliance, and other data protection mechanisms.
- (g) All content, design, and updates shall align with the Client's communication strategy and require prior approval.
- (h) Bidirectional integration shall be ensured with the main Summit website through APIs or other secure data-exchange mechanisms.

ii. Online Registration and Supporting Systems

- (a) Online Registrations for Visitors and Other Categories
 - The Selected Bidder shall develop a robust online registration facility for all visitor and participant categories.
 - The platform shall allow pre-registration and spot registration with integrated domestic and international payment gateway support.
 - Real-time synchronization shall be maintained with the central database to ensure accurate reporting and analytics.
- (b) Exhibitor Registration & Management Portal
 - The Selected Bidder shall design an Exhibitor and Sponsor Management Portal to facilitate:
 - Booth booking, sponsorship booking, and associated payments.

- Exhibitor directory creation with a centralized document library.
- Real-time analytics dashboard for tracking registrations, invoices, and payments.
- Additional services booking and offline payment update features.
- The system shall support seamless onboarding of exhibitors/sponsors and generate a digital exhibitor directory publishable across multiple platforms.

(c) Overall Registration Management and Support

- Provide API support for sharing registration data with stakeholders and partner systems.
- Implement configurable discount mechanisms (e.g., early bird offers, coupon/discount codes).
- Deploy a comprehensive admin panel for real-time tracking of all registration activities.
- Ensure robust payment reconciliation for online and offline transactions.
- Support the design and issuance of color-coded badges/lanyards for each registration category.

iii. Onsite Registration Management and Support

- (a) The Selected Bidder shall set up minimum 30 registration counters, including AI powered self-check-in kiosks and assisted registration stations, ensuring smooth attendee flow.
- (b) Provision shall be made for sending digital badges in advance via email and WhatsApp.
- (c) Sufficient badge stationery and lanyards shall be made available as per the requirements.
- (d) The Selected Bidder shall plan and implement the onsite registration area layout, access control scanning processes, and manpower deployment.
- (e) Ensure seamless entry for on-spot registrations through adequate facilitation systems and real-time data synchronization with the central database.

iv. Digital Supporting Services: To complement the physical event experience, selected bidder shall deploy AI-enabled digital supporting services and smart technologies to enhance engagement, communication, and operations efficiency:

(a) B2B Meetings Portal

- An AI-enabled B2B meeting platform shall be provided to facilitate 1000+ scheduled meetings between exhibitors, delegates, and buyers directly at exhibition booths.

(b) Mobile Application Development (iOS & Android)

- The Selected Bidder shall design, develop, and maintain cross-platform mobile applications for iOS and Android for a period of six months. The app shall be fully integrated with the event ecosystem and include:
 - Event agenda, session schedules, and speaker profiles.
 - Exhibitor directory and visitor registration modules.
 - Push notifications, real-time updates, and meeting scheduling.
 - QR-based lead scanning, interactive floor maps, and digital pass generation.

- Engagement tools such as polls, surveys, and live Q&A.
- The backend shall include secure database architecture, admin panel, API/payment gateway integration, SSL security, and compliance with privacy regulations.
- The app shall undergo cross-device testing and be published on App Store and Play Store, followed by continuous technical support, updates, and post-event data backup.

(c) Lead Capture Tools

- The Selected Bidder shall deploy tools enabling exhibitors to scan attendee QR codes and store leads securely within their dashboards.
- Facilities shall be provided for downloading and exporting captured leads for follow-up engagement.

(d) Mass Mailing Service

- The selected bidder shall provide and manage a mass mailing system for communication with registered participants, exhibitors, and partners, ensuring high deliverability and analytics tracking.

(e) WhatsApp Communication System

- The selected bidder shall implement and manage a WhatsApp-based communication platform for instant alerts, confirmations, and participant engagement.

(f) Infrastructure, Hosting, and Data Protection

- The selected bidder shall ensure robust hardware infrastructure, dedicated hosting servers, email services, and security measures to guarantee seamless operation of all digital systems.
- Comprehensive data protection, encryption, and disaster-recovery mechanisms shall be implemented for uninterrupted operations.

v. Maintenance, Support and Compliance

- (a) The selected bidder shall provide end-to-end technical support for all IT systems during and after the event (minimum six months).
- (b) Ensure continuous uptime, bug fixing, content updates, version control, and performance optimization.
- (c) Maintain strict compliance with applicable data-protection laws and the Client's internal IT governance framework.

6. **Documentation**

- i. A2 Size copy of following
 - (a) Finalized Venue layout
 - (b) Finalized layout of Exhibition area
 - (c) Movement plan
 - (d) Individual dome layout
- ii. Details of meeting held
- iii. Exhibitor list with contact details

- iv. Statistics of industry sector wise participation
- v. Statistics of visitors day wise
- vi. Album of Photographs of each and every element of the venue as well as soft copies
- vii. Soft and hard copy of all promotional material

7. **Other**

- i. Drinking water and water stations to be provided.
- ii. Arrangements of necessary drinking water bottles and distribution for visitors, exhibitors and staff.
- iii. Arrangements during the visit of Dignitaries / VIPs including but not limited to extending necessary hospitality services. This also includes setting up of necessary VIP Lounge/administrative building already set up which requires facilities including but not limited to air-condition, furniture, fixtures, TV, upholstery, carpets, refreshments, gadgets necessary for refreshment such as refrigerators, ovens, etc., toilets, toiletries, up keeping, etc.
- iv. Provision of necessary personnel and manpower for necessary services during the exhibition.

PS: 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. The list given above is an indicative list and shall include any other activity in association to those mentioned above.

Annexure 2 - Cover Letter for Bid

(To be submitted on the letterhead of the bidder)

To,
The Registrar-cum-Chief Administrative Officer
Software Technology Parks of India
1st Floor, Plate B, Office Block-1, East Kidwai Nagar,
New Delhi-110023.

Subject:

Dear Sir,

We, the undersigned, offer to provide services with reference to your Request for Proposal (RFP) dated <insert date> and our Proposal. We are hereby submitting our Proposal as part of this RFP requirement.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of this RFP document. We would hold the terms of our proposal valid for the number of days as stipulated in the RFP document.

By submitting the proposal, we acknowledge that we have carefully read all the sections of this tender document, including all forms, schedules and appendices hereto and are fully informed to all existing conditions and limitations. We also acknowledge that the company agrees with terms and conditions of the tender and the procedure for bidding, evaluation and selection.

We confirm that information contained in this response or any part thereof, including documents and instruments delivered or to be delivered to STPI, is true, accurate, verifiable and complete.

We fully understand and agree that on verification, if any of the information provided here is found to be misleading, the evaluation process or result in unduly favour to our company in the evaluation process, we are liable to be dismissed from the selection process or termination of the contract with STPI.

We understand that you are not bound to accept any bid you may receive.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Yours sincerely,

On behalf of [bidder's name]

Authorized Signature [In full and initials]:

Name & Title of signatory:

Name of Firm:

Address:

Seal/Stamp of bidder:

Place:

Date:

Annexure 3 - Organizational profile

(To be submitted on the letterhead of the bidder)

S. No	Particulars	Details
1.	Name of Bidder	
2.	Legal status of Bidder (Pvt. Ltd. , LLP, Partnership Firm, Non-Profit Organization (Society, Trust, Section 8 company)	
3.	Bidder's country of registration	
4.	Incorporation Details (Incorporation / Registration date and number)	
5.	GSTN number	
6.	PAN	
7.	Registered address (In country of Registration)	
8	Areas of business of the Bidder	
10.	Primary Contact Person (Name, Designation, address, mobile number, email)	
11.	Secondary Contact Person (Name, Designation, address, mobile number, email)	
12	Details of the sales partner, in case the bidder decides to rope in a partner with suitable experience in sales of exhibition space. (A copy of this agreement to be annexed)	

On behalf of [bidder's name]

Authorized Signature [In full and initials]:

Name & Title of signatory: Name of Firm: Address:

Seal/Stamp of bidder:

Place:

Annexure 4 - Format for Non-Blacklisting Self Declaration

(To be submitted on the letterhead of the bidder)

To,
The Registrar-cum-Chief Administrative Officer
Software Technology Parks of India
1st Floor, Plate B, Office Block-1, East Kidwai Nagar,
New Delhi-110023.

This is to certify that _____ (name of the bidder), having registered office at _____ (address of the registered office), as on date of submission of the bid, doesn't have the status of being blacklisted or made ineligible by Govt. of India / State Govt. /Govt. Agencies for participation in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reasons.

In case our organization gets blacklisted by any Government entity, even during contract period, we will inform the same to STPI in writing within 15 days from the date of blacklisting. In case of concealing any such information with STPI, we are liable for the termination of the contract.

(Authorized Signatory)

Name:

Designation:

Address:

Seal:

Date:

Annexure 5 - Format for Annual Turnover

(To be submitted on the letterhead of the bidder)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s. _____ having its registered office at _____ and bearing PAN No. _____ and GSTIN No. _____ is engaged in event management, exhibitions and related services.

As per the audited financial statements and books of accounts, the details of the Annual Turnover and Profit/Loss status of the bidder (including its subsidiaries / Group company / Parent company engaged in similar business activities) for the last three financial years are as follows:

S. No.	Financial Year (FY)	Turnover (₹ in Crores)	Profit/ Loss	Remarks
1				
2				
3				

- The Average Annual Turnover of the bidder in last three financial years is ₹ _____ Crores, which is equal to or more than ₹30.00 Crores, as required under the tender conditions.
- The bidder has not incurred losses in more than two financial years in the last three financial years.

This certificate is issued based on the examination of the audited financial statements and other relevant records and documents produced before us.

Date: _____

Place: _____

For (Name of Chartered Accountant / Firm)

Signature & Seal
(Authorized Signatory)

Firm Registration No.: _____
Membership No.: _____

Annexure 6 - Format for showcasing relevant project experience

(To be submitted on the letterhead of the bidder)

(Attach separate table for each project)

Project Title:	
Name of client:	
Client (Government / Private):	
Address of client:	
Referrals (Client side): Name: Designation: Role in the project: Contact number: Email Id:	
Project Type (Exhibitions/ Conference / Both / other)	
Project Cost: (in Rs.)	
Start Date (month / year): End Date (month / year):	
Status of the assignment (ongoing /completed):	
Description of project: (in not more than 200 words)	
Description of services provided: (in not more than 500words)	
Relevance of assignment to current project: (in not more than 200 words)	

Authorized Signature [In full and initials]:

Name & Title of signatory:

Name of Firm:

Seal/Stamp of bidder:

Place:

Date:

Annexure 7 – Details of sale of exhibit space

(To be submitted on the letterhead of the bidder)

Table Reference No. < # >

Name of the Event

Date of the event

Sl. No	Name of client	Total Space sold (in Sq. mtr.)	Agreement/ contract/ payment receipt or any other communication confirming the sale
	Total per event		

Above table shall be re-produced with a unique Table Reference No. for each event and should be summarized as below:

Sl. No	Name of the Event	Table Reference No.	Total Space sold (in Sq. mtr.)
	Total		

Signature: (Authorized Signatory) Name:

Designation:

Address: Seal:

Date

Annexure 8 - Format for CV of SPOC

(To be submitted on the letterhead of the bidder)

Sl No.	Proposed Position	SPOC
1.	Name	
2.	Qualifications	
3.	Total years of experience and relevant experience in Management Event	
4.	Details of Events undertaken as mentioned below for minimum three projects in past 10 years.	
	Event Name: Client Name: Event Value: Event Size- Participants: Date: Role/Work area:	

Signature: (Authorized Signatory)

Name:

Designation:

Address: Seal:

Date

Annexure 9 - Bank Guarantee / Performance Bank Guarantee

(To be submitted on the letterhead of the bidder)

To,
The Registrar-cum-Chief Administrative Officer
Software Technology Parks of India
1st Floor, Plate B, Office Block-1, East Kidwai Nagar,
New Delhi-110023.

WHEREAS (Name and address of the supplier)
(hereinafter called "the supplier") has undertaken, in pursuance of contract no.....
dated to supply (description of goods and services) (herein after called "the contract").

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with
a bank guarantee by a scheduled commercial recognized by you for the sum specified therein as security
for compliance with its obligations in accordance with the contract;

AND WHEREAS we (Name of the Bank) have agreed to give the supplier such a bank guarantee.

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the
supplier, up to a total of
..... (amount of the guarantee in words and figures), and we (Name
of the Bank) undertake to pay you, upon your first written demand declaring the supplier to be in default
under the contract and without cavil or argument, any sum or sums within the limits of (amount of
guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand
or the sum specified therein.

We (Name of the Bank) hereby waive the necessity of your demanding the said debt from the supplier
before presenting us with the demand.

We (Name of the Bank) further agree that no change or addition to or other modification of the terms of
the contract to be performed thereunder or of any of the contract documents which may be made
between you and the supplier shall in any way release us from any liability under this guarantee and we
hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the day of, 20.....

.....
(Signature of the authorized officer of the Bank)

.....
Name and designation of the officer
.....
.....

Seal, name & address of the Bank and address of the Branch

WITNESS 1

.....(Signature)

Attorney as per Power of Attorney:

WITNESS 2

..... (Signature)

Attorney Number & Date

Annexure 10 - Format for Non-Disclosure Agreement

(To be submitted by successful bidder post issue of Work Order)

This Non-Disclosure Agreement ("Non-Disc") is made and entered into _____ day of _____ Month _____ year (effective date) by and between STPI ("Department") and _____ ("Company") _____ Whereas, Department and Company have entered into an Agreement _____ effective _____

AND for Whereas, each party desires to disclose to the other party certain information in oral or written form which is proprietary and confidential to the disclosing party, ("CONFIDENTIAL INFORMATION"). The confidentiality obligations shall survive the termination of this Contract. NOW, THEREFORE, in consideration of the foregoing and the covenants and agreements contained herein, the parties agree as follows:

1. Definitions. As used herein:

- a. The term "Confidential Information" shall include, without limitation, all information and materials, furnished by either Party to the other in connection with citizen/ users/ persons/ customers data, products and/ or services, including information transmitted in writing, orally, visually, (e.g. video terminal display) or on magnetic or optical media and including all proprietary information, customer lists, trade secrets, trade names or proposed trade names, methods and, licensed document know-how, ideas, concepts and other intellectual property relating to the disclosing party's data, computer data base, products and/ or services. Results of any tests, sample surveys, analytics, data mining exercises or usages, etc., carried out by the receiving party in connection with the Department's Information, including citizen/ users/ persons/customers' personal or sensitive personal information as defined under any law for the time being in force, shall also be considered Confidential Information.
- b. The term, "Department" shall include the officers, employees, agents, consultants, contractors and representatives of the Department.
- c. The term, "Company" shall include the directors, officers, employees, agents, consultants, contractors and representatives of Company, including its applicable affiliates and subsidiary companies.

2. Protection of Confidential Information. With respect to any Confidential Information disclosed to it or to which it has access, Company affirms that it shall:

- a. Use the Confidential Information as necessary only in connection with Project and in accordance with the terms and conditions contained herein
- b. Maintain the Confidential Information in strict confidence and take all reasonable steps to enforce the confidentiality obligations imposed hereunder, but in no event take less care with the Confidential Information than the parties take to protect the confidentiality of their own proprietary and confidential information and that of their clients.
- c. Not to make or retain copy of any citizen/ users/ persons/ customers database, Proposals developed by or originating from Department or any of the prospective clients of Department except as necessary, under prior written intimation from Department, in connection with the Project and ensure that any such copy is immediately returned to Department even without express demand from Department to do so
- d. Not disclose or in any way assist or permit the disclosure of any Confidential Information to any other person or entity without the express written consent of the other party; and
- e. Return to the other party, or destroy, at Department's discretion, any and all Confidential Information disclosed in oral/ printed form or other permanent record, or in any other tangible

form (including without limitation, all copies, notes, extracts, analyses, studies, summaries, records and reproductions thereof) immediately upon the earlier to occur of (i) expiration or termination of either party's engagement in the Project, or (ii) the request of the other party therefore.

- f. Not to discuss with any member of the public, media, press, or any other person about the nature of arrangement entered between Department and Company or the nature of services to be provided by the Company to the Department.
3. Onus - Company shall have the burden of proving that any disclosure or use inconsistent with the terms and conditions hereof falls within any of the following exceptions.
4. Exceptions - These restrictions, as enumerated in this Agreement, shall not apply to any Confidential Information.
 - a. Which is independently developed by Company or lawfully received from another source free of restriction and without breach of this Agreement; or
 - b. After it has become generally available to the public without breach of this Agreement by Company; or
 - c. Which at the time of disclosure to Company was known to such party free of restriction and evidenced by documentation in such party's possession; or
 - d. Which Department agrees in writing is free of such restrictions.
 - e. Which is received from a third party not subject to the obligation of confidentiality with respect to such Information
5. Remedies - Company acknowledges that (a) any actual or threatened disclosure or use of the Confidential Information by Company would be a breach of this agreement and may cause immediate and irreparable harm to Department; (b) Company affirms that damages from such disclosure or use by it may be impossible to measure accurately; and (c) injury sustained by Department may be impossible to calculate and remedy fully. Therefore, Company acknowledges that in the event of such a breach, Department shall be entitled to specific performance by Company of Company's obligations contained in this Agreement. In addition, Company shall indemnify Department of the actual and liquidated damages which may be demanded by Department. Moreover, Department shall be entitled to recover all costs (including reasonable attorneys' fees) which it or they may incur in connection with defending its interests and enforcement of legal rights arising due to a breach of this agreement by Company.
6. Need to Know. Company shall restrict disclosure of such Confidential Information to its employees and/ or consultants with a need to know (and advise such employees of the obligations assumed herein), shall use the Confidential Information only for the purposes set forth in the Agreement and shall not disclose such Confidential Information to any affiliates, subsidiaries, associates and/or third party without prior written approval of the disclosing party. Intellectual Property Rights Protection - No license to a party, under any trademark, patent, copyright, design right, mask work protection right, or any other intellectual property right is either granted or implied by the conveying of Confidential Information to such party.
7. No Conflict - The parties represent and warrant that the performance of its obligations hereunder does not and shall not conflict with any other agreement or obligation of the respective parties to which they are a party or by which the respective parties are bound.
8. Authority - The parties represent and warrant that they have all necessary authority and power to enter into this Agreement and perform their obligations hereunder.
9. Dispute Resolution - If any difference or dispute arises between the Department and the Company in connection with the validity, interpretation, implementation or alleged breach of any provision of this Agreement, any such dispute shall be referred to STPI

- a. The arbitration proceedings shall be conducted in accordance with the (Indian) Arbitration & Conciliation Act, 1996 & amendments thereof.
 - b. The place of arbitration shall be New Delhi
 - c. The arbitrator's award shall be substantiated in writing and binding on the parties.
 - d. The proceedings of arbitration shall be conducted in English.
 - e. The arbitration proceedings shall be completed within a period of 180 days from the date of reference of the dispute to arbitration.
10. Governing Law - This Agreement shall be interpreted in accordance with and governed by the substantive and procedural laws of India and the parties hereby consent to the exclusive jurisdiction of Courts and/ or Forums situated at New Delhi, India only.
11. Entire Agreement. This Agreement constitutes the entire understanding and agreement of the parties and supersedes all previous or contemporaneous agreements or communications, both oral and written, representations and understandings among the parties with respect to the subject matter hereof.
12. Amendments - No amendment, modification and/ or discharge of this Agreement shall be valid or binding on the parties unless made in writing and signed on behalf of each of the parties by their respective duly authorized officers or representatives.
13. Binding Agreement - This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.
14. Severability - It is the intent of the parties that in case any one or more of the provisions contained in this Agreement shall be held to be invalid or unenforceable in any respect, such provision shall be modified to the extent necessary to render it, as modified, valid and enforceable under applicable laws and such invalidity or unenforceability shall not affect the other provisions of this Agreement.
15. Waiver - If either party should waive any breach of any provision of this Agreement, it shall not thereby be deemed to have waived any preceding or succeeding breach of the same or any other provision hereof.
16. Survival - Both parties agree that all their obligations undertaken herein with respect to Confidential Information received pursuant to this Agreement shall survive till perpetuity even after any expiration or termination of this Agreement.

IN WITNESS HEREOF and intending to be legally bound, the parties have executed this Agreement to make it effective from the date and year first written above.

For Department

For Company

Name:

Name:

Title:

Title:

WITNESSES:

1.

2.

Annexure 11 - Format for Financial Bid

(To be submitted on the letterhead of the bidder)

To,
The Registrar-cum-Chief Administrative Officer
Software Technology Parks of India
1st Floor, Plate B, Office Block-1, East Kidwai Nagar,
New Delhi-110023.

Dear Sir,

The undersigned, on behalf of [give the name of bidder], offer to provide the services for [Insert title of Assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our financial proposal.

- a) We declare that our Bid Price is for the entire scope of the work as specified in the detailed RFP document. Our bid prices are mentioned in the submitted Financial Bid. The price is payable in local currency, i.e. Indian Rupees.
- b) We confirm that all the rates mentioned in our bid are in accordance with the terms as specified in this RFP. The financial bid including all the rates and other terms and conditions of this Bid shall be binding upon us, subject to expiration of the validity period and are valid for the entire duration of the contract.
- c) We are not submitting any assumptions or conditions with our financial proposal.
- d) We hereby confirm that we understand that all the applicable taxes, including GST, shall be included in the prices mentioned in the Financial Bid.
- e) We understand that you are not bound to accept any proposal you receive. We hereby declare that our bid is made in good faith, without collusion or fraud and the information contained in the bid is true and correct to the best of our knowledge and belief.
- f) STPI reserves the right to reject our proposal in case of any discrepancy or conditions found within our proposal.
- g) The financial bid summary is submitted herewith. Details containing Item-wise BOQ is submitted, as per the Annexure attached herewith.

Description	Amount (in Rs.)
Total Cost of Exhibition (in figures)	
Total Cost of Exhibition (in words)	
Note: - If there is a discrepancy between words and figures, the amount in words will prevail. - The total mentioned above, it is inclusive of all applicable taxes (including GST).	

On behalf of [bidder's name]
Authorized Signature [In full and initials]:
Name & Title of signatory:
Name of Firm: Address:
Seal/Stamp of bidder:
Place:
Date:

Annexure - Item-wise BOQ for Financial Bid

Sr. No	Description	Quantity	Units	Rate (Per Unit)	Amount	GST (%)	GST Amount
A	B	C	D	E	F=C*E	G	H=F*G
1.	Pre Event Activities						
	The agency selected need to initiate PR and social media activity immediately after the selection for a period of 4 Months. They would need to Deploy a dedicated team to devise strategy, create and design content and undertake the following tasks which are not exhaustive						
	i Press interviews of senior officials in leading national dailies	12	Nos				
	ii Design and deliver advertorials regarding the event	4	Nos				
	Social media management including creation of handles, etc						
	i Daily posts on all SM handles	250	posts				
	ii Daily monitoring and requisite reports	1	Job				
2.	Conceptualisation & Designing						
	Conceptualization						
	i India AI Impact Expo 2026 logo	1	Job				
	ii Theme Pavilion (Bharat Pavilion)	1	Job				
	iii Architectural layouting and space planning for effective utilisation of the area	1	Job				
	iv Design of the exhibition floor plan, layout zoning	1	Job				
	v All other design work that may come up from time to time related to the Expo	1	Job				
	Designing						
	i Theme based high quality creative & Branding Advertising (design charges)	1	Job				
	ii Exhibitors Catalogue	1	Job				
	iii Fair Guide	1	Job				
	iv Seminars & Webinars book	1	Job				
	v Programme schedule brochure	1	Job				
	vi Event Invitations (Misc Digital Printing)	1	Job				
	vii Designing and Adaptation of Creatives (in English & Regional Languages)	1	Job				
	viii Designing of Creative for EDM, social media, etc.	1	Job				
	ix Post Event Report	1	Job				
	x Daily newsletters, content creation, etc	1	Job				
	xi Print Media - Designing of Advertisement	1	Job				
	xii all other design work that may come up from time to time related to the Expo	1	Job				
3.	IT Platform and Services						
	IT Platform and Services: To deliver a seamless and elevated experience for all participants, the selected bidder shall provide a suite of robust, AI-enabled digital supporting services, integrating advanced technologies and intelligent solutions to complement and strengthen the overall event ecosystem. The following services shall be part of the scope and have to be provided for a period of 6 months:	1	Job				

Sr. No			Description	Quantity	Units	Rate (Per Unit)	Amount	GST (%)	GST Amount
A			B	C	D	E	F=C*E	G	H=F*G
			Website Design, Development & Maintenance: Design, development, hosting and maintenance of multilingual, responsive event website/microsite with CMS, SSL, GDPR compliance, payment gateway (domestic + international), uptime ≥ 99.99%, traffic handling ≥ 50,000 users; dynamic pages (home, agenda, exhibitors, sponsors, visitors, contact map); integration with Summit website via API. Online Registration System – Visitors / Delegates: Online pre-registration & on-site registration modules with real-time sync, payment gateway, analytics dashboard, and admin controls. Exhibitor / Sponsor Management Portal: Booth / sponsorship booking, exhibitor directory, document library, analytics dashboard, PI generation, offline payment update, digital exhibitor directory generation, multilingual support. Overall Registration Management & Support: API data-sharing with stakeholders, early-bird/discount code management, payment reconciliation. Digital Badges & Access Control System: Pre-event digital badge issuance (email + WhatsApp) + on-site access management/scanning system. B2B Meetings Portal (AI-enabled): AI-based matchmaking & scheduling platform to support ≥ 1000 B2B meetings between exhibitors & delegates. Mobile App (iOS & Android): Cross-platform app design, development, testing, and store publishing; features – agenda, speaker profiles, exhibitor directory, push notifications, floor map, QR passes, surveys, live Q&A, multilingual support. Multilingual Voice AI assistant for expo services including Concierge Lead Capture Tools: QR-based attendee scanning & lead storage/download system for exhibitors. Mass Mailing System: Setup + management of bulk email communication platform with analytics. WhatsApp Communication System: Automated broadcast & notification system integrated with registration / CRM database. Hosting & Infrastructure Support: Secure cloud / dedicated server, hardware infrastructure, email services, SSL certificates, backup, disaster recovery. Security, Maintenance & Technical Support: Security audit of entire platform. Comprehensive AMC covering web, app, registration, and digital systems; bug fixes, version control, content updates.						
4.			Branding, Signages & Venue Décor						
	a		Hoardings & Outside Venue Branding						
		i	Double side Pole bunting - Printing and mounting of flex with frame - 4ft x 8ft - 50 Poles	3200	Sqft				
		ii	Hoarding - Printing and mounting of flex with frame - 12ft x 8ft - 50 Nos.	4800	Sqft				
	b		Inside Venue Branding						
		i	Customised Thematic Installations (15ftX10ft)	10	Nos				

Sr. No	Description		Quantity	Units	Rate (Per Unit)	Amount	GST (%)	GST Amount
A	B		C	D	E	F=C*E	G	H=F*G
		Thematically designed and with vibrant colours Made of mdf or steel or any material suitable for an international level exhibition. Could be enhanced with led intelligent lighting and/or other tech material						
	ii	Customised Thematic Installations (20ftX15ft): Thematically designed and with vibrant colours Made of mdf or steel or any material suitable for an international level exhibition. Could be enhanced with led intelligent lighting and/or other tech material	10	Nos				
	iii	VoiceAI & GenAI experiences: Stations for voice AI based information kiosks	10	Nos				
	iv	General branding in flex inside venue as per theme including all elements mentioned below - Drop down Flex bunting inside the Exhibition Halls - Drop down Fabric Brandings - Outside the Halls - Pathway brandings - Directional Signages - 3D Standee for event branding and way finding signages - Thematic standees with vinyl prints - View Cutter -made of MS/aluminium structure with aesthetically designed printed fabric will be placed at areas where masking of the undesirable sights is necessary. This will be firmly anchored to the ground, Height 10 feet - You Are Here - Logo Panel - Police Signage Standee - Parking signages - Decorative walkway From Gate No 4 to Hall 5.	100000	Sqft				
	c	Gates & Arches						
	i	Entrance Gates - Supply and fixing aesthetically designed entrance to the Main Entrance Gate depicting approved theme of heritage of India / AI IMPACT Expo Theme. Gate 1,4,5,6,7 and 10	4	Nos.				
	ii	Additional cost of Incorporating LED Element in the Entrance Gates	200	Sqft				
	iii	Hall Gates - Thematic 3 D arch gate at the entrance of Halls from the pathways. Halls 1-6 and 14	14	Nos.				
	iv	Hall Foyer Thematic Gates - Conceptualised Artistic Thematic Hall Entrance Gates inside the hall foyer area depicting the INDIA AI IMPACT SUMMIT Theme by using the Advanced Technology & Audio-Visual Theme. (GF for all 1-5 & 14 and FF for 5 Foyer Area)	7	Nos				
	d	Ambience Décor						
	i	Theme decoration to be proposed by the Bidder with development of open area of Bharat mandapam Convention Center, at various entrances and within the venue	1	Lumpsu m				
	ii	3D letter cutout minimum size of 12 ft height for " AI IMPACT EXPO 2026"	4	Set				
	iii	3-4 Thematic Art Installations inside the pathways - 15'x 20'	4	Nos				
	iv	Indoor / Outdoor LED Walls placed in the strategic locations with sound including the required scaffolding, raiser and masking of the LED Wall back side..etc	1920	Sqft				

Sr. No	Description	Quantity	Units	Rate (Per Unit)	Amount	GST (%)	GST Amount
A	B	C	D	E	F=C*E	G	H=F*G
e	Venue Building Façade lighting- Complete building lighting with multiple programmable lights (LED par, NIC NRG wash, BSW380, Moving wash etc) creating an aesthetically pleasing experience. This needs to be catered all Halls including the Pathway between Exhibition Halls.						
i	BSW 380 W	500	Nos				
ii	Nick NRG Wash	500	Nos				
iii	Mac Aura Wash (moving)	250	Nos				
iv	LED Batton	200	Nos				
v	Programming Board (Digital) (Grand MA 3)	5	Nos				
vi	DMX Splitter	50	Nos				
vii	LED Par	2000	Nos				
viii	LED Warm White	50	Nos				
ix	Halogen Lights	40	Nos				
x	MoleFay - 4 way	40	Nos				
xi	Power Trolley	20	Nos				
xii	Laser 10 W RGB	5	Nos				
xiii	32 AMP distribution panels	30	Nos				
xiv	Truss for Lights (14ft Height)	50	Nos				
f	Design, Fabrication & Installation of Selfie Points: Conceptualization, design, fabrication, and installation of aesthetically appealing Selfie Points at key locations across the venue, as per the approved themes and designs. Each unit shall be structurally stable, visually engaging, and photo-friendly, incorporating branding elements, lighting, and durable materials to withstand public interaction throughout the event duration. The agency shall ensure timely execution, maintenance, and dismantling post-event. Height not less than 12ft	8	Nos				
g	Country Flag Tall with Pole and stand						
i	large Country Flags on 20' galvanised pole - 30 countries	4	sets				
ii	Medium Country Flags on 8' galvanised pole - 30 countries	10	sets				
h	Horticulture Services: Supply, placement, and maintenance of seasonal flowerpots and potted plants of various heights to enhance the aesthetics of entry gates, lounges, passages, and key public areas across the venue. The scope includes daily upkeep, and replacement (if required) to ensure fresh and well-maintained greenery throughout the event duration:						
i	Potted plants	8000	Nos				
ii	Landscaping	500	Sqft				
5.	Seminar & Conference Halls						
a	Open house seminar - for ~250 pax; 1 nos	400	Sqm				
i	Stage with steps and skirting – 24'x20'x1.5' with grey carpet #	1	Nos				
ii	Backdrop – LED 24'x9' #	1	Nos				
iii	Side wings – 6' x 11' – made of black back flex #	2	Nos				
iv	Acoustic sound proof panels – (40m x 5m) (10m x 5m) #	2 (each)	Nos				

Sr. No	Description	Quantity	Units	Rate (Per Unit)	Amount	GST (%)	GST Amount
A	B	C	D	E	F=C*E	G	H=F*G
v	VIP chairs for dias #	10	Nos				
vi	Centre tables #	5	Nos				
vii	Podium with branding #	2	Nos				
viii	High back conference chairs #	250	Nos				
ix	Podium mics #	2	Nos				
x	Line array PA system for 250 pax #	1	Nos				
xi	Cordless microphone #	4	Nos				
xii	Lapel Microphone #	2	Nos				
xiii	Digital audio mixer (with all audio accessories) #	1	Nos				
xiv	Stage monitors #	4	Nos				
xv	LED Pars #	36	Nos				
xvi	Profile lights #	4	Nos				
xvii	Moving head wash #	8	Nos				
xviii	Moving head spot #	8	Nos				
xix	Hall lighting #	4	Nos				
xx	Lighting board with all accessories #	1	Nos				
xxi	LED backdrop 24'x9' #	1	Nos				
xxii	Live feed and mixing station #	1	Nos				
xxiii	Laptop #	2	Nos				
xxiv	Seamless switcher #	1	Nos				
xxv	Cue commander #	2	Nos				
xxvi	HD camera for live feed #	2	Nos				
xxvii	Premium carpet for venue #	400	sqm				
xxviii	Florals #	1	Job				
b	Big Conference room - for ~ 500 pax; 1 nos	800	Sqm				
i	Stage with steps and skirting – 30'x20'x1.5' with grey carpet #	1	Nos				
ii	Backdrop – LED 30'x9' #	1	Nos				
iii	Side wings – 6' x 11' – made of black back flex #	2	Nos				
iv	Acoustic sound proof panels – (40m x 5m) (20m x 5m) #	2 (each)	Nos				
v	VIP chairs for dias #	14	Nos				
vi	Centre tables #	7	Nos				
vii	Podium with branding #	2	Nos				
viii	High back conference chairs #	500	Nos				
ix	Podium mics #	2	Nos				
x	Line array PA system for 250 pax #	2	Nos				
xi	Cordless microphone #	6	Nos				
xii	Lapel Microphone #	4	Nos				

Sr. No	Description	Quantity	Units	Rate (Per Unit)	Amount	GST (%)	GST Amount
A	B	C	D	E	F=C*E	G	H=F*G
	xiii Digital audio mixer (with all audio accessories) #	1	Nos				
	xiv Stage monitors #	6	Nos				
	xv LED Pars #	42	Nos				
	xvi Profile lights #	8	Nos				
	xvii Moving head wash	12	Nos				
	xviii Moving head spot #	12	Nos				
	xix Hall lighting #	8	Nos				
	xx Lighting board with all accessories #	1	Nos				
	xxi LED backdrop 30'x9' #	1	Nos				
	xxii Live feed and mixing station #	1	Nos				
	xxiii Laptop #	2	Nos				
	xxiv Seamless switcher #	1	Nos				
	xxv Cue commander #	2	Nos				
	xxvi HD camera for live feed #	2	Nos				
	xxvii Premium carpet for venue #	800					
	xxviii Florals #	1	Job				
	xxix Tiered seating for audience #	1	Job				
c	Medium Conference room for ~300 pax; 2 nos;	1000	Sqm				
i	Stage with steps and skirting – 24'x20'x1.5' with grey carpet #	1	Nos				
ii	Backdrop – LED 24'x9' #	1	Nos				
iii	Side wings – 6' x 11' – made of black back flex #	2	Nos				
iv	Acoustic soundproof panels – (40m x 5m) (10m x 5m) #	2 (each)	Nos				
v	VIP chairs for dias – #	10	Nos				
vi	Centre tables #	5	Nos				
vii	Podium with branding #	2	Nos				
viii	High back conference chairs #	300	Nos				
ix	Podium mics #	2	Nos				
x	Line array PA system for 250 pax #	1	Nos				
xi	Cordless microphone #	4	Nos				
xii	Lapel Microphone #	2	Nos				
xiii	Digital audio mixer (with all audio accessories) #	1	Nos				
xiv	Stage monitors #	4	Nos				
xv	LED Pars #	36	Nos				
xvi	Profile lights #	4	Nos				
xvii	Moving head wash #	8	Nos				

Sr. No	Description	Quantity	Units	Rate (Per Unit)	Amount	GST (%)	GST Amount
A	B	C	D	E	F=C*E	G	H=F*G
xviii	Moving head spot #	8	Nos				
xix	Hall lighting #	4	Nos				
xx	Lighting board with all accessories #	1	Nos				
xxi	LED backdrop 24'x9' #	1	Nos				
xxii	Live feed and mixing station #	1	Nos				
xxiii	Laptop #	2	Nos				
xxiv	Seamless switcher #	1	Nos				
xxv	Cue commander #	2	Nos				
xxvi	HD camera for live feed #	2	Nos				
xxvii	Premium carpet for venue #	500	sqm				
xxviii	Florals #	1	Job				
xxix	Tiered seating for audience #	1	Job				
d	Small Conference room for 200 pax; 2nos	600	Sqm				
i	Stage with steps and skirting – 24'x20'x1.5' with grey carpet #	1	Nos				
ii	Backdrop – LED 24'x9' #	1	Nos				
iii	Side wings – 6' x 11' – made of black back flex #	2	Nos				
iv	Acoustic soundproof panels – (40m x 5m) (10m x 5m) #	2 (each)	Nos				
v	VIP chairs for dias – #	10	Nos				
vi	Centre tables #	5	Nos				
vii	Podium with branding #	2	Nos				
viii	High back conference chairs #	200	Nos				
ix	Podium mics #	2	Nos				
x	Line array PA system for 250 pax #	1	Nos				
xi	Cordless microphone #	4	Nos				
xii	Lapel Microphone #	2	Nos				
xiii	Digital audio mixer (with all audio accessories) #	1	Nos				
xiv	Stage monitors #	4	Nos				
xv	LED Pars #	36	Nos				
xvi	Profile lights #	4	Nos				
xvii	Moving head wash #	8	Nos				
xviii	Moving head spot #	8	Nos				
xix	Hall lighting #	4	Nos				
xx	Lighting board with all accessories #	1	Nos				
xxi	LED backdrop 24'x9' #	1	Nos				
xxii	Live feed and mixing station #	1	Nos				

Sr. No	Description	Quantity	Units	Rate (Per Unit)	Amount	GST (%)	GST Amount
A	B	C	D	E	F=C*E	G	H=F*G
xxiii	Laptop #	2	Nos				
xxiv	Seamless switcher #	1	Nos				
xxv	Cue commander #	2	Nos				
xxvi	HD camera for live feed #	2	Nos				
xxvii	Premium carpet for venue #	300	sqm				
xxviii	Florals #	1	Job				
xxix	Tiered seating for audience #	1	Job				
6.	Lounges & Offices						
a	VVIP / Ministers Lounge / Office (20-25pax): Setting up of Structure with Setup of premium executive furniture, , seating arrangements, flower décor and branding incorporating all required fittings and finishes in line with the design and specifications. Laptops, Laster Printers, LCD 50 inches TV.	200	Sqm				
b	VIP / Speaker Lounge: Complete setting up of Structure with setup of furniture, sofa seatings with centre tables, chairs with table, reception table with bar stools. Provision of power sockets for device charging, dustbins, plants for cleanliness, and decor, installation of branding treatment walls as per the approved event theme. The lounge ambiance will be enhanced with tasteful flower décor, ensuring a high-end, welcoming environment for distinguished VVIP /VIP/Speakers.	200	Sqm				
c	Business Centre: Complete setting up of Structure with Setup of Furniture for the . The scope includes executive desks, workstations, conference tables, ergonomic chairs, storage cabinets, and pedestals fan, all as per the approved design and layout. Laptops, laser printers, LCD TV 50 inches.	100	Sqm				
d	Delegate Networking Zone; Design, construction, and furnishing of a dedicated Networking and B2B Interaction Zone, aimed at facilitating business meetings and informal interactions. The setup shall include aesthetically, round/discussion tables with chairs, soft seating, and branding elements as per the approved layout. Adequate lighting, carpeting, electrical provisions, and decor enhancements must be provided to create a professional and engaging atmosphere, maintained throughout the event duration.	200	Sqm				
e	Organisers' Office Setup: Construction of Organiser Office for Providing furniture, 20 computer tables, 20 chairs, sofa sets seating, round tables, along with IT infrastructure, internet connectivity, AC & fans, and necessary electrical provisions.	200	Sqm				
f	B2B meeting Rooms : Creation and fabrication of 05 enclosed meeting rooms each for 10 persons with associated circulating area at Hall No. 04 with comfortable level of sound proofing, ceiling, platform, carpet, interiors, doors, office/round tables, chairs, lighting, min 55 inch TV screen, Wi-Fi/Lan connection, etc	20	Sqm				
7.	Pavilion & Stall Fabrication						
a	Construction of pavilions in laminated walls in matrix system with façade of 3.5mtr with carpeted flooring, lighting, electrical outlets, façade printing, reception counter, chairs, lounges. 150 sq.m x 5 nos (numbers may vary)	750	sqm				

Sr. No	Description		Quantity	Units	Rate (Per Unit)	Amount	GST (%)	GST Amount
A	B		C	D	E	F=C*E	G	H=F*G
b		Construction of customise stalls/pavilions with back and side walls made of Plywood / MDF in paint finish, platform with brand new carpet, branding pylon with led tv 50 inches, reception table with bar stool, digital prints, basic furniture (4 chairs, 1 round table, 1 softa seating), general lights, power outlet, dustbin, daily cleaning, etc. 150 sq.m x 5 nos (numbers may vary)	750	sqm				
c		Start-Up Pods Setup: Futuristic design, fabrication, and installation of individual Start-Up Pods with self-standing back panel as per the layout suggested by bidder. Each pod equipped with: - One LED TV 43 inches per pod with HDMI cable connectivity - Lockable cabinet including one partition and one black visitor chair - Fascia with the name of the start-up and no. - Branding provisions on pod walls as required - Electrical points for device charging and TV operation. Compact, professional, and visually uniform pod design ensuring brand visibility and functionality for demo presentations and networking	400	Nos				
d		Shell Stand Fascia and Stall Setup: Construction of shell scheme exhibition stalls using white powder-coated aluminium modular system with fire-retardant white infill panels. Each stall will include two or three side walls as per layout, and a raised LED backlit hanging fascia in Maxima system displaying the company name. Standard facilities provided in each 9 sqm stall are: - One information counter (1m x 0.5m x 0.75m) - Two cushioned chairs black - Three LED spotlights with 12W bulbs - One power points (5/15 Amp) - New synthetic carpet - One wastepaper basket	225	sqm				
e		Theme Pavilion: Setting up of a Curated Theme Pavilion with a storyline of event and the achievements in Tech space & AI. Construction of Laminated false floor, premium finish walls as per the design requirements, ceiling elements, trussing, lighting, light boxes, LED Screens, Digital Facade and multiple technologies to show case the achievements of Digital India Era. Pavilion Structure & Architecture -Pavilion structure with fire-retardant materials. Thematic façade. Raised wooden flooring with carpet/vinyl finish. Modular periphery wall cladding with fabric/laminate. Ceiling/truss system for lighting & AV rigging. Entrance & Welcome Zone-Designer gateway with Indian cultural design elements. Branding arch with identity. Reception desk with branding fascia. Welcome backdrop for photo opportunities. Flagpoles & traditional décor (rangoli / diya / lotus elements). Exhibition & Display Areas-Modular display panels for exhibitors. Product display counters with branding. Digital kiosks/touch panels for sector information. Immersive & Digital Experience - LED and Digital video wall total sqft 500 sqft (for Govt. showcase films).	600	Sqm				

Sr. No			Description	Quantity	Units	Rate (Per Unit)	Amount	GST (%)	GST Amount
A			B	C	D	E	F=C*E	G	H=F*G
			5. Furniture & Lounge-VIP lounge with premium sofas, tables, chairs. Discussion pods for B2B meetings. Conference table with seating for delegation meetings. Audience seating in open theatre zone (if included). 6. Lighting & AV Setup-Architectural & ambient lighting across pavilion. Focus lights for displays. Moving heads, LED uplighters for mood. Sound system with PA & announcement facility. Technical control booth (AV, light, sound). 7. Branding & Signage-Façade branding. Sectoral branding panels inside pavilion. 8. Utilities & Operations-Electrical cabling & distribution. Fire safety compliance. Housekeeping & pavilion maintenance staff. Security personnel for pavilion. 9. Event Duration & Management-Pavilion setup, operation & maintenance for entire exhibition period. Technical staff for AV, lighting & IT. Stage/visitor management team.						
	f		Podcast Room Setup: Design, construction, and furnishing of a fully equipped Podcast Room with soundproofing and acoustic treatment to ensure high-quality audio recording. The setup shall include Branded backdrop or wall graphics as per event theme. Power outlets and internet connectivity for seamless operation	30	Sqm				
8.			Dining and Food Court Area						
	a		VIP Dining Area Setup for 1000 sqm & ~500 sitting: Design, construction, and furnishing of an exclusive VIP Dining Area as per the approved layout. The setup shall include: - Premium dining furniture (round tables with high-back cushioned chairs) - Thematic decor, including fabric draping, centrepieces, and floral arrangements - Buffet counters, service stations, and water stations - Branded signage, entry/exit gates, and service access points - Clean, elegant, and comfortable space ensuring a refined dining experience for dignitaries and special guests.	1000	Sqm				
	b		Exhibitor Dining Area Setup for 3000 sqm; minimum 500 sitting + adequate standing Complete setup of the Delegate Dining Area with premium carpeting, flush-finished interior side walls integrated, pelmets, and graphic panels for thematic branding. The scope includes integrated light panels, provision of round tables with chairs, covered with high-quality tablecloths, chair covers, and decorative bows as per event requirements. Additionally adequate hi tables with high-quality tablecloths are also needed. Adequate general and thematic lighting and ambience will be provided to enhance the ambience. Running buffet counters will be placed along both sides.	3000	Sqm				
	c		Kitchen Area Setup - 2 units: Construction of a covered kitchen area using tin shed structure with proper ventilation provisions for safe and hygienic food preparation. The setup should include: -Partitioned zones for cooking, washing, and storage; -Proper exhaust and ventilation systems to manage heat and smoke -Water supply, drainage, and electrical connections as required -Flooring and surfaces that are easy to clean and maintain -Sufficient space and infrastructure to handle food service for VIPs and delegates	500	Sqm				
	d		Food Court	480	Sqm				

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A	B		C	D	E	F=C*E	G	H=F*G
		To be designed as a modular, plug-and-play infrastructure suitable for reputed national and international food brands (e.g., Café Coffee Day, Moti Mahal, Burger King, Domino's, Subway, Bikanervala, Haldiram, etc.). It will cater to large footfalls, providing a mix of quick service, casual dining, and specialty food counters. Minimum 40 stalls will also need to be sought.						
9.		Electrical Services						
	a	Power Distribution System Design, supply, installation, and maintenance of a complete power distribution system from the Main HT supply to LT distribution and further to all consumption points across the venue. This includes the use of armoured cables, appropriate wiring, and switchgear of adequate capacity, along with the installation of main panels, sub-main panels, and sub-distribution boards. Cables shall be routed through trenches, brackets, tunnels, or other approved paths, with proper protective coverings wherever cables are exposed to ensure safety. The system must include proper earthing and provide round-the-clock monitoring and technical support to prevent outages and ensure uninterrupted power supply throughout the setup, show days, and dismantling period.	5	MW				
	b	Temporary Silent Generators for Backup power - These will be placed at various locations as per requirement in Expo venue, these would be supported by separate operators for round the clock operation. Facilities for filling of fuel at all times to be provided. These will be deployed 2 days before the event and for the entire duration of the event						
	i	125 kva	8	Nos				
	ii	62.5	12	Nos				
	c	UPS of desired capacity to ensure that no sound and no LED is without power at any time						
	i	80 kw	1	Nos				
	ii	40 kw	4	Nos				
	iii	20 kw	6	Nos				
	d	Self-Standing Mobile charging units. Designed thematically for all types of devices	20	nos				
10.		Other Items						
	a	Providing and Laying of Synthetic Carpet: Supply, laying, and fixing of brand-new needle-punch synthetic carpet as per the approved colour scheme, including removable polythene protective covering to safeguard the surface until the event commences. The scope also includes regular maintenance and upkeep of the carpet for the entire duration of the exhibition, ensuring cleanliness, safety, and a well-presented appearance throughout the event period.	30000	Sqm				
	b	Printed designer Carpet for Main Aisle: Supply and installation of high-quality printed synthetic carpet for the main aisle, featuring approved custom designs or branding elements as per the approved layout.	8000	Sqm				
	d	Ground Transportation: Provision of shuttle buses/ Car / Cart for smooth and timely transportation of delegates, VIPs, and staff during the event days. The service shall include well-maintained vehicles with professional drivers, operating on predefined routes and schedules as approved by the organizing committee. Adequate number of vehicles must be deployed to ensure						

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A	B		C	D	E	F=C*E	G	H=F*G
		efficient, safe, and comfortable movement between venues, parking areas, hotels, and other designated points. Backup vehicles should be available to address any operational contingencies.						
	i	Electric Shuttle buses for Entrance Gates to venue & Parking to Venue with a capacity of 12- 15 pax - 5 Nos per day for 5 Days	25	nos				
	ii	Sedan/SUV vehicles - 10 Nos for 5 days	50	nos				
	iii	6-seater Electric Golf carts for within the Venue shuttle - 10 Nos for 5 days	50	nos				
	e	Flower Décor for Event Spaces: Supply, arrangement, and maintenance of fresh floral décor across key event areas including the VVIP Lounge, VVIP Dining Area, Inaugural Area, Conference Rooms, Ministers' Lounge, and Organisers' Offices, etc. The scope includes: Entrance, Stage decor, table centrepieces, bouquets, and stage dias floral arrangements. Daily replacement or maintenance of flowers to ensure freshness and presentation.						
	i	Floral arrangement on all Stages and in all lounges	1000	Sqft				
	ii	Hand Bouquets - 50 Nos Per day for 5 days	250	Nos				
	iii	Tabletop with vases	500	Nos				
	f	Photography and Videography for Exhibition Halls : Provision of professional photography and videography services to cover the entire event, including high-resolution still photography, full HD/4K video recording, live video feed for webcast and on-site screens, video highlights and post-event editing, with necessary equipment, backup systems, and skilled technical personnel for live mixing and production. Postproduction images and videos. - 6 still photographer and 6 videographer including gimbal.						
	i	Photographer- 6 Nos for 5 days	30	Mandays				
	ii	Videographer - 6 Nos for 5 days	30	Mandays				
	iii	Multi-cam with Live Mixing and Editing - 5 Rooms for 5 days	25	Mandays				
	iv	Production of A/V (Daily and Full event with time-lapse)	1	L S				
	v	Drone Camera Videography	5	Days				
	vi	Hard disks for Data management	5	Nos				
	g	Liaison and Statutory Permissions: Undertaking complete liaison work and obtaining all necessary statutory permissions and clearances required for the event from relevant authorities, including but not limited to Police, Traffic Police Department, Fire Department, Municipal Corporation, PPL (Phonographic Performance Ltd.), IPRS (Indian Performing Right Society), and the Venue Authority. The agency shall ensure timely submission of applications, coordination with departments, and procurement of approvals/NOCs, ensuring full compliance with legal and regulatory norms for the smooth conduct of the event.	1	Job				
	h	Insurance- Insurance coverage including Event Cancellation, Public Liability, Contractor's All Risk, Fire, Burglary, for the entire Expo period - according the conditions mentioned in the RFP	1	Job				
11.		Manpower						
	a	Temporary Staffing for Exhibition Halls: Deployment of trained and well-groomed Hall Managers and Hostesses for efficient management and assistance during the setup, show days, and dismantling period. Hall Managers shall be responsible for coordination, supervision, and issue						

Sr. No	Description		Quantity	Units	Rate (Per Unit)	Amount	GST (%)	GST Amount
A	B		C	D	E	F=C*E	G	H=F*G
		resolution within the assigned halls, while Hostesses shall assist in guest reception, information support, and protocol duties. Staff must be present in adequate numbers, well-versed in communication, and appropriately attired as per the event guidelines.						
	i	Hall Managers	100	Mandays				
	ii	Host/Hostesses	500	Mandays				
	iii	Volunteers	500	Mandays				
	iv	Manpower for Registration	300	Mandays				
	v	Venue Managers	28	Mandays				
	vi	Computers Operators / Data Entry Operators	20	Mandays				
	vii	IT dedicated technical support team - for onsite Wifi troubleshooting, CCTV troubleshooting, optical fibre repair, LAN maintenance, Control room, server room, etc.	40	mandays				
12.		IT Services						
	a	Provision of Printers and Laptops for Utilities & Other Areas: Supply, installation, and maintenance of laptops and high-speed printers for use in the Press Room and other designated areas across the venue. Each laptop shall be equipped with updated software, internet connectivity, and adequate processing capacity for office and various tasks. Printers must be network-enabled, heavy-duty, and compatible with multiple devices, with provision for paper and toner refills throughout the event duration. The agency shall ensure technical support is available during setup, event days, and dismantling.						
	i	Desktops	40	Nos				
	ii	Laptops	40	Nos				
	iii	A4 Monochrome Printers	6	Nos				
	iv	A3 Black and white printers with photocopier	4	Nos				
	v	A3 Colour Network Printer	4	Nos				
	vi	Data Card/ Internet Connectivity-High Speed (during built-up days)	10	Nos				
	b	Live Streaming and Webcasting- Video Capture: -HD/4K cameras (multi-cam setup with operators). -Switching & Mixing – Video switcher, graphics insertion, live edits. -Audio Integration – Digital mixer, podium/lapel/cordless mics. -Streaming System – Encoder + multi-platform streaming (YouTube/Facebook/Website). -Internet – Dedicated leased line with 4G/5G backup. -Display & Monitoring – Confidence & preview monitors. -Recording & Archival – Full HD/4K recording + edited highlights. -Manpower – Camera crew, streaming engineers, IT support. -Hardware and Software Setup for Live streaming of Various events during the show. -Live Streaming URL to be provided for embedding in Expo Website.	1	Job				
	c	Internet & Network Setup: To provide internet networking connectivity which can provide required types of internet access, scope of work will include	1	L S				

Sr. No	Description		Quantity	Units	Rate (Per Unit)	Amount	GST (%)	GST Amount
A	B		C	D	E	F=C*E	G	H=F*G
		- Seamless Wireless connectivity throughout the venue by using DOT approved Enterprise Controller Based Indoor and Outdoor Wireless Heavy Density Access Point, to augment with the existing WiFi system of the venue, wherever required. Outdoor dual radio 802.11ac Access Points with Multi-user MIMO, enterprise class idle for high density environments Indoor dual radio 802.11ac Access Points with Multi-user MIMO, enterprise class with internal and external antennas, idle for high density environments. The access points should be PoE (Power over Ethernet) enabled. - Interconnecting the entire venue through fibre, including Conference halls and B2B centre - Wireless Internet Setup whole Venue including parking spaces - Provision for additional wired as well as Wi-Fi connectivity on payment basis - Network distribution for QR Code Check Points - Network Setup for Registration Counters and sharing of network printers - Network Setup for sharing of network printers - Network Setup for HALLs and other required locations at venue - Monitoring points for measuring signal strength on an interval of half an hour						
13.		Registration Management Service						
	a	Registration area : Construction of Registration area covering requirement at different entry gates, Airconditioned registration area made out of M.S. structure, Platform, Carpet, precoated roofs, false ceilings, 30 registration counters with chairs, one store room, glass windows, Queue-Managers waiting area with chairs and sofas with lighting and electrical points.	250	Sqm				
	b	Registration - badges -Pre-printed Non-tearable Paper raw stock (Double badge with centre fold), 140 GSM, 4"* 6"	50000	Nos				
	c	Registration - lanyard -High Quality Lanyards for the accreditation cards with assorted colour scheme as decided by organisers 20mm double side digital printed and single/double dog hook. Color coding on the Lanyards to match the color strips on badges as per each category.	50000	Nos				
	d	Onsite printing of badge - hardware & related consumables (in different locations)	10000	Nos				
	e	Printing of Food coupons	25000	Nos.				
	f	QR Code Checking Points - To be created at each gate entry points with kiosks, tables, chairs, and power socket. Min. 5 numbers of QR code scanner at each check points / entry gates	6	Nos (locations)				
14.		AV Services						
	a	Provisioning of good quality Public Address System (PA System) to be provided with cabling and connection for Entire Bharat mandapam including Exhibitions Halls area, Food Court, Restaurant, designated Parking area, etc. in each hall	7	Days				
	b	40-43" LED TV	50	Nos				
	c	55" LED TV	20	Nos				
	d	65" LED tv	10	Nos				
	e	55" LED touchscreen	10	Nos				
	f	Software solution for displaying Meeting Schedule on LED Tv's / Walls outside various venues	1	Nos				
15.		Fire & Security Services & Gadgets						

Sr. No	Description	Quantity	Units	Rate (Per Unit)	Amount	GST (%)	GST Amount
A	B	C	D	E	F=C*E	G	H=F*G
a	Security Services – Supervisors and Staff: Deployment of trained and uniformed security supervisors and security personnel for maintaining safety and crowd control during the show days, as well as during the setup and dismantling phases. The agency shall ensure round-the-clock security coverage, including access control, surveillance support, and patrolling across all key areas of the venue. Personnel must be experienced, well-briefed, and deployed in adequate numbers as per the event layout and security plan.						
i	Security Personnel	1500	Mandays				
ii	Security Supervisor / Manager	300	Mandays				
iii	Hiring Charges for providing Door framed Metal detective with necessary all fittings	20	Nos				
iv	Hiring Charges for providing Hand Metal detective with necessary all fittings	20	Nos				
v	Hiring Charges for providing baggage Scanner with necessary all fittings and technician for the entire exhibition period	6	Nos				
vi	Hiring Charges for providing Ladies Frisking Booth with necessary furniture & Curtains	20	Nos				
b	CCTV Surveillance System for Exhibition Hall: Supply, installation, and operation of a CCTV surveillance system covering the entire exhibition hall, with provisions for high-resolution cameras strategically placed to ensure complete visual coverage of key areas including entrances, exits, and activity zones. The system must include real-time monitoring, 24x7 recording capability, and adequate storage for the entire duration of the event (including setup and dismantling). The agency shall provide a central monitoring room and ensure technical support and maintenance throughout the event.	150	Nos				
c	Walkie-Talkie Communication System: 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 ensure technical support and standby units throughout the event.	100	Nos				
d	Ambulance on Hire with ICU Facility: Provision of a fully equipped ambulance with ICU facilities on hire for the entire duration of the event, including the setup, event days, and dismantling period. The service shall include the presence of a qualified doctor and necessary medical staff onboard at all times, ensuring immediate medical assistance in case of emergencies. The ambulance must be ready on-site, operational 24/7, and compliant with all health and safety standards.	2	Nos				
e	Fire Equipment and Fire Fighting Team Deployment: Provision of fire safety equipment and trained firefighting personnel for the entire duration of the event, including setup, show days, and dismantling phases. The scope includes: Supply and placement of certified, labelled fire extinguishers in working condition, installed at every 50 sq. m. area and at all critical locations such as hazardous zones, electrical panels, and exits. Deployment of round-the-clock trained firefighting manpower, to be stationed strategically and phased in accordance with the event progress—from construction to dismantling. Hiring of a						

Sr. No	Description	Quantity	Units	Rate (Per Unit)	Amount	GST (%)	GST Amount
A	B	C	D	E	F=C*E	G	H=F*G
	fire truck on a 24-hour basis during the entire event duration, including erection, event, and dismantling days, to ensure rapid emergency response capability.						
	Fire Equipment						
i	Water CO2 type (9 Litres)	200	Nos				
ii	ABC type Dry Chemical Powder (6 Kg)	200	Nos				
iii	ABC type Dry Chemical Powder (2 Kg)	200	Nos				
iv	Carbon-di-oxide (CO2) type (4.5 Kg)	200	Nos				
v	Mechanical foam type (9 Litres)	100	Nos				
vi	High capacity CO2 type extinguisher (22.5Kg capacity Trolley mounted)	25	Nos				
vii	High capacity Mechanical foam type extinguisher (50 Litres) (Trolley mounted)	25	Nos				
viii	Fire Buckets (9 Litres)	100	Nos				
ix	Fire Beaters	25	Nos				
x	Fire Hooks	25	Nos				
xi	Emergency Light	25	Nos				
xii	Fire Blankets for human fire	50	Nos				
xiii	Fire retardant spray, as approved by Fire authorities	5000	sqm				
	Fire Personnel	1000	Shifts				
	Fire Supervisor	200	Shifts				
	Fire Tender	3	Nos				
f	Water Supply – Tanker Services - Provision of adequate water tankers to meet the complete water requirements of the venue from the setup phase through the show days to the dismantling period. This includes timely and uninterrupted supply for sanitation, cleaning, gardening, catering, and general utility purposes. The agency must ensure that clean, potable (where applicable) water is delivered using well-maintained, leak-free tankers, along with necessary coordination for distribution to designated points across the venue.	1	L S				
16.	House Keeping & Facility Management Services						
a	Conservancy/ House Keeping including Consumables - Arrangement of regular cleaning of the entire exhibition area, toilets and wherever required should be made with good quality machineries and cleaning materials with sufficient numbers of man power and supervisors for the entire show venue including supply and replenishment of toiletries. Suitable number of conservancy staff should be present throughout the exhibition timings to maintain the high level of cleanliness throughout the program.						
i	Housekeeping manpower	1500	Mandays				
ii	Housekeeping Supervisor / Manager	300	Mandays				
iii	Housekeeping Equipment like Vacuum cleaner,	1	L S				
iv	Trolley and Large dustbins (200 ltr)	100	Nos				
v	Housekeeping Consumables	1	L S				

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A	B	C	D	E	F=C*E	G	H=F*G
b	Fogging & Fumigation Services: Execution of thorough external and internal fogging and fumigation to maintain a hygienic and pest-free environment at the venue. The service shall be carried out two days prior to the event and daily during show days, to be conducted after the close of daily activities. The scope includes the use of approved, safe, and eco-friendly chemicals, with necessary equipment and trained manpower to cover all relevant areas including halls, lounges, toilets, and open zones, ensuring compliance with health and safety standards.	7	Days				
c	Waste Management services (including truck with associated manpower & services) - avg. 2 trucks for 5 days	10	Nos				
17.	Parking & Traffic Management						
a	Traffic marshals and Parking Management - Provision of experienced traffic marshal staff for effective traffic movement and vehicle management during the show days, as well as the setup and dismantling periods. Marshals shall be deployed at entry/exit gates, parking zones, and internal circulation areas to ensure smooth and safe flow of vehicles, prevent congestion, and coordinate with security and logistics teams. Staff must be in proper uniform, trained in traffic control, and available in adequate numbers across all operational shifts.						
i	Traffic Marshals	300	Mandays				
ii	Handheld Loud Hailers	20	Nos				
18.	Utilities						
a	Cloakroom - 2 nos of 5m x 5m each	2	Nos				
b	Lost & Found Counters with metal racks and pagodas - 1 nos of 5m x 5m each	1	Nos				
c	Water proof and fire retardant - Pagodas for Security check points - Pagoda of 5 Mtr x 5 Mtr sizes are to be provided at various locations in the venue.	10	Nos				
19.	Printing & Collaterals						
a	A5 size Notepads with spiral binding, 50 pages of 80 GSM and 200 GSM cover with event branding	5000	Nos				
b	Customised Delegate Handbook (A5 size with 200 GSM paper, 25 pages, multicolour, mat finishing with 180 GSM cover)	500	Nos				
c	Good quality pens for delegates and meeting room with event branding	500	Nos				
d	Seed pencils	500	Nos				
e	Lapel pins with event branding	100	Nos				
f	Media kit with event branding - good quality jute bag, mug, pen, notepad, with printing.	500	Nos				
g	Exhibitors Catalogue: Cover Page printing 28X21 cm size, as per Theme and Converting to Printable format ex- Coreldraw. 300 gsm	500	Nos				
h	Workshop & Seminar Catalogue: Cover Page printing 28X21 cm size, as per Theme and Converting to Printable format ex- Coreldraw. 300 gsm	1000	Nos				
i	Certificates for Volunteers 300 gsm	500	Nos				
j	Printing of event Invitation cards (different categorization) with envelopes (Size 20.5 x 20.5 cm WxH approx) 300 gsm	1500	Nos				
k	Printing of Inaugural, Valedictory, Dinner Invitation cards with Envelope 3.5 Inches x 5.5 inches	1500	Nos				
l	Printing of Parking Stickers (Categorised)	5000	Nos				

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A	B	C	D	E	F=C*E	G	H=F*G
m	Memento with box and carry bag (min height - 12 in; min. width – 6 in; with polished wooden base; type – acrylic)	250	Nos				
20.	Catering & Food and Beverages (** - menu items are indicative and shall be decided in consultation with STPI)						
a	Buffet Lunch for exhibitors - Broad menu (5 Main Course, 4 Salads, Raita, Rice, Assorted Breads, 4 Desserts **) – avg. 1800 pax for 5 days	9000	pax				
b	Sit-down Lunch for VIPs - Broad menu (Soup, 2 Starters, 5 Main Course, 4 Salads, Raita, Rice, Assorted Breads, 4 Desserts **) – avg. 500 pax for 5 days	2500	pax				
c	Running Tea/Coffee and cookies for avg. 2000 delegates for 5 days	10000	pax				
d	Water stations across the venue with canopy and 20L bottles and paper cups	150	Nos				
e	Water bottles 250 ml for meeting room, stage etc	5000	Bottles				
f	Catering for 1000 Pax for Dinner - broad menu (2 Soup, 4 Starters, 5 Main Course, 4 Salads, Raita, 2 Rice, Assorted Breads, 4 Desserts **)	1000	Pax				
21.	Entertainment Evening and Gala Night						
a	Stage setup, AV, furniture, ambience lighting and décor etc for 1000 PAX (Excluding Artists & Artists Management)	1	Job				
i.	Green Rooms of Octonorm structure – 3mx3m with platform and carpet and 20 chairs and adequate mirrors #	1	Nos				
ii.	Hangar stands #	2	Nos				
iii.	LED WALL - Centre 40 ft x 16ft, Side Wings –, inclusive of Watch out Servers #	1	Nos				
iv.	LED Wall 4 ft x16ft - inclusive of Watch out Servers #	8	Nos				
v.	Plasma TV 55 inch on stand for backstage. #	2	Nos				
vi.	LED Par #	40	Nos				
vii.	Strobe Light #	4	Nos				
viii.	MoleFay - 4 way #	8	Nos				
ix.	Profile (19/26/36/50) #	4	Nos				
x.	Gobo #	2	Nos				
xi.	MI Bar #	24	Nos				
xii.	Flood Light #	8	Nos				
xiii.	Follow Spot #	2	Nos				
xiv.	LED Batton #	24	Nos				
xv.	Pointy 280 W #	6	Nos				
xvi.	Mac Aura Wash (moving) #	12	Nos				
xvii.	DMX Splitter #	4	Nos				
xviii.	Dimmers (4x48 Ch) #	4	Nos				
xix.	Programming Board (Digital) (Grand MA 3) #	1	Nos				
xx.	BSW 380 W #	4	Nos				
xxi.	Truss - 1010mm X 1010mm (per running foot) #	10	Ft				

Sr. No	Description	Quantity	Units	Rate (Per Unit)	Amount	GST (%)	GST Amount
A	B	C	D	E	F=C*E	G	H=F*G
xxii.	Truss - 400mm X 400mm (per running foot) #	10	Ft				
xxiii.	Digital Sound Mixer (Sound Craft, DIGICO SD10, YAMAHA-CL5) #	1	Nos				
xxiv.	Headset Microphone – Shure or equivalent #	4	Nos				
xxv.	Cordless Microphone – SM 58 #	8	Nos				
xxvi.	Podium Microphone - Shure or equivalent #	4	Nos				
xxvii.	Sound Racks #	4	Nos				
xxviii.	Amplifier #	2	Nos				
xxix.	Side Fills - JBL or equivalent #	8	Nos				
xxx.	Stage Monitors - JBL or equivalent #	8	Nos				
xxxi.	Centre Fill - JBL or equivalent #	8	Nos				
xxxii.	Outdoor Sound System(Digital)-Main PA Tops - L acoustics K2, JBL Vertec-4889, EAW KF740 #	10	pairs				
xxxiii.	Outdoor Sound System(Digital)-Main PA Subs - L acoustics KS28, JBL 4880A, EAWSB 1002/2001 #	6	Pairs				
xxxiv.	Double seater sofa (Cloth- No leatherette) #	40	Nos				
xxxv.	High back banquet chairs with covers #	1000	Nos				
xxxvi.	Buffet tables #	48	Nos				
xxxvii.	Round tables #	150	Nos				
xxxviii.	High tables #	50	Nos				
xxxix.	Canopies for buffet #	24	Nos				
	TOTAL						
	TOTAL COST OF EXHIBITION ((sum of col 'F') + (sum of 'H'))						

Note:

1. The bidders shall not make any changes to the detailed BOQ associated with this RFP; otherwise, they shall be automatically disqualified.
2. # - Rate Only Items
3. All LED specified needs to be P2 quality or better.
4. All flex placed outside the exhibition area will need to be of high quality with black back and of minimum 280 gsm.
