

**Response to the queries received for Request for Proposal (RFP) for hiring a Professional Conference Organiser (PCO)**

**Annexure 1** (Answers to Questions by email before the prebid meeting)

Sn	Query	Reply
1	<p><b>Financial and Commercial Queries</b></p> <p><b>Payment Schedule:</b></p> <p>Please clarify the proposed milestone-based payment schedule. Will there be advance payments for mobilisation?</p>	<p>Yes, advance payments for mobilisation shall be given as per the GFR rules with a maximum of up to 30% of the final contract value, against adequate safeguards in the form of a bank guarantee, etc.</p>
2	<p><b>GST &amp; Tax Clarity:</b></p> <p>Will applicable taxes be paid over and above the quoted fee, or are they to be included within the quoted amount?</p>	<p>Yes, applicable taxes as notified by the Government of India are to be included within the quoted amount.</p>
3	<p><b>Budget Cap (if any):</b></p> <p>Is there an estimated or provisional budget range that we should align with for financial planning?</p>	<p>The PCO/Bidders are expected to provide the most competitive quotes, irrespective of the provisional budget for all the items in the BOQ.</p>
4	<p><b>EMD Adjustment &amp; Refund Timeline:</b></p> <p>If we are not selected, what is the timeline for EMD refund? Can the EMD be adjusted against the final invoice if selected?</p>	<p>If not selected, EMD shall be refunded within one month. If selected, the EMD shall be adjusted against the PBG as per the applicable rules.</p>
5	<p><b>Price Escalation:</b></p> <p>Since the event is scheduled for January 2027, will there be provision for inflationary</p>	<p>The PCO/Bidders are expected to quote the best price, taking into account the national inflation with a projection for 2027. Items listed in the BOQ are to be quoted in actuals. No price escalation will be admissible.</p>

	price revisions or escalations?	
6	<p><b>Scope of Work Clarification</b></p> <p><b>Third-party Vendor Payments:</b></p> <p>Will third-party vendor costs (e.g., AV, catering, printing) be paid directly by BSIP, or should we include those under our billing?</p>	<p>The PCO/Bidders are expected to quote the prices for all items listed in the BOQ, including third-party vendor costs (e.g., AV, catering, printing). All the third-party vendor costs shall be paid by the PCO. BSIP will recognise only the awarded PCO.</p>
7	<p><b>Digital Platform Development:</b></p> <p>Who owns the post-event digital assets (event website, app, data)? Should we factor long-term hosting and management?</p>	<p>BSIP shall own the post-event digital assets (event website, app, data), including the source code and app data at least 1 year post the event.</p>
8	<p><b>Medical Centre / Ambulance / Child Care:</b></p> <p>Should we propose vendors for these or will BSIP/IIT-K share preferred partners?</p>	<p>PCO shall make necessary arrangements and propose vendors for the Medical Centre / Ambulance / Child Care</p>
9	<p><b>Accommodation Booking Responsibility:</b></p> <p>Will delegate hotel booking and payments be managed by the PCO or by the organising committee?</p>	<p>Delegate hotel booking min. 5 star or equivalent for approx. 100 persons and payments shall be managed by the PCO. However, PCO will help other delegates in identifying / recommending suitable hotels nearer to the location of the event, with probable price range.</p>
10	<p><b>Scientific Program Responsibilities:</b></p> <p>Who is responsible for scientific content and abstract review? Will MMACTIV only provide the platform or also coordinate with reviewers?</p>	<p>PCO/Bidders are expected to provide a platform for submission and review of abstracts by the Session Chairs/Co-Chairs, and the INQUA 2027 Secretariat Committee will help. The software should take all scientific notations in the abstract. All the details are listed in the RFP, and further information can be obtained from the INQUA 2027 first circular (<a href="https://www.inquaindia2027.in/inqua">https://www.inquaindia2027.in/inqua</a>)</p>

11	<b>Event Insurance Scope:</b> Are there specific insurance coverage requirements (public liability, staff, equipment)? Will this be reimbursable?	For the scope, please refer to RFP Document section 4.22 Congress Insurance
12	<b>Manpower &amp; Protocol Queries</b> Is there a list of expected dignitaries or VVIPs who will require special protocol, security, or state approvals?	A list of expected dignitaries or VVIPs shall be provided closer to the Conference date. It is expected that a Cabinet Minister or Chief Minister may inaugurate the conference. The selected PCO will handle all protocols with the concerned agencies.
13	<b>Volunteer/Staff Deployment</b> Are student volunteers being provided or should we provision for the entire manpower count?	<p>The PCO/bidders are expected to quote and provide manpower as required, as mentioned in the BOQ.</p> <p>From our side some student volunteers may be roped in to assist the scientific programs only. The volunteers should be well briefed of their duties. As they are volunteers they will not be paid.</p>
14	<b>International Liaison Support</b> Will we be responsible for visa facilitation or only provide documents/invitations?	<p>Only to provide documents/invitations. Facilitations may be requested from the PCO on a need basis.</p>
15	<b>Bid &amp; Technical Proposal Submission</b> Is there a fixed format or template for the technical presentation on 18 August 2025?	<p>There is no fixed format or template for the technical presentation on 18 August 2025. However, the PCO/Bidders are expected to present a full proposal for INQUA 2027 with digital design and walkthrough. The duration of the presentation may be limited to around 30 minutes. The presentation should give an overview as to how they perceive INQUA 2027 @ Indira Gandhi Prathisthan.</p> <p>Also, please refer to the presentation evaluation and marking criteria listed in Annexure III Step-2: Techno-Commercial Evaluation under Section-B (In-Person Presentation)</p>

16	<b>Past Experience Criteria</b> Will experience of affiliated companies or parent entities be considered under eligibility?	No, only bidding companies' experience will be considered.
17	<b>Clarification on Number of Halls</b> How many parallel sessions are expected per day? Should we plan for 25 halls concurrently for 7 days?	As mentioned in the RFP and the first circular, 12-15 parallel sessions shall be conducted for 6 days. There shall be one day for training and workshops during the mid-conference break.
18	<b>Sustainability Guidelines</b> Are there any preferences or mandatory policies on eco-friendly event practices (no plastic, carbon neutrality, etc.)?	BSIP prefers that all the PCO/Bidders adhere to eco-friendly event practices (no plastic, carbon neutrality, etc.) as per prescribed norms of the Government of India, State and Local authorities.
19	<b>Branding Approvals</b> Will there be any creative style guide or brand approval process we must follow before production?	All the creative style guides or brands shall be approved by the Host country Secretariat (HCS). The PCO conference resource person shall be in touch with the HCS in the development of the creative style guides or the brands.
20	Cultural programmes and delegate engagement not mentioned in BOQ	Cultural programmes and delegate engagement will be paid as per actuals or as per the Government of India norms
21	Accommodation and Transportation not mentioned in BOQ	Accommodation for 100 people for 9 days, minimum 5-star accommodation to be quoted as per unit rate and for Transportation which is mentioned per unit rate is to be quoted
22	Page no.11 Exhibition Stalls for Sponsored Exhibitors and Hanger/Pavilion for Exhibition not mentioned in BOQ	Exhibition Stalls for Sponsored Exhibitors need to be created based on the allocated space in the venue. Hanger/Pavilion not needed
23	Web design cost and live streaming are not mentioned	It is given in IT 1

	in the BOQ	
24	Internet Cost	It is given in IT 3
25	Branding in SQMT is missing	It is given in square feet in BS-0
26	Early Bird and Field trip registration opens cost is missing in BOQ	Early bird registration and the Field trip are beyond the scope of PCO. All details regarding Early bird registration and the Field trip are provided in the first Circular.
27	Gantry and VVIP gate is missing	Gantry and VVIP Gate may be included in the Branding/ Decoration

**Annexure 2** (Questions asked/discussed during the meeting (18/07/2025) and by email on the same day)

Sn	Query	Reply
1	Catering rates are already mentioned, we don't need to change anything and fill the rates according to the already given rates.	The maximum rates for catering (mentioned in Government of India, Ministry of Finance, Department of Expenditure, Office memorandum No 7(3)/E-Coord/2013 dated 6th May 2015). The PCO/Bidders are encouraged to provide competitive rates below the notified rates or provide the details of catering (E.g. Menu and services ) in the proposal.
2	Is the number of participants attending the INQUA 2027 congress the PCO's responsibility	No, but it is expected from the PCO to advertise with social media outreach. The expected number of participants who shall attend the conference will be ~2000 to 3000.
3	Will access be allowed from both the gates of IGP.	Yes. Both the gates of IGP shall be used as access to the conference.
4	Details of Registration desks at the gates of IGP.	The number of registration desks (6 Numbers) is mentioned in the BOQ.
5	Do we need to provide a Golf Cart for Access?	No
6	Can we quote for a missing element?	May email with details of the missing element be sent before 4:00 PM on 18th July 2025.
7	The Number of Days provided for Site preparation is not sufficient.	There shall be no change in the dates of IGP booking.
8	How many food areas will be needed?	At present, it is planned to have a minimum of 3 food placements. Bidders/PCO may come up with an alternative plan in consultation with the HCS.
9	Who shall bear the Visa Fees?	The participants applying for a Visa shall pay the necessary fees as applicable. The PCO/Bidder shall provide the necessary documents (invitation letter etc).

10	What is the total number of cultural performances expected during the event?	One cultural programme is planned. May be decided in a later stage
11	Will performers be provided by the client or sourced by the agency?	The PCO is responsible for planning, hiring and executing the cultural programme, including sourcing performers, managing stage decor, sound, lighting, and other requirements.
12	Can we propose artists, or must they be from a pre-approved list?	The PCO may propose artists in the proposal, preferably in accordance with the guidelines from the Ministry of Art and Culture. The final plan will be finalised in consultation with the Host Country Secretariat (HCS).
13	How many performance zones or cultural areas are planned?	One cultural area is planned at the Jupiter Auditorium.
14	Is there a defined budget head for cultural and engagement activities?	The PCO must plan the cultural and engagement activity in consultation with HCS. Payments will be made on actuals.
15	<p><b>Accommodation and Transportation (Clause 4.7, Page 11)</b></p> <p>No cost mentioned in BOQ—please clarify.</p>	The PCO should quote for one unit as listed in the BOQ.
16	Are specific hotels already shortlisted, or should the agency identify and propose options?	No specific Hotels are shortlisted. The PCO is to curate and manage accommodations (100 numbers for delegates in 5 star or equivalent) and facilitate for other participants preferably near the Indira Gandhi Pratishthan venue.

17	What category of hotels is expected (3-star, 5-star, government guesthouses)?	The PCO should ensure that the delegates will have access to a diverse range of lodging choices—from premium five-star hotels offering luxury amenities to economical, budget-friendly establishments.
18	Will the rooming list and guest details be shared by the department or collected by the agency?	The Host Country Secretariat will share the delegate Guest list to the PCO at a later date closer to the event. While PCO will be responsible for facilitating hotel reservations, managing group bookings, and ensuring that all accommodations are delegate-ready, with appropriate facilities and support services in place to cater to both international and domestic participants.
19	Is transportation needed only between venue and hotel or for full-day movement?	Primarily between hotel and venue, with additional services such as airport transfers as requested by HCS.
20	<p><b>Exhibition Stalls for Sponsored Exhibitors (Clause 4.11, Page 12)</b></p> <p>What is the total number of sponsored exhibitor stalls to be created?</p>	The number will be communicated to the PCO at a later stage as the exhibitors book the stalls.
21	What is the minimum and maximum stall size to be considered?	The minimum number will be communicated at a later stage. However, the Stall Size will be around 10 SqM, 20SqM, & 30 SqM. Refer to 1st Circular
22	Will branding content (logos, artwork) be provided by the department or managed by the agency?	The PCO will be responsible for developing the overall branding layout and artwork in line with the conference aesthetics, in consultation with the Host Country Secretariat (HCS). Individual stall sponsors may customize their respective stalls to suit their branding needs. The PCO can provide a



		separate cost estimate for providing facilities, stall installations, artwork and branding at a later stage.
23	Will stall allocation to sponsors be handled by the department or the agency?	HCS will allocate the stalls and the same will be communicated to the PCO on a later date.
24	<b>Web Design &amp; Live Streaming</b>  Web design cost and live streaming are not mentioned in the BOQ?	Please Refer to Financial Bid Format - IT-1 / IT-2
25	Internet cost is not mentioned in the BOQ?	Refer to Financial Bid Format - IT-1 / IT-2
26	City branding is not mentioned in the BOQ.	The city branding should be included in the Branding Head of the BOQ.
27	What is the total square meter area available for venue branding?	The PCO should provide quotations as listed in the BOQ. The total SQ Nt may be proposed by the PCO during the technical presentation.
28	What is the expected number and duration of field trips to be organized pre-Congress?  Will locations for field trips be provided by the department or proposed by the agency?  Are logistics, permissions, and safety arrangements for field trips under the agency's	Not under the scope of the PCO.

	scope?	
29	<p><b>Pre-INQUA Congress Activities (Field Trips &amp; Outreach) (Page 4)</b></p> <p>What is the expected number and duration of field trips to be organized pre-Congress?</p> <p>Will locations for field trips be provided by the department or proposed by the agency?</p> <p>Are logistics, permissions, and safety arrangements for field trips under the agency's scope?</p>	Not under the scope of the PCO
30	How many plenary sessions are planned during the Congress?	Approximately 12-15
31	Please specify the number of city branding locations and their types (e.g., airport, hoardings, metro, etc.).	The city branding should be included in the Branding Head of the BOQ. The PCO will need to provide a plan for the city branding during the technical presentation.
32	Protocol requirements are not mentioned in the BOQ.	PCO will be responsible for all protocol adherence based on the VVIP guests who may attend the conference. The list of the VVIP guests shall be provided near the conference date.
33	<b>Meeting Round Table (Clause 5.7, Page 22 - Neptune)</b>	

	Meeting round table for 20 people not mentioned in BOQ.	A round table for 20 people is available in IGM (Neptune) hence not to be quoted
34	<p><b>Lunch Area, Tea &amp; Snacks – 2 Rooms (Clause 5.7, Page 22 - Neptune)</b></p> <p>What is the expected capacity of each lunch/tea room at peak time?</p>	The conference is expected to have around 2000 to 3000 delegates so appropriate arrangements need to be made as per the number.
35	<p><b>Accompanying Persons Facilities (Clause 4.18, Page 14)</b></p> <p>Not mentioned in the BOQ—please clarify.</p>	The PCO should propose a plan and provide a cost estimate.
36	<p><b>Venue Availability vs Event Schedule (Page 6)</b></p> <p>The venue is available from January 25, 2027, but the event starts on January 27, 2027. This leaves only 2 days for setup. As per our understanding, the setup ideally requires 7 to 10 days for completion.</p>	Currently, the venue is available from January 25, 2027, the PCO is expected to work within this timeframe
37	<p><b>Electrical Equipment (Page 53)</b></p> <p>Power backup has not been mentioned in the BOQ.</p>	Refer to the financial document EE-1
38	As mentioned during the pre-bid meeting, I would like to mention down the query from our end- Catering rates	The maximum rates for catering (mentioned in Government of India, Ministry of Finance, Department of Expenditure, Office memorandum No 7(3)/E-Coord/2013 dated 6th May 2015). The

	are already mentioned, we don't need to change anything and fill the rates according to the already given rates .	PCO/Bidders are encouraged to provide competitive rates below the notified rates or provide the details of catering (E.g. Menu and services ) in the proposal.
--	---	--

-----XXX-----