

Pre Bid Query Replies for “Request for Quotation for Event Management of Inauguration Program booking vide bid no: GEM/2025/B/6215492 Dated: 09-05-2025 and GEM/2025/B/6216185 Dated: 09-05-2025”

Sl. No	Description in RFQ	Queries	Reply
1	EMD	EMD exemption allowed for MSME Bidders with respect to the category of tender.	Bid document prevails.
2	Submission of Bid Documents	Whether physical documents need to be submitted offline or only online mode in GEM will do.	Bids are to be submit in online mode only through GeM portal. Original Power of Attorney, if applicable, and original EMD in the form of BG/Bid Securing Declaration needs to be submitted in hardcopy only.
3	The bidder should have experience and past performance for successful execution of similar nature of works i.e. in last 3 years (FY 2021-22, 2022-23 & FY 2023-24) to any Central / State Govt. Organization / PSU. The bidder shall have to submit work order copy of order value of minimum 1 Core	Consider the management companies that has worked with MNC and private companies. and also what is the minimum value of work orders for this as you have mentioned 1crore - is it considered for the private sector	Bid document prevails.
4	The bidder should have experience and past performance for successful execution of similar nature of works i.e. in last 3 years (FY 2021-22, 2022-23 & FY 2023-24) to any Central / State Govt. Organization / PSU. The bidder shall have to submit work order copy of order value of minimum 1 Core	How many copies of work orders with a minimum value of 1 crore need to be submitted? Will submitting a single work order value of 1 core suffice	The bidder shall fulfil the criteria of atleast one event during the last 3 years.
5	General	Will the provision of liquor be required as part of the catering	No.
6	General	Can you provide an estimate of the number of events for 1,000 guests and 100 guests	The tender is issued for events that will be organised under AIWTDs during the year 2025.
7	General	Entrance: Theme based Gate Size	At this stage, the exact details concerning the number of

Sl. No .	Description in RFQ	Queries	Reply
		<p>Stage setup: LED wall size Lighting: Strip LED light for vessel quantity Power arrangement: Generator 125KVA with fuel Quantity. Refreshment & Lunch along with Catering service: Refreshment, Starters, HI-Tea, Lunch. Approx. size of stage View cutter Toilet Tower AC Online Video setup Mozo Grass carpet Event Brief: Could you please share a detailed brief of the event, including the theme, objectives, and scope of work expected from the event management agency? Program Flow: Kindly provide the proposed sequence of activities during the event. For instance, will it include a ferry launch, presentations, award ceremony, product unveiling, cultural performances, or any other specific elements? Guest Profile and Seating Arrangement : What level of dignitaries or VIP guests are expected to attend the event (e.g., ministers, government officials, etc.) What type of seating arrangement is to be planned for VIP guests — round table, theatre-style, or other Venue Type: Will the event be held indoors or outdoors If a ferry launch is included, will the event take place both on the ferry and at the dockyard, or in a nearby designated location Tent/Structure Requirements: Please confirm whether the tent/structure setup for all</p>	<p>events, specific venues, attendee numbers, and precise technical specifications are yet to be finalized. However, as broadly outlined in the RFP, these events will be launch ceremonies of significant importance, likely to be graced by the Hon’ble Chief Minister, State Ministers, Union Ministers, and other dignitaries.</p> <p>Given the high-profile nature of these events, we expect participating agencies to have the requisite experience and professional insight to visualize and propose suitable arrangements in terms of scale, quality, and execution standards that align with VVIP and VIP protocols.</p> <p>Bidders may refer to the indicative quantities provided in the RFP, such as arrangements for 1000 guests and 100 special guests, which should offer a reasonable sense of the venue capacity, area requirements, and layout considerations, including stage dimensions and decor. Catering requirements are also expected to include both Hi-Tea and Lunch/Dinner, adaptable for indoor and outdoor settings.</p> <p>Considering the association with Inland Waterways, there may also be requirements for decoration and arrangements onboard catamaran vessels or at riverbank locations, depending on the final event structure.</p> <p>We trust experienced event management firms will be able to submit realistic and competitive proposals based on this brief, in line with the anticipated scale and significance of the event.</p>

Sl. No .	Description in RFQ	Queries	Reply
		events needs to be waterproof /weatherproof (with proof) or without such provisions. Food & Beverage Requirements: Kindly provide a detailed composition for Refreshments: Number and type of vegetarian and non-vegetarian snacks. Lunch: Number of vegetarian and non-vegetarian starters, salad varieties, and main course items (veg and non-veg).	

(Aditya Vikram Yadav, IAS)
State Project Director
Assam IWTD Society