

**Request for Proposal (RFP)
for
Hiring of Event Management Company (EMC) for AI Impact Expo 2026**

Bid Number: GEM/2025/B/6860774

Dated: 06-Nov-2025

**Addendum / Corrigendum #1
Pre-Bid Meeting held on 10-Nov-2025**

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SECTION A: Responses to Queries

S. No	Page No.	Section No.	Section Name	Query by bidder	STPI Response
M/s Axis Communications					
1	17	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 the period from 01.04.2022 till the date of publish of this RFP. 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	We request that the qualifications for domestic and international exhibitors be combined. Most international events attract both national and international participants; therefore, maintaining separate criteria is unnecessarily restrictive. The current approach appears to favor only one or two bidders, which limits fair competition and broader participation. A unified qualification framework would promote inclusivity, transparency, and equal opportunity for all eligible bidders. Reference Tender/s There is no such conditions on similar events/ tenders as such conditions restrict competitions.	Clarification is already available at S. nos. 2 & 3 of the note section for the Technical Evaluation part in the RFP document on Page 19.
2	17	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 the period from 01.04.2022 till the date of publish of this	We request that the qualifications for domestic and international exhibitors be combined. Most international events attract both national and international participants; therefore, maintaining separate criteria is unnecessarily restrictive. The current approach appears to favor only one or two	Clarification is already available at S. nos. 2 & 3 of the note section for the Technical Evaluation part in the RFP document on Page 19.

S. No	Page No.	Section No.	Section Name	Query by bidder	STPI Response
			RFP. Parameter Mark(s) >10 & ≤ 25 international exhibitors 1 per Event >25 & ≤ 50 international exhibitors 3 per event >50 international exhibitors 5 per event	bidders, which limits fair competition and broader participation. A unified qualification framework would promote inclusivity, transparency, and equal opportunity for all eligible bidders. Reference Tender/s There is no such conditions on similar events/ tenders as such conditions restrict competitions.	
3	17	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	Being an Event Management and Infrastructure Providing Agency, the nature and scope of our work does not necessitate specific or extensive experience in domestic exhibitions focused on AI, Deep Tech, Emerging Technologies, or related fields. However, experience of a single event in these domains should be considered adequate to demonstrate subject-matter familiarity. Requiring experience in multiple such events may unnecessarily restrict	Clarified during pre-bid meeting. No change in RFP is required.
M/s Exhibition India Group					
4	7	4(iii) (j)	Submission of Bids	This section says "Technical Bids" to be uploaded as single document along with technical evaluation parameters and technical presentation. Please clarify if presentation is to be uploaded along with evaluation documents	Clarified during the pre-bid meeting. The para at Section 4(iii)(j) - "Technical Bid" to be read as: "Technical Bid" shall be uploaded

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					(on GeM Portal) as pdf document(s). Technical proposal shall cover the documents required against the Pre-Qualification criteria and technical evaluation parameters as mentioned in this RFP. "
5	60	5	Seminar & Conference Halls	The BOQ Excel file mentions certain items as "Rate Only" whereas the format for Financial Bid does not have that distinction. Please elaborate if the cost of these items is to be assumed in the total cost under the head and per unit costs of rate only items is to be given for reference only	Clarified. "Rate only" items in both documents (in Item-wise BOQ for Financial Bid of the RFP and BoQ excel file) are marked as #. Though the values [Rows 5(a), (b),(c),(d) & 21(a)] have been included in the total cost. The sub-items under these heads are rate-only items and are to be shared for reference only.
M/s Expro Events Pvt. Ltd. (A Unit of Lallooji & Sons)					
6	N/A	Related to BoQ	Financial BoQ	While filling the BOQ file downloaded from the GeM portal, we are unable to enter values for any items beyond Item 9. Excel displays the message: "The cell you're trying to change is on a protected sheet." Kindly share an editable version of the BOQ or	Clarified during the pre-bid meeting. The Excel file can be downloaded from the link below: https://stpi.in/boq

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				Reshare the BOQ.	
7		Related to EMD Submission	EMD Deposit	Please confirm whether the EMD submitted earlier will be considered valid for this tender or if we are required to transfer the EMD amount again?	No, the EMD submitted earlier will NOT be considered valid for this tender. Since this is a new RFP, bidders are required to submit the EMD amount with the Technical Bid.
M/s Meroform India Pvt. Ltd.					
8	10	3	2	The work primarily relates to event management. Therefore, we kindly request permission to allow joint ventures and consortiums. By allowing joint ventures (JV) or consortiums, multiple firms can combine their strengths, resources, and expertise to fulfil the project requirements more effectively.	Clarified during the pre-bid meeting. Joint Venture/Consortium is not allowed.
9	23	vii	B	As per the given matrix of payment incentives to bidder is depend on the exhibition sales. "We are requesting to revise the payment terms"	Clarified during the pre-bid meeting. No change in RFP is required.
10	23	C	1	Hardly two and the half month is left for the event thereby selected bidder have to do intensive promotion for event in order to sell the space which will be "required the	Clarified during the pre-bid meeting. No change in RFP is required.

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				advance payment (at least 40%) ensures only serious and capable parties commit and provides necessary working capital for ad buys, production, and direct marketing outlays that cannot be delayed.	
11	74	21		Location of Gala Dinner (indoor or outdoor) needs a suggestion..	Clarified during the pre-bid meeting.
12	13	III		We will require a minimum of four days to complete the setup.	Clarified during the pre-bid meeting.
13				Estimated Cost of Project?	Clarified during the pre-bid meeting.
14	67	10		There are errors when entering the amount in the BOQ; the data gets corrupted..	Clarified during the pre-bid meeting. The Excel file can be downloaded from the link below: https://stpi.in/boq
M/s MM Activ Sci Tech Communications Pvt. Ltd.					
15	5, 6 & 13	RFP – 3, 5.10.iii	Introduction - AI Impact Expo 2026 Dates: Feb 16th to 20th 2026 Scope of Work – Execution Timeline – On ground setup for exhibition may start on 14th Feb 2026	Event of this scale and importance need minimum 3 to 4 days of setup time. Please specify exact setup days. Also it is important to define whether event is of 5 days because many costs are linked with the event days.	Clarified during the pre-bid meeting. Bidders are advised to prepare the execution plan according to the existing timelines & schedule provided in the RFP.

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16	18	RFP – 7 Table Sl no 8	Evaluation Process – Technical Evaluation Requisites (following documents to be submitted as proof of evidence) - Presentation to be emailed (after bid submission), as per directions of STPI.	We need more clarity on the meaning and purpose of “Presentation to be emailed (after bid submission), as per directions of STPI”. And whether we should upload our presentation at the time of bid submission or later as advised.	Clarified during the pre-bid meeting. The bidder must first submit their bid on GeM portal. Then subsequently send the presentation by email, only when STPI provides the instructions to do so.
17	57	RFP - BOQ	Item Wise BOQ for Financial Bid	Not able to proceed in filling the details beyond item no.10.	Clarified during the pre-bid meeting. The Excel file can be downloaded from the link below: https://stpi.in/boq
18	58	RFP – BOQ – 3	Online Registration System – Visitors / Delegates: Online pre-registration & on-site registration modules with real-time sync, payment gateway, analytics dashboard, and admin controls.	Whose payment gateway and bank account to be used to accept Indian and International payments?	Clarified during the pre-bid meeting. Bidder can choose the payment gateway on their own; however, all payments shall be received in STPI account.
19	23 & 28	RFP – 8. Vii.b	Payment of incentives towards the sales of exhibition space by the bidder - Incentive Structure	The Incentive structure needs clarity, as per the present table it indicates no incentive upto 6,000. 6% incentive on the sale from 6,000 to 12,000 and 12% incentive above 12,000. We would strongly propose that incentivization should be on the entire sale	Clarified during the pre-bid meeting. The incentive shall be calculated on the applicable saleable area as defined in Annexure 1 of the RFP

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				for 12% (or more). Please clarify if incentive will be given for sale to PSUs. We also recommend that sales to state govts should also be considered under incentive structure.	document. If the selected bidder is able to achieve sale of applicable saleable area up to 6,000 sq.m, no incentive is payable. If the selected bidder is able to achieve a sale of 6,000 sq.m but less than 12,000 sq.m of the applicable saleable area, an incentive of 6% shall apply on the entire area sold by the bidder (including first 6,000 sq.m). Similarly, If the selected bidder is able to achieve a sale of 12,000 sq.m or more from the applicable saleable area, the incentive of 12% shall apply on the entire area sold by the bidder (including 12,000 sq.m).
20	70	BOQ – 13.	Registration Management Service	The software cost of onsite registration management is not provided for. Should it be included in 50,000 badges. Ideally it should be separately quoted. so that badges costs don't vary.	Clarified during the pre-bid meeting. The item cost was already sought at Point 3 of the item-wise BoQ of the RFP document.