

Minutes of Pre-bid Meeting

Name of work: Empanelment of Event Management Agency for Conceptualization, Curation, Ideation, Designing, Fabrication, Installation and Dismantling of Conference Signage and Exhibition Stall Set-Up and Other Related Services Including Large, Medium and Small National and International Level Conferences / Exhibitions or Events, etc. on Hire Basis for the Period of 2 Years (Pan India)

Tender No.EOI/WAP/EM/2025-2026/01 dated 16.01.2026

Sr. No.	Bidder's Queries	WAPCOS Reply
1	<p>We would like to seek clarification regarding the documentation required as proof of similar work experience.</p> <p>In cases where a Work Order and/or Completion Certificate is not available from the client, we kindly request clarification on whether the following documents, submitted collectively, would be considered acceptable as valid proof of execution of work:</p> <ol style="list-style-type: none">1. Client Invoices2. Corresponding Bank Statements reflecting receipt of payments3. TDS Certificates (Form 26Q/26AS, as applicable)4. GST Portal Screenshot <p>We request you to kindly confirm whether the above set of documents may be accepted in lieu of a Work Order or Completion Certificate for the purpose of evaluation.</p> <p>Your clarification in this regard will help us submit our EOI in full compliance with the tender requirements</p>	As per REOI

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2.	<p>We, Expro Events & Exhibits (A Unit of Lallooji & Sons), are keen to participate in the above-referred EOI process and request you to kindly review the attached Pre-Bid Queries and provide necessary clarifications as per the provisions of the EOI document. The clarifications sought will enable us to understand the scope and requirements more clearly and to submit our EOI in full compliance with the tender conditions.</p> <p>Criteria 1 – General and Similar Experience (Weightage 70%), Clause 2</p> <p>Existing Provision in RFP:- During the last seven (07) years, the Agency/Service Provider must have successfully completed at least seven (07) events during the last three financial years (FY 2022- 23, FY 2023-24 and FY 2024-25)</p> <p>Under various categories.</p> <p>Query / Clarification Sought :-</p> <p>The clause refers to both “last seven (07) years” and “last three financial years”, which creates ambiguity. Kindly clarify whether the required seven (07) events are to be considered from the last seven (07) years overall or restricted only to the last three financial years (FY 2022-23, FY 2023-24 and FY 2024-25) for evaluation purposes.</p>	<p>As per page no. Page 27 of 53 “During the last seven (07) years, the Agency / Service Provider must have successfully completed at least seven (07) events during the last three financial years (FY 2022-23, FY 2023-24 and FY 2024-25”</p> <p>May be read as</p> <p>“During the last Three (03) years, the Agency / Service Provider must have successfully completed at least seven (07) events during the last three financial years (FY 2022-23, FY 2023-24 and FY 2024-25”</p>
3.	<p>With reference to the above-mentioned tender, we have gone through the tender document in detail. We seek clarification on the following point(s) to ensure proper understanding and accurate submission of our bid.</p> <p>1.A Services provider with valid registration regarding GSTIN, PAN, EPF, ESI, Labour, or equivalent registration certificate issued by the concerned authority/ government as applicable to the subject Services. [ESI and Labour are mandatory]</p>	<p>As per REOI</p>

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4.	<p>With reference to the above-mentioned EOI, we seek clarification regarding the eligibility criteria mentioned on Page No. 31 under Category 1.</p> <p>It is observed that the required work order value is ₹7 Crore, whereas the prescribed average annual turnover eligibility is ₹1–2 Crore. The same appears to be disproportionate, as executing or demonstrating experience of a ₹7 Crore work order may not be feasible for agencies with the stipulated turnover range.</p> <p>In this regard, we kindly request clarification on the following points:</p> <ol style="list-style-type: none"> 1. Whether the ₹7 Crore work order requirement for Category 1 is correct, or if it is subject to revision/alignment with the stated turnover criteria. 2. Whether any relaxation or exemption is applicable for MSME-registered agencies, in line with Government of India procurement and MSME/start-up facilitation policies. 3. If MSME relaxation is applicable, kindly clarify the extent of relaxation permitted for turnover and/or past work order value. <p>We request your guidance to enable eligible agencies, particularly MSMEs, to participate effectively in the EOI process.</p>	As per REOI
5.	<p>In cases where a Work Order and/or Completion Certificate is not available from the client, we kindly request clarification on whether the following documents, submitted collectively, would be considered acceptable as valid proof of execution of work:</p> <ol style="list-style-type: none"> 1. Client Invoices 2. Corresponding Bank Statements reflecting receipt of payments 	As per REOI
6.	<p>In cases where a Work Order and/or Completion Certificate is not available from the client whether the following documents, submitted collectively, would be considered acceptable as valid proof of completion:</p> <ol style="list-style-type: none"> 1. Client Invoices 2. Corresponding Bank Statements reflecting receipt of payments 	As per REOI