

INDIA TRADE PROMOTION ORGANISATION

A pre-bid meeting was held on 28.08.2025 at 12:00 PM in the Committee Room, 4th Floor, Admin Block, ITPO, Bharat Mandapam, Delhi.

The following queries were received via email from various bidders and were also discussed during the pre-bid meeting. These queries have been consolidated as detailed below:

Sr. No.	Clause No./ Page No.	NIT /RFP provision	Bidder Query	ITPO Response
1. TATA Consulting Engineers Limited				
1.	Page-3 Information and Instructions for Bidders for e-bidding -point no. 1. 8	Security Deposit -2.50% to be deducted from every running bill	Kindly confirm whether the deducted amount will be released at a later stage. If so, please specify the applicable conditions and the timeline for its release.	Yes, Security Deposit is refundable. After 180 days of completion of agreement. Please refer page no. 56, Section III of this RFP
2	Page-3 Information and Instructions for Bidders for e-bidding – Point no. 1. 14	Last date for submission of RFP- 08.09.2025	We request an extension of three weeks from the date of receipt of replies to our queries.	Extended till 22.09.2025. Bids shall be opened on 23.09.2025 Please refer corrigendum
3	Page-13 SECTION-I-Brief Particulars &Scope of Work-Clause 1	The Redevelopment of Old Hall 7 at Bharat Mandapam Complex Project under India Trade Promotion Organization is envisioned to upgrade the physical infrastructure to construct exhibition space, additional conference facilities, and support facilities.	We request you to kindly provide the area details of the exhibition space, additional conference facilities, and support facilities. Further, please confirm how many conference and support facilities are envisaged. Additionally, please confirm that no balance work is pending.	Under consideration

4	Page-13 SECTION-I-Brief Particulars & Scope of Work- Clause 1. Pre-Construction Stage Sub clause 1.1 Planning	Review / Comment on the draft EPC tender, Quantities & tender stage cost estimates worked out by the designated consultants based on the tender drawings prepared by Architect / Consultants.	We request you to kindly confirm the name of the appointed Planner Consultant.	Shall be shared with selected bidder
5	SECTION-I-Brief Particulars & Scope of Work- Clause 1. Pre-Construction Stage Sub clause 1.1 Planning – Point I	Any other work related to pre-construction stage.	For better clarity and smooth implementation, may we request that all such works be clearly defined and detailed under this section?	The works had already been defined broadly. The particular subclause is added to accommodate any work which goes beyond the broad scope under preconstruction subhead
6	Page-13 SECTION-I-Brief Particulars & Scope of Work- Clause 3. - Scope of Work	The primary responsibility of the PMC will be to assist ITPO to monitor the progress of work at all stages, ensuring construction as per approved design and proof consultancy of the civil & MEP services	We request you to kindly confirm the name of the appointed Design Consultant.	Shall be shared with selected bidder
7	Page-15 SECTION-I-Brief Particulars & Scope of Work- Clause 2. During Construction Sub clause 2.1 Construction Management	Any other work related to construction management	For better clarity and smooth implementation, may we request that all such works be clearly defined and detailed under this section?	Works as and when arise during Construction stage

8	Page-16 SECTION-I-Brief Particulars & Scope of Work- Clause 2. During Construction Sub clause- 2.3 Quality	Carry out periodical Quality Assessment and give report	Please advise on the frequency of the periodical assessment	It will be defined during execution based on site conditions.
9	20 SECTION-I-Brief Particulars & Scope of Work- Clause 5 - PMC Team Structure - Sub clause 2	B.E/B-Tech in Mechanical Engineering or Electrical Engineering. from recognized university with M Tech in relevant domain of Mechanical or Electrical Engineering	Please amend this clause to make it read as: B.E/B-Tech in Mechanical Engineering or Electrical Engineering. from recognized university. M Tech in relevant domain of Mechanical or Electrical Engineering will be desirable	Please refer corrigendum
10	20 SECTION-I-Brief Particulars & Scope of Work- Clause 5 - PMC Team Structure - Sub clause 3	B.E/B-Tech in Civil Engineering discipline from recognized university with M Tech in relevant domain of Civil Engineering	Please amend this clause to make it read as : B.E/B-Tech in Civil Engineering discipline from recognized university with M Tech in relevant domain of Civil Engineering Or MBA in related field	Please refer corrigendum
11	Page-21 SECTION-I-Brief Particulars & Scope of Work- Note:-1	PMC shall not share/provide access to any information related to this job/project to any individual network or firm/company network system except to the authorized persons for reporting. PMC shall submit affidavit to maintain official secrecy on prescribed format on behalf of company and individual employed by the company.	We request you to provide the format of NDA	Under consideration

		Violation to this shall attract punitive action as provided under Officials Secrets Act. PMC should sign a Non Disclosure Agreement (NDA).		
12	Page-21 SECTION-I-Brief Particulars & Scope of Work- Note:-2	ITPO shall have absolute rights to stop services of technical manpower in part or whole with 30 days notice and firms shall have no right for claims of damages in this regard.	We request ITPO to kindly clarify whether, in such cases, the bidder will be compensated for the services already rendered and costs incurred till the date of such termination. Further, we request consideration for reimbursement of reasonable demobilization costs or a provision for termination. Only in specific circumstances.	No change
13	Page-21 SECTION-I-Brief Particulars & Scope of Work- Note: -2	b. During Operation & Maintenance	During O&M, is the consultant expected to deploy resources for complete O&M duration or can it be intermittent based?	The O & M period is 2 years (24 months). PMC to deploy resources accordingly
14	Page-22 SECTION-I-Brief Particulars & Scope of Work- Note:-6	All National /Gazetted Holidays and Sundays will in general be holidays and applicable to the engaged manpower. However, if required by ITPO, the manpower has to attend their duties in case of exigency of work on holidays too, for which no extra shall be paid. Man power can avail 8 casual leaves in a calendar year with prior approval from ITPO for which there shall be no deduction from the amount payable. Beyond that, for any extra days of leave, a	Kindly clarify whether sick/medical leave will be admissible to the deployed manpower in case of serious health conditions. If so, please specify the number of such leaves allowed. Alternatively, we request you to consider enhancing the number of casual leaves or allowing clubbing of casual and sick leaves to ensure adequate coverage.	No change

		sum of amount will be deducted from the monthly payment on pro rata basis.		
15	Page-24 SECTION-I Part-B: Proof Checking Consultancy of the structural & MEP design for this project	Proof Checking Consultancy of Civil, Structural and MEP services design and materials stage wise shall be done by the domain experts of firm having minimum 15 years of experience.	General Proof checking team can be Home office based. Please confirm	No change
16	8.0 Evaluation criteria – NOTE (iii)	The formula to calculate the FCS is “FCS= (TS x 0.70) + (FS x 0.30). TS are the total technical score of the bidder out of 100 marks. FS is the bidder’s financial score out of 100 marks by assigning 100 marks for lowest financial quote. FS of other bidder shall be worked out by formula- 100 X Bid amount of L1 bidder/Bid amount of that bidder.	We request that the evaluation criteria be revised to 80:20 (Technical: Financial) instead of 70:30, to ensure that the most qualified and experienced consultants are appropriately positioned in the competitive evaluation.	No change
17	Page-31 Proforma –I Technical Evaluation Criteria Note:	* Similar Work is defined as Exhibition cum Convention Centre having long span composite structures, mixed use development projects or urban development projects(e.g. new town/city, industrial park, SEZ, integrated townships) for government organizations and PSUs	We request Similar Work be broadened to include Educational Institutions, Recreational Facilities, Commercial Office Complexes, and Mass Housing Projects, executed for Government bodies, PSUs, or reputed Private Sector organizations. These project types demand similar levels of design complexity, engineering coordination, and large-scale execution as the currently	Please refer corrigendum

			listed categories. The core technical competencies, compliance standards, and project management challenges involved are equally rigorous and relevant.	
18	Page-20 & 33 PMC Team Structure (Page 20) Proof Checking Consultancy Experience for Structural & MEP design (Page 33)	CV Evaluation	Only following positions will be evaluated please confirm For PMC: 1) Team Leader, 2) Sr. Project Manager (MEP) 3) Sr. Project Manager (Civil) For Proof checking: 1) Team Leader 2) Associate Designers (Civil and MEP Experts) with min 7 years of experience 3) Associate Designers (Civil and MEP experts) with additional 5year experience.	Yes
19	Page-53 Section III: GENERAL CONDITIONS OF CONTRACT Clause 3.4- Liability of the PMC	Subject to additional provisions, if any, set forth in the SC, the PMC' liability under this Contract shall be as provided by the Applicable Law.	Liability of the PMC under this Contract shall be limited to the total contract value, in line with standard industry practice.	No Change
20	Page-56 Section III: GENERAL CONDITIONS OF CONTRACT	The Services shall be deemed completed and finally accepted by the Client and the final report and final statement shall be deemed approved by the Client as	We request that the retention period for release of the final payment be reduced from 180 days to a maximum of 30 days from the date	No change

	6.3 Mode of Billing and Payment (a) Payment Schedule	satisfactory one hundred and eighty (180) calendar days after receipt of the final report	of submission of the final report.	
21	Page-56 Section III: GENERAL CONDITIONS OF CONTRACT 6.3 Mode of Billing and Payment (a) Payment Schedule	The PMC will be paid quarterly upon receiving invoice by ITPO	Paying PMC on a monthly basis as per actual manpower deployment ensures fair compensation aligned with on-ground effort, improves cash flow for sustained resource availability, and allows better monitoring of performance and accountability. Therefore we request to make this genuine change.	Please refer corrigendum
22	Page-53 Section III: GENERAL CONDITIONS OF CONTRACT 3.5 Insurance to be taken out by the PMC	The PMC (i) shall take out and maintain, and shall cause any Sub-PMC to takeout and maintain, at their (or the Sub Consultant', as the case may be) own cost but on standard terms and conditions approved by the Client, insurance against the risks, and for the coverage for the manpower deployed and (ii) at the Client's request, shall provide evidence to the Client showing that such insurance has been taken out and maintained and that the current premiums therefore have been paid.	To enable proper compliance, we request you to kindly specify the types of insurance coverage expected from the PMC	Relevant insurances of manpower deployed by PMC for this work.
23	FINANCIAL INFORMATION FORM 'A'	** Through PMC Works- The CA certificate is required to be submitted at the time of bidding certifying that the quoted turnover is through PMC works.	PMC would mean services rendered for Design/ Design Review/ Construction Supervision/Construction Management etc for	PMC for 'Similar works' as defined

			Government/PSU/Pvt sector clients. Please confirm	
24	BOQ1		Based on the RFP requirements, a total of 8 positions are defined for PMC (without considering Proof Checking). Against Jr Project Engineer 5 quantities are being asked in the BOQ, whereas in RFP the quantities are 3. Please confirm if our understanding is correct and modify the details.	In RFP, quantities are divided into 'During Construction' Period and 'During O & M' Period. Please refer page numbers 20 & 21
25	General -		Please define the payment terms for proof checking of structural and MEP design for this project. Is it also actual based?	Under consideration
2. Meinhardt India Pvt. Ltd.				
Sr. No.	Clause No./ Page No.	NIT /RFP provision	Bidder Query	ITPO Response
1	General Query		Sir as we understand The subsidiary company incorporated in India can utilize the financial and technical credentials of its parent/holding company (having more than 90% shareholding).	Please refer corrigendum
2	Page 28 of RFP , Clause 3 Sub point D	Similar work/project shall mean Project Management Consultancy (PMC) assignments for construction or redevelopment of public infrastructure projects such as Exhibition Convention Centre, mixed use development projects or	We notice a variation between the two definitions: • On Page 28, urban development projects are specifically mentioned as "urban development	Please refer corrigendum

		urban development projects having long span composite structures (e.g. new town/city, industrial park, SEZ, integrated townships). for Government Departments and PSUs	projects having long span composite structures.” • On Page 31, urban development projects are mentioned without the qualifying condition of “long span composite structures.”	
3	Page 31 of RFP, Technical Evaluation Criteria	<p>Note: * Similar Work is defined as Exhibition cum Convention Centre having long span composite structures, mixed use development projects or urban development projects (e.g. new town/city, industrial park, SEZ, integrated townships) for government organizations and PSUs</p> <p>The emphasis will be on relevance of the projects to the assignment, size and nature of the projects i.e. of comparable size, complexity and technical specialty.</p> <p>The value of projects shall be brought to current costing level by enhancing the actual value of cost at simple rate of 7% per annum, calculated from the date of completion to date of upload of this RFP</p>	<p>Sir, as it is an ambiguous point request your clarification on same.</p>	Please refer corrigendum
4	General Query	The time taken by the Authority for granting such approval shall not be considered within the PMC’s control or responsibility, and any consequential delay shall not attract any liability on the part of the Project Management Consultant		As per relevant conditions of this RFP

3. Engineering Projects (INDIA) Ltd.				
Sr. No.	Clause No./ Page No.	NIT /RFP provision	Bidder Query	ITPO Response
1	Page 28 of 64 SECTION II INFORMATION & INSTRUCTIONS FOR BIDDERS Cl. 7.0	Initial Eligibility Criteria for Bidding Sub cl. 7.4 The bidder should not have incurred any loss (profit after tax should be positive in more than two years during available last five consecutive balance sheets, duly audited and certified by the Chartered Accountant with Unique Document Identification Number (UDIN).	It is requested that the criteria may please be amended as: Sub cl. 7.4 The bidder should have incurred profit after tax in minimum two years during available last % minimum five consecutive balance sheets, duly audited and certified by the Chartered Accountant with Unique Document /identification Number (UDIN).	Please refer corrigendum
2	Page 28 of 64 d)	Similar work/project shall mean Project Management Consultancy (PMC) assignments for construction or redevelopment of public infrastructure projects such as Exhibition Convention Centre, mixed use development projects or urban development projects having long span composite structures (e.g. new town/city, industrial, park, SEZ, integrated townships). for Government Departments and PSUs	It is requested that the criteria may please be amended as: Similar work/project shall mean Project Management Consultancy (PMC) assignments for construction or redevelopment of public infrastructure projects such as Exhibition Convention Centre. mixed Use development projects or urban development projects having long span-structures (eg. new town/city, industrial park, SEZ integrated townships). for Government Departments and PSUs	Please refer corrigendum
4. GPM Architects				
Sr. No.	Clause No./ Page No.	NIT /RFP provision	Bidder Query	ITPO Response
1	Page 13, Para 1	Pre-Construction Stage 1.1 Planning a) Review / Comment on the draft EPC tender, Quantities & tender	1. Detailed Architectural drawings are frozen 2. Proof checking of only	Yes

		stage cost estimates worked out by the designated consultants based on the tender drawings prepared by Architect / Consultants.	Structural & MEP drawings submitted by EPC	
2	Page 14, Para 1.2	Design Management (For Details Refer Section II: Part 'B') The proof checking consultancy of the Structural & MEP drawings submitted by the EPC Contractor is required to be taken up by the PMC contractor, is to be done. Please confirm.		Yes
3	Page 14, Para k	Help in preparing the contract documents of the main contract and all sub-contract parages not falling within the scope of the specialist consultants for execution by the contracting parties and make certified true copies of executed contract documents for distribution.	Not clear in view of Para 1.1 at Page 13 wherein it is stated " Review/ Comment on the draft EPC tender, Quantities & tender stage cost estimates worked out by the designated consultants based on tender drawings prepared by the Architect/Consultants.* We believe that EPC draft tender has already been prepared by the Consulting Architect and is only to be reviewed by PMC. Any other contract for specialist consultants, if required, is to be prepared by PMC.	PMC to assist ITPO in drafting EPC tender for this project
4	Page 16, Para e	Get the contractor's schedule accepted by CLIENT and baseline it.	We understand it is time schedule for the completion of the project. Please confirm.	Complete work schedule including sequence of construction activities etc
4	Page 20, Para 5, Sr. No. 1	B.E./B.Tech in Civil Engineering discipline from recognized university with M.Tech in relevant	Please confirm if any domain of Civil Engineering be considered.	Any domain of Civil Engineering in M.Tech

		domain of Civil Engineering / MBA in related field.		
6	Page 20, Para 5, Sr. No. 3	B.E./B.Tech in Civil Engineering discipline from recognized university with M.Tech in relevant domain of Civil Engineering.		Any domain of Civil Engineering in M.Tech
7	Page 21, Note 3	Manpower identified and submitted with bid document should not be changed and same shall be got approved from the ITPO within 15 days of acceptance of offer. Only in exceptional circumstances, change will be allowed with prior approval of ITPO.	It is generally not possible to hold highly experienced professional without suitable assignments on hand and such projects are few and far between. It is to request that Head Office of PMC, who shall be deploy & supporting the staff, be allowed to substitute the manpower with appropriate qualification & experience, subject to approval of ITPO.	No change
8	Page 28, Para 7(d)	Initial Eligibility Criteria for Bidding Similar work/project shall mean Project Management Consultancy (PMC) assignments for construction or redevelopment of public infrastructure projects such as Exhibition Convention Centre, mixed use development projects or urban development projects having long span composite structures (e.g. new town/city, industrial park, SEZ, integrated townships) for Government Departments and PSUs.	Majorly, long span composite structures are not executed in integrated townships. We believe integrated township containing residential & non-residential structures will be considered.	No change
9	Page 34, Para a	All technical staff proposed must be the permanent full time employees of the firm.	It is to request that in case proposed staff/personal is not available at the time of award of Contract, same shall be allowed to be replaced with	No change

			appropriate qualification & experience.	
10	Page 61, Para 10	PMC should file an ECR against ESI & EPF for the individual workers engaged in ITPO & submit the same before payment.	If Employee falls under the applicable ESI & EPF limit, then only ECR shall be submitted before payment	Yes
11	Page 61, Para 9	PMC shall be liable to pay ITPO five times of the tendered amount in case of structural issues are observed upto 10 years of completion of O&M period.	Imposing liability up to five times the tendered amount is excessive and punitive in nature. PMC's role is to oversee and monitor construction activities and not to physically execute the structural works, as such, holding the PMC liable for structural defects, which are primarily the responsibility of the Contractor executing the work, is not justified. We request to remove this Clause.	No change
12	Page 3, Para 1	Earnest Money Deposit : Rs. 34.44 Lakhs	We request that MSME registered Bidders should be exempted from submitting Earnest Money Deposit.	No change
13	Page 28, Para 7(b)	Initial Eligibility Criteria for Bidding The Firm/PMC should have completed following project monitoring consultancy jobs in India during the last 7 years ending date of upload of this RFP (i) Three PMC works of similar nature work having consultancy fee cost of minimum Rs. 6.89 Crore each Or (ii) Two Consultancy works of similar nature work having consultancy fee cost of minimum Rs. 10.33 Crore each, Or. (iii) One Consultancy works of	We have considerable experience of designing & supervising Auditoriums in Multiplexes and Institutional Buildings having long span structures, as required in the Similar Work criteria. However, the value of the consultancy fee of those works comparatively do not match with the given fee criteria. It is to request that experience of long span structures may be considered separately in independent works, irrespective of the consultancy fee	No change

		similar nature work having consultancy fee cost of minimum Rs. 13.78 Crore.	and for meeting the consultancy fee criteria, other projects may be considered.	
	5. M/s Rites			
1	General	Last Submission date 08.09.2025	Request for extension till 18.09.2025	Please refer corrigendum