

REQUEST FOR PROPOSAL (RFP) FOR ENGAGEMENT OF A PROJECT MANAGEMENT AGENCY (PMA) FOR MANAGEMENT, COORDINATION, SUPERVISION AND PROGRAMME SUPPORT FOR THE INDIA PAVILION AT EXPO GREEN 2027, YOKOHAMA, JAPAN

Sr. No	RFP Clause / Page	Existing Provision	Query / Suggested Clarification	Remarks
1	Section 2 - RFP DATA SHEET AND KEY INSTRUCTIONS Page 4	Bid Submission End Date 15th September 2026 till 3:30 PM IST	We request you to kindly consider extending the bid submission deadline by at least 10 working days from the date of issuance of the pre-bid clarifications to enable bidders to incorporate the clarifications received and submit comprehensive proposals.	To ensure that all bidders have sufficient time to review the pre-bid clarifications and incorporate them into a comprehensive and high-quality proposal, the submission timeline has been extended to 21 st September 2026.
2	Section 2 - RFP DATA SHEET AND KEY INSTRUCTIONS Clause 2.2 - Bid Security / EMD Page 5	The EMD is fixed at ₹3 lakh and paid via internet banking/ NEFT/ RTGS.	- We request you to kindly allow Bank Guarantee as form of EMD. - Kindly confirm whether MSME-registered bidders are exempt from payment of EMD under this RFP, and if so, the documentary proof required to claim such exemption.	- To ensure simplicity, speed, and transparency, the EMD must be submitted strictly via the prescribed digital modes (Internet Banking, NEFT, or RTGS). This approach streamlines the financial verification process and ensures the immediate, verifiable availability of funds while avoiding the administrative delays associated with the issuance and verification of Bank Guarantees. - Bidders claiming exemption from Earnest Money Deposit (EMD) are required to substantiate their status through a valid Udyam Registration Certificate. Additionally, to maintain a robust audit trail and verify the identity of the entity, the submission of a GST Registration Certificate and

				PAN Card is deemed necessary to validate the authenticity of the MSME status and ensure compliance with the tender's eligibility criteria.
3	SECTION 5 – TERMS OF REFERENCE / SCOPE OF SERVICES Clause 5.14 – Human Resources and Key Personnel Page 11	The PMA shall deploy adequate personnel to perform the assignment, including an Event/ Programme Manager, Business Engagement Lead, a Digital/ Communications Lead, and a dedicated on-site event resource. All deployed resources must possess a minimum of 3 to 5 years of relevant experience and are subject to approval by NHB prior to deployment. The PMA shall bear all personnel-related costs included in its financial bid.	We request you to clarify the educational qualifications prescribed for the key personnel proposed under the assignment. Further, we request you to clarify whether Joint Bidding Responsibility (JBR)/ resource sharing arrangements under a consortium or JV structure shall be permitted for deployment of key personnel.	All deployed resources must possess a minimum of 3 to 5 years of relevant experience and relevant educational qualification related to the field of expertise and in managing a similar Scope of Work (SOW). While the specific methodology for resource allocation and sharing between consortium members/JV partners remains the sole responsibility and prerogative of the bidder, the Employer reserves the right to approve or reject any individual resource based on the experience and competency required to fulfill the SOW.
4	SECTION 9 – ELIGIBILITY AND DETAILED SCORING CRITERIA	Relevant experience in international exhibitions/ expos/ trade fairs/ summits/ large-scale	We request you to clarify whether experience in international exhibitions, expos, trade fairs, summits, or large-scale events undertaken under the aegis of a national-level government body, statutory	• Yes, a project that satisfies the specific requirements of both Sl. No. 2 (International Scale) and Sl. No. 3 (Government/PSU/Statutory) may be considered for evaluation under

	Clause 9.2 - Technical Scoring Matrix Sl. 2 Page 15	events during the last 5 years: 1 project: 5 Marks 2 projects: 10 marks 3 projects: 15 Marks	authority, or industry association shall be considered eligible under this criterion. We request you to consider experience from the last 10 years instead of the last 5 years for the purpose of evaluation under this criterion. The five-year period substantially overlaps with the COVID-19 pandemic and the subsequent recovery phase, during which international travel, exhibitions, trade fairs, and similar global events were significantly restricted. As a result, opportunities for execution of international assignments were limited. Extending the experience window to ten years would enable broader participation and allow bidders to demonstrate relevant international event management experience more comprehensively.	both categories. The intent of the scoring system is to recognize the specialized competency required for different types of assignments. A single large-scale project that involves both international stakeholders and government bodies demonstrates a high level of complexity and expertise. • The evaluation period for this criterion is hereby extended from the last 5 years to the last 7 years. Bidders may submit project citations completed within this 7-year period to qualify for marks under this category.
5	SECTION 9 – ELIGIBILITY AND DETAILED SCORING CRITERIA Clause 9.2 - Technical Scoring Matrix Sl. 3 Page 15	Experience of event/ programme management for Central/ State-Government, PSU, statutory/ autonomous bodies or Government-supported organisations during the last 5 years 1 project: 5 Marks 2 projects: 10 marks 3 projects: 15 Marks	We request you to clarify whether the same project citations submitted under Sl. No. 2 (Relevant Experience in International Exhibitions/Expos/Trade Fairs/Summits/Large-Scale Events) may also be considered for evaluation under Sl. No. 3, provided the projects meet the requirements specified under both criteria. We request you to consider experience from the last 10 years instead of the last 5 years for the purpose of evaluation under this criterion. The five-year period substantially	• Yes, a project that satisfies the specific requirements of both Sl. No. 2 (International Scale) and Sl. No. 3 (Government/PSU/Statutory) may be considered for evaluation under both categories. The intent of the scoring system is to recognize the specialized competency required for different types of assignments. A single large-scale project that involves both international stakeholders and government

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6	SECTION 9 – ELIGIBILITY AND DETAILED SCORING CRITERIA Clause 9.2 - Technical Scoring Matrix Sl. 4 Page 15	Experience in agriculture/ horticulture/ food processing/ export promotion/ trade- investment promotion or allied sector events.	We request you to clarify the number of projects/citations required for evaluation under this criterion and the methodology that will be adopted for awarding marks against relevant sectoral experience. Further, we request you to specify the minimum number of projects/ assignments or the number of years of experience required under this criterion.	To ensure the selection of a bidder with global exposure and the capability to manage complex, high-standard events, 10 marks shall be awarded to bidders demonstrating at least one (1) successfully completed international project in the fields of agriculture, horticulture, food processing, export promotion, trade-investment promotion, or allied sector events.
7	SECTION 9 – ELIGIBILITY AND DETAILED SCORING CRITERIA Clause 9.2 - Technical Scoring Matrix Sl. 5	Experience in event digital platforms, B2B facilitation, social media/ digital outreach and stakeholder databases.	We request you to clarify whether the experience in event digital platforms, B2B facilitation, social media/digital outreach, and stakeholder database management is required to be specific to any particular sector, or whether experience across sectors shall be considered eligible for evaluation.	Bidders are requested to submit TOR of projects clearly mentioning the Experience in event digital platforms, B2B facilitation, social media/ digital outreach and stakeholder databases. To ensure the selection of a bidder with experience in event digital platforms, B2B facilitation, social media/digital

	Page 15		Further, we request you to specify the minimum number of projects/ assignments or the number of years of experience required under this criterion.	outreach, and stakeholder database management, 15 marks shall be awarded to bidders demonstrating at least one (1) successfully completed international project in the fields of agriculture, horticulture, food processing, export promotion, trade-investment promotion, or allied sector events.
8	Section 5.2, Page 8	Pre-Event Stakeholder Mobilisation and Coordination — stakeholder mapping, participation strategy, and coordination with Ministries/State Governments etc., with no defined schedule.	Since the finalized execution/ programming plan depends on completion of stakeholder mapping and participation strategy, kindly confirm if NHB has a specific timeline in mind for completion of this activity (including ministry-wise finalization/ closure dates), or whether the PMA is expected to propose this schedule as part of its work plan.	The PMA is expected to propose a detailed timeline and execution schedule for stakeholder mapping and coordination as part of its Inception Report. Upon submission and approval of the Inception Report, the schedule for ministry-wise finalization and closure will be established based on the PMA's proposed plan.
9	Section 5.4, Page 9	Coordination with India Garden/ Pavilion Construction Agency — PMA to maintain day-to-day coordination and milestone tracking of the separately appointed construction agency.	Kindly confirm in writing that the PMA's role is limited to remote/ soft coordination with the construction agency (tracking, reporting, escalation), and that site inspection/ physical monitoring of construction progress and timeline compliance remains NHB's responsibility, with the PMA not liable for delays attributable to the construction agency.	The PMA's primary responsibility is the administrative and functional coordination of the construction agency. This includes day-to-day tracking of milestones, regular progress reporting, and the timely escalation of issues to NHB. While the PMA is responsible for monitoring the timeline and ensuring the construction agency is aware of its obligations, the physical site inspection and final verification of construction quality and timeline

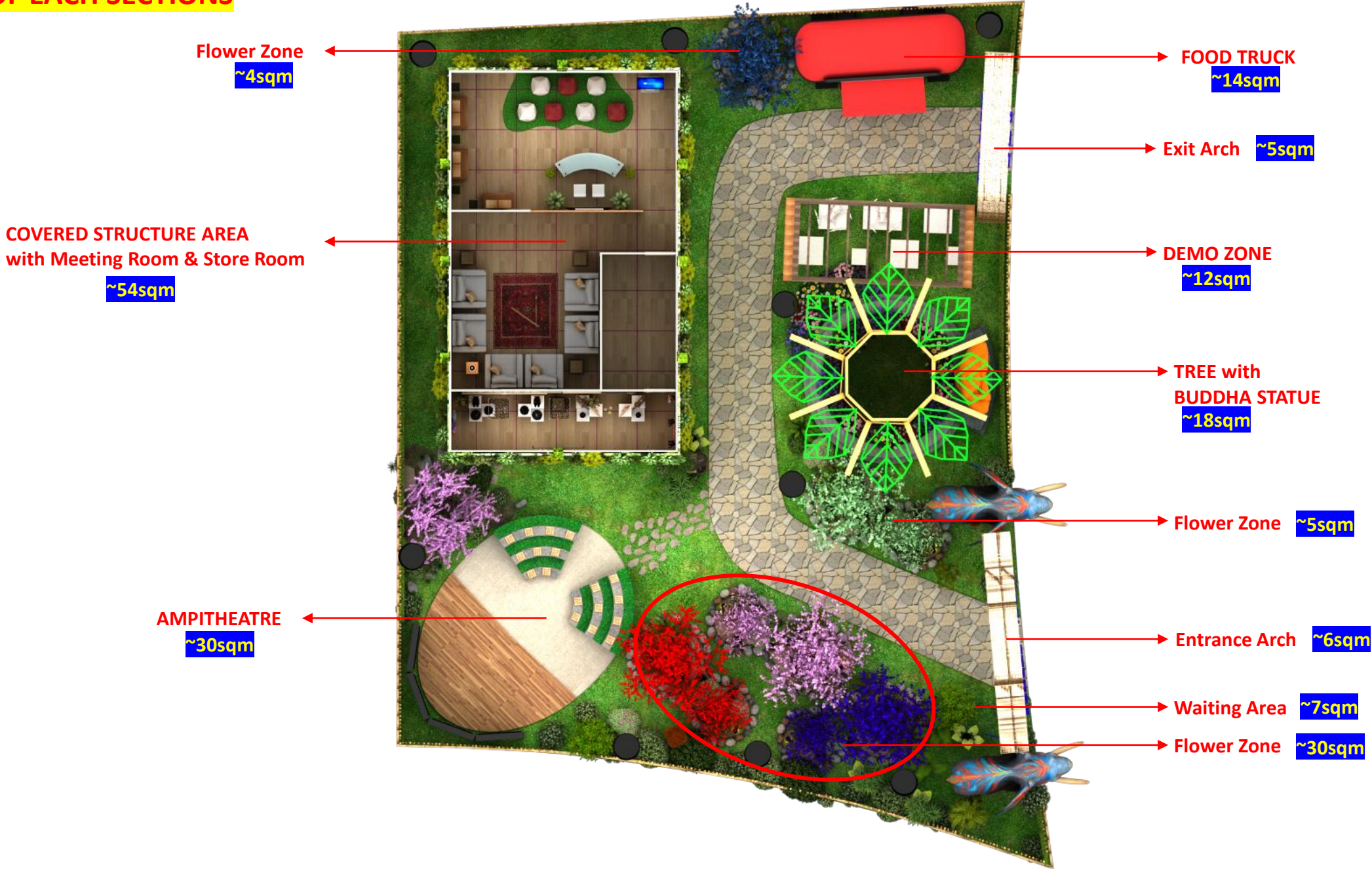
				compliance remain the responsibility of NHB.
10	Section 5.3/5.9, Pages 8-10	PMA required to design the Pavilion programme calendar, cultural/ engagement activities, and space-dependent programming, without design/layout details of the India Garden and Pavilion being shared.	To enable meaningful proposal of on-ground activities and engagements, kindly share the layout/design details of the India Garden and Pavilion as awarded to the construction agency, specifically space allocation and amenities (e.g., amphitheater/ performance area, artisan/ craft display or sales areas, and other dedicated activity zones), so the PMA's programming plan can be aligned to actual site capacity.	Layout attached
11	Section 5.11, Page 10	Deploy at least one dedicated PMA professional at the India Pavilion throughout the required operating period of the Expo.	Kindly clarify whether the on-site resource is required to be physically present at the Pavilion for full operating hours (9 AM to 9 PM) every day throughout the approximately 6-month Expo period, or whether the requirement is for the resource to be locally based in Yokohama with physical presence at the Pavilion as per the schedule of activities/coordination requirements on a given day.	The dedicated PMA professional must be locally based in Yokohama to ensure rapid response capabilities. While the resource must be physically present at the Pavilion to fulfill the specific coordination and activity requirements of the Expo, they are not mandated to be on-site for the entire 9 AM to 9 PM operating period every day, unless specifically required by the event schedule.
12	Section 7.6, Page 13	The PMA shall comply with applicable Indian and Japanese laws/ regulations relevant to its personnel and activities.	Kindly clarify whether NHB/ Embassy of India, Tokyo will facilitate the appropriate visa/ status of residence for PMA personnel deployed on-site in Japan for the approximately 6-month Expo period, or whether the PMA is solely responsible for independently arranging the requisite	While the PMA is responsible for arranging the necessary Japanese work authorizations for its staff, NHB will provide the required facilitation and supporting documentation to assist the PMA in the visa application process

			Japanese work authorization for its deployed staff.	
13	Section 6, Pages 11-12	Milestone 5, Event-Period Services, is 30% of Contract Price and covers the entire Expo period.	Kindly confirm whether payment against Milestone 5 will be released as a single lump sum after completion of the Expo period, or in periodic (e.g., monthly) tranches during the Expo period, given this milestone spans approximately 6 months.	Payment for Milestone 5 shall be disbursed in quarterly installments over the duration of the Expo period. Each installment will be released upon the successful completion of the respective quarter and the submission of a performance report confirming that all services under the Scope of Work have been rendered as per the contract terms.

CLOSE-UP PLAN VIEW



AREA OF EACH SECTIONS



2D Layout

Top Grid

