



**Congress Secretariat
XIV Agricultural Science Congress
Division of Genetics, ICAR-Indian Agricultural Research Institute
NEW Delhi-110012**

Invitation for Expression of Interest (EOI) for managing of XIV Agricultural Science Congress 2019

The **Local Organizing Committee** invites tenders from Professional Congress Organizers (PCO)/Event Management Company (EMC) for managing **XIV Agricultural Science Congress** which will be held during Feb 20-23, 2019.

Interested firms are requested to submit tender in the two bid system, i.e., Technical bid and Financial bids should be submitted separately in sealed envelope. The two sealed envelopes should be put in another envelop, sealed and submitted to **“The Organizing Secretary, Congress Secretariat, XIV Agricultural Science Congress, Division of Genetics, ICAR-Indian Agricultural Research Institute, Pusa, New Delhi-110012”**

The last date for receipt of the tender bids: Feb 9, 2018

The scope of this contract shall be for providing services, supplies and stores for professionally organizing the above mentioned event during **Feb 20-23, 2019** in accordance with the requirements given below:

General Information:

Duration of the conference	4 days	
Frequency of the conference	Every 2 years	
Expected delegates - Indian / Overseas	2000 + 100	
Registration fee (Social evening events to be included in registration fee)	Foreign Delegates	US\$ 250
	Foreign Delegates (Accompanying person)	US\$ 150
	Indian Delegates (Timely registration: Nov. 30, 2018)	₹ 8000
	Indian Delegates (Accompanying person)	₹ 4000
	Students/Research Scholars (RA/SRF/JRF)	₹ 4000
	On spot registration	₹ 10000
	Corporate Registration	₹ 20000
Accommodation requirements	Yes	

No. of abstracts/papers to be received (both electronic & Manually)	Minimum 1500
Number of exhibition stalls approx	Minimum 400
Posters approximately	1500
Insurance Cover and safety options	Yes
Pre- and Post-conference Tours	Yes
Pre-conference press conference	Yes

Annexure – A

Scope of work/ requirements

Eligibility– Tenderers are required to demonstrate their capability for the following:

- A. **Establishment** - The Company should be in business for a minimum of six years. As proof attach attested copy of the Company Registration Certificate and Memorandum of Articles. PCO to provide profile of the company describing main areas of the company's expertise, history of the company development, types of services being provided and main achievements
- B. **Financial capability** - Tenderers are required to demonstrate their financial standing proving minimum cumulative turnover of Rs. 35 crores over the last 3 financial years up to 2016 and as proof attach audited balance sheets attested by Registrar of Companies.
- C. **Proven track record** - Tenderers are required to demonstrate their experience as a PCO/Staff by providing information on exhibitions/conferences/workshops they have managed with more than 1000 delegates (minimum 3 conferences) in the past six years. Should also have organized at least three exhibitions/ conferences/ workshops or a combination thereof in an area of minimum 5000 sqm in the last five years.
- D. **References** -Tenderers are required to submit at least three referees who will be contacted by representatives of the Organizing Committee. Details required are name, contact information, meeting with which they were/are associated and position in relation to the organizing of that meeting.
- E. **Staffing** -Tenderers are required to give an overview of their infrastructure including staffing, experience and accreditation. There should be a minimum of 15 staff on permanent pay roll.
- F. **Electronic Management** – Tenderers should demonstrate their IT capability to run the conference registration, abstract handling, designing etc and capacity and ability to provide payment gateways in a secure environment.
- G. **Affiliation** – Tenderers should be members of bodies like Indian Convention & Promotion Bureau, International Association of Exhibition and Events, Indian Exhibition Industry Association etc.
- H. **Branch Offices** – Tenderers should have a network or representative offices at minimum four places in India.

Initially technical bid will be evaluated and the qualified proposals will be considered for opening of financial bid. Both quality and cost will be used for finalizing the tender.

The 'deliberations' will take place in auditorium of NASC. Complex, New Delhi-110012, while the 'Exhibition' will be displayed at IARI, Mela Ground, New Delhi (located at a distance of 600m from the NASC. Complex).

Services required: The successful tenderer shall, as a minimum, be capable of providing below managerial services for the Congress.

S. No.	Items/ specification	Rate
1.	<p>Website development and abstract submission:</p> <ul style="list-style-type: none"> • Management of website and monitoring by the Organizing Committee. • Protected access to Organizing Committee members and referees for submitted research abstracts, which takes care of conflict of interests. • Provision for sending email to Organizing Committee members, referees, authors and registered delegates. • Monitoring the email communications, updating and flashing list of the latest events. • Details of programme schedule and venues. • Facility of abstract submission, registration, accomodation and payment gateway 	
2.	<p>Mobile based App development</p> <p>Development of android and IOS compatible mobile App having facility of point no. 1</p>	
3.	<p>Online registration:</p> <ul style="list-style-type: none"> • Facility for online registration, paper registration and on-site registration • Payment gateway (through Credit card/net banking/debit card etc.) for fee submission, automatic receipt generation and confirmation to the participants by e-mail. • Statistical reports on registration numbers, breakdowns etc. 	
4.	<p>Online accomodation:</p> <ul style="list-style-type: none"> • Provision of options of different categories of accomodation with tariff and confirmation by e-mail. 	
5.	<p>Abstract Handling</p> <ul style="list-style-type: none"> • Should include on-line abstract handling, review process and publication. • Automatic abstract submission by participants and sending an automatic email receipt to authors upon submission. 	
6.	<p>Setting up conference secretariat:</p> <ul style="list-style-type: none"> • Company should be capable of providing a complete in-house secretariat centre from 1st February 2018 till the conference is over. It should include computers and printers, fax machines, photocopy machines, telephones and internet/email connections for smooth communication with the delegates. 	
7.	<p><u>Processing of visa for foreign delegates</u></p> <ul style="list-style-type: none"> • Should obtain necessary permission and provide documents and assistance for obtaining Visa. 	
8.	<p><u>Transport arrangements</u></p> <ul style="list-style-type: none"> • Creation of welcome counter at the airport/railway station for invited delegates with 'pickup and drop' by AC luxury car. • All arrangement of 'pickup and drop' from hotel/guest house to venue and vice-versa (for all participants). • Facility of AC luxury bus/van for participants. 	

	<ul style="list-style-type: none"> • Facility of AC car and SUV for organizers. 	
9.	<p><u>Permission for hosting the events from concerned Ministries</u></p> <ul style="list-style-type: none"> • Assisting in obtaining necessary clearances from various Government Ministries viz. MoEA, MoH and MoF etc. as applicable 	
10.	<p><u>Registration kits and accessories for the participants</u></p> <ul style="list-style-type: none"> • 2300 registration kits with bag-pack, pen, pencil, memento, writing pad, flash drive, souvenir, conference ID card, badges, programme schedule, food coupons etc. 	
11.	<p><u>Hall management</u></p> <ul style="list-style-type: none"> • 24x7 WiFi free connectivity to all the delegates at conference venue. • A desk with 20 computers and printing facility at the venue. • LED display boards for viewing proceedings outside the halls for all individual/parallel sessions. • Management of uploading of ppt. before presentation. • Volunteers for guidance and help to the speakers, presentation of memento to the speakers 	
12	<p><u>Live web-cast of the proceedings of the entire event</u></p> <ul style="list-style-type: none"> • High speed streaming of live webcasting of the main events (inaugural session, plenary lecture, evening lectures, cultural programme, valedictory session etc.) of the congress. • Intimation through e-mail to all concerned ministries, SAUs, state departments and all relevant research organizations. 	
13.	<p><u>Still photography and videography</u></p> <ul style="list-style-type: none"> • Digital photography of the entire event including parallel technical sessions with equipment, consumables and operational staff. • Complete video recording of the proceedings concerning inaugural function, keynote addresses, plenary sessions, panel discussions and concluding sessions. • Uploading of digital photo and video files in the website after completion of each sessions. • Option of downloading the digital photo and video files. 	
14.	<p><u>Arrangement of 'pre-' and 'post- conference' tours</u></p> <ul style="list-style-type: none"> • Cultural/heritage tours including site seeing and shopping (list of Local and Excursion Tours should be provided separately) 	
15.	<p><u>Arrangement of one day cultural programme</u></p> <ul style="list-style-type: none"> • Cultural programme by a team of reputed troupe depicting the heritage of India. 	
16.	<p><u>Management of poster display session</u></p> <ul style="list-style-type: none"> • 750 posters per day for two days • Arrangement of display board, light, fittings and consumables (glue tapes, scissors, pins etc.) • Management desk with volunteers 	
17.	<p><u>Management of inaugural and valedictory functions</u></p> <ul style="list-style-type: none"> • Invitation to chief guest(s) and management of protocols. • Entire management of the functions including anchoring and memento presentation. 	

18.	<p><u>Management of electronic and print media</u></p> <ul style="list-style-type: none"> • Invitation cards for inaugural/valedictory/special lecture: at least 3000 or as desired by the organizer/ cultural programme/ Display signs off-premises. • Invitation to popular electronic and print media companies including Doordarshan and DD Kisan etc. 	
19.	<p><u>On-site management desk</u></p> <ul style="list-style-type: none"> • Dedicated help desk • Wi-fi access, Display order system/mikes/boards etc. • Management of stage/program set up • Managing registration • Assistance in different halls • Coordination of transport and accommodation • Direction signs/ backdrop logistics/ management of stage/ program set up • Any other assistance during the conference. 	
20.	<p><u>Exhibition for all four days:</u></p> <ul style="list-style-type: none"> • Entire arrangement of exhibitions with lights, furniture, exterior, etc. • 4 hangers with 7500 sq. m and 7500 sq. m open area, the existing structure/facility of IARI may be used for this purpose. • TOP / PVC covering with white - high gloss black out PVC fabric, flame retardant material. • Side covering with standard fabric walls using white -PVC fabric and flame retardant material. Provision for fire safety devices. • Sound proof generator • 400 stalls (9'x9') with necessary infrastructures. • Invitation and arrangement of participating public sector organizations and private sector companies related to agriculture. • EMC is expected to provide 100 finished stalls to LOC at fee of Rs. 20,000/ per stall for ICAR institutes and other other govt. organization. • Place for meeting sessions • VIP Lounge • Separate food court to host 500 people at a time with participation of popular food chain giants. • Carpet for entire exhibition / passage and food court area. • Sufficient mobile toilets • Potable water dispensing facility • Digital advertisement and arrangement of backdrops and other display material. • Management desk for all the necessary assistance. • Enough battery operated vehicles for shuttling between conference and exhibition venue (distance 600m) – E-rickshwas - 10 • Shuttle bus service from IARI gate to exhibition venue. 	
21	<p><u>Resource Generation:</u></p> <ul style="list-style-type: none"> • EMC is expected to give at least Rs. 50 lakhs from the revenue of the exhibition to the LOC of 14th ASC to meet the other expenses of organizing congress. 	

22.	<p><u>Closing of Accounts</u></p> <ul style="list-style-type: none"> Should be able to provide full details with attachments of the accounts, payouts receivables after two weeks of the closing of conference. 	
23.	<p>Post conference communication: All post conference mails from delegates should be responded with promptness and copied to the organizer.</p>	

Note:

1. **The EMC should quote the price for the services listed on S. No. 1 to 19 and 23. However, the expenses on the item listed on S. No. 20 i.e., Exhibition is to be met by the EMC/PCO.** All arrangements made, product and services procured would be first proposed by the EMC/PCO to the Organizing Committee for its approval. The Organizing committee may also inspect the products, services and arrangements before approval.
2. The quality assurance plan will list the activities, their standards of successful completion, time schedules, fall back options, contingency plans concurrent and independent verification methodologies, reporting and documentation etc. The PCO/EMC will run through the entire event with presentation and discuss details in front of LOC time to time.
3. The bidder has to deposit a sum of Rs 5 Lakhs as EMD along with the technical bid. The EMD should be submitted in the form of DD only in the name of "Organizing Secretary, XIV Agricultural Science Congress". Please note that no other instrument will be accepted as EMD.