

Invitation for Expression of Interest for managing 9th Session of Governing Body of International Treaty on Plant Genetic Resources for Food and Agriculture in Delhi from 9th to 15th May, 2022 with two days regional and inter-regional consultation prior to the period of the meeting.

The Local Organizing Committee invites to submit the proposal to provide service & infrastructure facilities to conduct 9th Session of Governing Body of International Treaty on Plant Genetic Resources for Food and Agriculture in Delhi from 9th to 15th May, 2022 to be organized by the Ministry of Agriculture and Farmers Welfare with an arrangement to facilitate two days regional and inter-regional consultation prior to the period of the meeting.

Interested Hotels are invited hereby to submit tender in the two-bid system, i.e. Technical bid and Financial bid which should be submitted separately through Central Public Procurement (CPP) Portal, Government of India.

Last date for submission of technical and financial bids: 27.8.2021 at 11.00 am

The scope of this contract shall be for providing services, supplies and stores for professionally organizing the above-mentioned events from 7th to 15th May, 2022 in accordance with the requirements given below:

GENERAL INFORMATION:

Duration of the event/meeting	2 + 7 days (7-15 May 2022)
Expected delegates - Overseas/Indian	500 to 600 + 100
Accommodation requirements	Yes
Translation Equipment for 6 UN languages + Hindi	Yes
Social (evening) events	Yes
Number of exhibition stalls	Minimum 75
Insurance cover and safety options	Yes
Pre and Post-meeting tours	Yes
Press conference	Yes

ELIGIBILITY

Tenderers are required to demonstrate their capability under following:

- A. **Establishment** - Tenderer should be in business for Minimum Five years. As proof attach attested copy of the company registration certificate & memorandum of Articles. Establishment to provide profile of the company, Type of Services being provided & Main Achievement
- B. **Financial capability** – Tenderers are required to demonstrate their financial standing proving minimum turnover of Rs. 50 crores over the last 3 financial years up to 2020 and as proof attach audited balance sheets attested by Registrar of Companies.

- C. **Proven track record** - Tenderers are required to demonstrate information on exhibitions / Conferences / Workshops they have managed with more than 600 delegates (minimum 3 Conferences) in the past 5 years. Should also have organized at least three exhibitions / Conferences / Workshops or a combination thereof in an area of 5000 Sqm in the last five years.
- D. **Proximity and Convenience** – Tenderer should be located in adjoining area of international airport or Aerocity (within approx. 5 kms radius from International Airport Terminal 3 with other standard utility services and conveniences as per HRACC standards ranging from 3 to 5 star)) with transportation & concierge facility on request.
- E. **Staffing** -Tenderers are required to give an overview of their infrastructure including staffing, experience and accreditation. There should be minimum 10 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.

SERVICES REQUIRED

The successful tenderer shall, as a minimum, be capable of providing below managerial services for the events.

S. No.	Items/ specification	Rate (in Rs.)
1	<p>Meeting venue</p> <ul style="list-style-type: none"> ● Location is Hotels in adjoining area like Aerocity near international airport Terminal 3 with a capacity to accommodate about 600 to 800 participants in different categories from 3 to 5 Star as per choice of the delegates) . ● One plenary hall capacity of 600 to 800 persons and 17 multiple halls of different capacity/sizes. All the seats should have the facility for the microphone /Head Phone having channels for listening to 6 United Nation languages + Hindi. ● 11 office spaces, control room, registration, travel/information desk, documentation desk, media and ENB /reporting and internet center storage space. ● Room/Space medical facility, storage space and cafeteria. ● Concierge & Banking Services <p>The details of room, number of days required, size, seating capacity, arrangement, audio visual and other facility required, etc. are at annexure-I</p>	
2	<p>Setting up conference secretariat:</p> <ul style="list-style-type: none"> ● Providing complete in-house secretariat offices in the meeting premises at least one week prior to the opening of the Session and at least one day or as may be required, after the closing of the Session. 	

	<ul style="list-style-type: none"> ● It should include computers and have installed English window 10 OS or higher version along with UPS and multipurpose high speed color printers, at least five high speed color photocopy machines (with duplex and stapling capabilities), adequate supply of printing papers, others stationary and toner, telephones and internet/e-mail, Wi-Fi connections for smooth communication with the delegates. ● The operations shall have to be on 24 hours basis with respect to conduct of the conference proceedings with all above stationery and workforce facilitation as required ● Provision for engagement of technicians, room attendant, ushers, messengers, bilingual receptionists, cleaners and worker required for the proper functioning of the session. Certain local personnel made available at least one week prior to the opening of the Session and at least one day or as may be required, after the closing of the Session. 	
3	<p>Hall management</p> <ul style="list-style-type: none"> ● 24x7 Wi-Fi connectivity to all the delegates at event venue. ● A desk with 20 computers and have installed English window 10 OS or higher version along with UPS and multipurpose color printer and high speed photo copier at the venue. ● HD-LED display boards for viewing proceedings inside and outside the halls for all individual/parallel sessions (at least 10 numbers). ● A Plenary hall, Multiple halls (17), all with multi-language (6 United Nation languages + Hindi) translation audio speaker and microphone device at each seat through sound system in isolated cabins/cubicles for online live translation. Arrangement for microphone & speaker system with central translation control system in main hall and arrangement of the same for multiple halls simultaneously from different inputs. ● 24 hrs services with RO water, coffee and tea vendor machines in all the halls as the events are expected to go into late hours <p>Arrangement of 7 channels of language (6 United Nation languages + Hindi) Specification of Audio visual equipments, language translator and microphone etc. are at annexure-II</p>	
4	<p>Language Interpreter booth:</p> <p>Dimension and layout are at annexure-III</p> <p>The full technical requirements for built-in simultaneous interpretation booths can be found in ISO Standard 2603:1998 and for mobile booths in ISO Standard 4043:1998.</p> <p>The following are the minimum requirements to be verified with the supplier well before the meeting.</p>	

	<ul style="list-style-type: none"> • There must be one booth (translators will be provided by the host) for each language used in the meeting, hence, 7 languages booths is required (6 UN languages + Hindi) • The booths must have a clear view of the whole room. Mobile booths must be placed on a raised platform (25-30 cm high). • The screen must be easily legible from all the booths, otherwise monitors must be provided in each booth. • Each interpreter must have an individual console (with microphone, headset, controls) • Each booth must accommodate 2 interpreters seated comfortably. • The Arabic and Chinese booths should be large enough to accommodate 3 interpreters. The consoles must allow other outgoing channels to be selected, i.e. so that an Arabic or Spanish and so that a Chinese interpreter can interpret into Chinese but also from Chinese into English or French. • Table lamps must be provided to allow interpreters to read texts or take notes when the room lights are off. • Each booth must have adequate ventilation, as doors need to be kept closed during the meeting. • The installation must be completed the day before the meeting to allow the team-leader to check the equipment and resolve any problems. • The equipment supplier's technician must be present in the vicinity of the booths throughout the conference. 	
5	<p>Online live conferencing for allowing up to ten countries to participate on 48 hrs advance notice and Live web-cast of the proceedings of the entire events</p> <ul style="list-style-type: none"> • High band width supported live VC facilitation from up to 10 nations/locations in the different halls • High speed streaming of live webcasting of the events • Streaming The Power Point With PIP • Streaming Server • Streaming to any social media platform 	
6	<p>Photography and videography</p> <ul style="list-style-type: none"> • Digital photography of the entire events including the parallel technical sessions with equipment, consumables and operational staff. • Complete video recording of the proceedings • Uploading of digital photo and video files in the website after completion of each session. • Option of downloading the digital photo and video files. 	
7	<p>On-site management desk for two weeks</p> <ul style="list-style-type: none"> • Wi-Fi access, display order system/mikes/boards/displays etc. • Management of stage/program set up • Managing registration • Assistance in different halls 	

	<ul style="list-style-type: none"> ● Direction signs/ backdrop logistics/ management of stage/ program set up ● Any other assistance which may be required during the events. 	
8	Food and drinks arrangement <ul style="list-style-type: none"> ● Distribution of water bottle to all delegates/organisers ● Facilitating/arranging multi-cuisine lunch and dinner options ● Tea/coffee vending machines 	
9	Accommodation: <ul style="list-style-type: none"> ● Rental charges with breakfast, lunch and dinner provision of 60 rooms for accommodation for the staff of the Secretariat of the Treaty at least one week prior to the opening of the Session and at least one day after the closing of the Session. ● Rental charges with breakfast provision of options of different categories of accommodation with tariff for around 600 participants at least 120 days prior to Session and confirmation by e-mail/Whatsapp/SMS. 	
10	Transport arrangements <ul style="list-style-type: none"> ● Creation of welcome counter at the airport for invited delegates with 'pickup and drop' facility ● All arrangement of 'pickup and drop' from hotel/guest house to venue and vice-versa for all participants. ● Facility of AC luxury mini-bus/ AC car/ SUV/ van for participants /organizers. ● Facility for shipment of any equipments, materials and supplies by the organizer from Airport or any other place in Delhi. 	
11	Arrangement of 'pre' and 'post- conference' tours Cultural/heritage tours including site seeing and shopping (list of Local and Excursion Tours should be provided separately)	
12	Arrangement of one day cultural programme Cultural programme of performing arts for 2-3 hours by a team of reputed troupe depicting the heritage of India.	
13	Medical Facility <ul style="list-style-type: none"> ● Dedicated team of one Doctor (MD) and two nursing staff for attending the medical emergencies ● Provision of one ambulance on 24 hrs basis at the venue of conference ● Transport facility from hotel/venue to hospital ● Instant International air ticket arrangement in case the person like to return their home country. 	
14.	Exhibition for all eight days: <ul style="list-style-type: none"> ● Minimum 75 stalls (9'x9') in one or maximum of three venues/sites within the premises with necessary infrastructure for display such as boards, HD LED video screens & players, display panels, table and appropriate lighting. Remote translation facility for the 6 UN languages 	

	<ul style="list-style-type: none"> + Hindi on demand for two way communication with speakers and microphones in each stall. • Carpet for entire exhibition / passage and food court area. • Digital advertisement in media as directed by the Government and providing & fixing of backdrops and other display material at all venues in proportion to the size & participation. Management desk for all the necessary assistance. 	
15	Hoardings/ Digital Display Panels: Arrangement of hoardings/ display panels to inform about the events at prime locations	
16	Press conference: Arrangement of one counter/hall with 6to 8 seats with other related facility for press conference for everyday during the event till completion	
17	Any additional work whenever required by the organizer	
18	Organizer has right to cancel the contract at any stage.	

All arrangements made, product and services procured would be first proposed by the Contracted Hotel to the Organizing Committee for its approval. The Organizing committee may also inspect the products, services and arrangements before approval. 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. One month before the conference dates, the Contracted Hotel will run through the entire event with presentation and discuss details in front of the Committee.

PENALTY FOR DEFICIENCY IN SERVICES:

In case of minor deficiency in service (as decided by the Committee), a written warning will be issued and required service to be restored immediately and in case of major deficiency in service adversely affecting the Event, appropriate penal action including stoppage of complete payment and forfeiting of performance security amount may be initiated by the Organising Committee. Additionally, the Organising Committee will also be entitled to recover any actual or potential loss suffered due to commission / omission of the service provider attributable to the deficiency in service as aforementioned. The decision regarding minor/major deficiency will be taken by the Organising Committee and shall be binding on the Contracted Hotel. Also, defaulting Contracted Hotel shall be black listed by Ministry of Agriculture and Farmers Welfare from bidding / participating in any such bids invited in future.

DISPUTES:

Any dispute or difference arising out of this contract or in connection therewith which cannot be amicably settled between the parties shall be finally settle under the Arbitration & Conciliation Act 1996 and rules framed thereunder. The arbitration shall take place at New Delhi. The award of the sole arbitrator shall be final and binding on the parties and shall be in lieu of any other remedy. The sole arbitrator under this clause shall be appointed by Secretary, Department of Agriculture, Cooperation and Farmers Welfare, Government of India, New Delhi.

Meeting Rooms

S.No.	Activity	Seats/Space	Time Orientation	Audiovisual
PLENARY/INAUGURAL				
1.	Plenary	600 School with podium and inter. + 100 chairs at the back	8 th to 15 th May	<ul style="list-style-type: none"> ● 2 big screens ● 1 projector ● 3 small screens. ● Tables with microphone ● 6 United nation language + Hindi (7channels) + Floor (8 channels) ● Video recording. ● 1 PC ● 600 headphones ● 250 table microphones ● Podium microphones and screens
2.	Inaugural (tentative)	1200 School with podium	8 th May	<ul style="list-style-type: none"> ● 4 big screens with projections ● Tables with microphone ● 6 United nation language + Hindi (7channels) ● Video recording.
OTHER HALLS				
1.	Near East	28 U Shape	7 th to 15 th May	2 interpretation booths during the regional consultations (7-8 May)
2.	Africa	80/90 U Shape	7 th to 15 th May	Table with microphones 4 language interpretation 2 interpretation booths during the regional consultations (7-8 May) and 4 during the main meeting
3.	SWP	12/15 U Shape	7 th to 15 th May	
4.	Asia	30 U Shape	7 th to 15 th May	
5.	Europe	62 U Shape	7 th to 15 th May	1 Screen 1 Projector
6.	GRULAC	40 U Shape	7 th to 15 th May	2 interpretation booths during the regional consultations (7-8 May)
7.	North America	10 U Shape	7 th to 15 th May	
8.	NGOs/Side events	60/70	7 th to 15 th May	
9.	Bureau	15 School + Seats	7 th to 15 th May	
10.	Special Event	80/90 U shape	7 th to 15 th May 3 hours, Morning	1 Screen 1 projector, Table with microphones, 6 language.

11.	Budget Committee	40 school or U shape (+ 20 seats)	7 th to 15 th May Evenings + as required	1 screen 1 projector
12.	MLS Enhancement	40 school or U shape (+ 20 seats)	7 th to 15 th May Evenings + as required	1 screen 1 projector
13.	Committee 1	40 school or U shape (+ 20 seats)	7 th to 15 th May Evenings + as required	1 screen 1 projector
14.	Side events 1	At least 70 seats theater	8 th to 15 th May 13:00/15:00 18:00/19:30	1 screen 1 projector
15.	Side Events 2	50 seats theater and small podium + food space	8 th to 15 th May 13:00/15:00 18:00/19:30	1 screen 1 projector
16.	Side Events 3	Use one of the other room	8 th to 15 th May 13:00/15:00 18:00/19:30	1 screen 1 projector
OFFICE SPACE				
1.	Department Control Room	1 office	1 st to 16 th , May	
2.	ITPGRFA Secretariat	3 Separations with 3 desks with PCs and printer and a cabinet	1 st to 16 th , May	
3.	Secretary	1 office at least	8 th to 15 th May	
4.	Chairperson	1 office at least	1 st to 16 th , May	
5.	Credentials Committee	10	8 th to 15 th May Max 2 hours per meeting (3/4 times)	
6.	Registration	1 room or space	8 th to 15 th May	
7.	Travel/Inf Desk	Space/Desk	1 st to 16 th , May	
8.	Documentation Desk	Desk/shelves close to the plenary	8 th to 15 th May	
9.	Media	Office 6/8 seats	8 th to 15 th May 9:00/19:00	
10.	ENB/Reporting	Office 6/8 seats	8 th to 15 th May	
11.	Internet Center	8 seats	1 st to 16 th May	
OTHERS				
1.	Medical facility	Room/Space	1 st to 16 th , May	
2.	Cafeteria,	-	1 st to 16 th , May	
3.	Storage space	Room/Space	1 st to 16 th , May	
EXHIBITION				

1.	Exhibition	75 stalls (9'x9')	8 th to 15 th May	Display boards, HD LED video screens & players, display panels, table and appropriate lighting. Remote translation facility for the 6 UN languages + Hindi on demand for two way communication with speakers and microphones in each stall.
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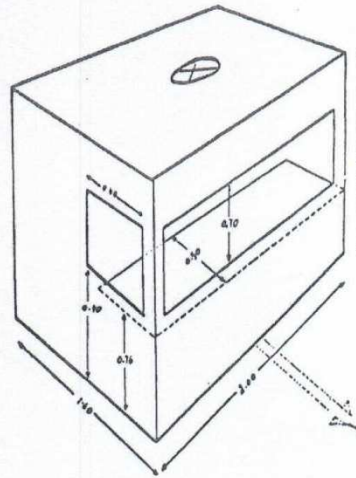
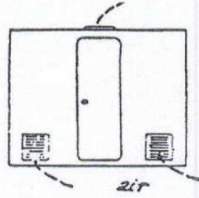
Annexure-II

S. NO	DESCRIPTION/PARTICULARS
1.	LED Wall 80x12 With Curve Function (Indoor)
2.	Reverse LED Wall For Tele Presence 20x10
3.	LED Wall 12x9 With Controller/Sending Card Etc
4.	Watch out Server For LED Wall With Redundancy
5.	Full HD Switcher With DVI Input & HDMI SDI Inputs
6.	LED Comfort Monitor 55" With Wooden Stand
7.	LED TV 55" On Floor Stand For Showing Presentation Inside, Outside the hall (Including Cabling, Splitters, Boosters Etc)
8.	HDMI/SDI/DVI Splitter
9.	Click To Share For Wireless Connectivity of Laptop To Switcher
10.	Teleprompter With Double Glass 19"
11.	Digital Timer for Time control
12.	DSAN With Dual Laptop Control
13.	24" TFT Monitor For Conference Chair
14.	Laser Pointer Green
15.	Cordless Remote Mouse With Laser Pointer
16.	Laptop Computer Core i7 8th Generation With 16 GB Ram
17.	E-Podium With Inbuilt Plasma & Laptop (Custom Built With Branding)
18.	21" LCD TV For Interpretation Desk Directly Connected To AV Console Including Complete Cabling, Splitters From Console To Translation Booth
19.	RCF HDL 20 Sound System Complete With 12 No's of Speakers, 4 No's of Stage Monitor, Digital 32 Channel Mixer With Amplifier Etc
20.	Backup Sound System For Redundancy JBL VRX Sound System Complete With 6 No's of Speakers, Mixer Amplifier Etc
21.	Gooseneck Podium/Table Mike

22.	Cordless Hand Mike (Shure Digital)
23.	Collar Mike (Shure Digital)
24.	Face Mike
25.	Digital Conference Mike With O LED Display and Software Enabled Complete Control System Including Language Interpretation, Custom Selection in Mike Enabling System
26.	IR Based Digital Wireless Headset With Controllers & Radiators
27.	Digital Audio Recording On MP3
28.	Customized Booth For Interpreters For 3 Interpreters Booth To Be Placed on a raised platform (25-30CM) High
29.	Customized Booth For Interpreters For 2 Interpreters Booth To Be Placed on a raised platform (25-30CM) High
30.	T Truss For LED Lights With Black Masking Covering
31.	LED Parcans Warm White (3W x 54)
32.	LED Parcans Cold White (3Wx54)
33.	LED Profile Spot Light (3Wx54)
34.	Intelligent Controller for lighting With Operator (Avollite)
35.	Full HD Multi Camera Setup Complete With 4 No's of HD Camera's (PMW 500/NX5), Video Mixer (Panasonic 410 With 40" Monitor) & Onsite Professional Crew With Talk Back System & Wireless Connectivity of Camera to Switcher)
36.	Polycom Group 500/ Video Conferencing Unit
37.	Virtual Connectivity With Necessary Boaster, Splitter & Operating Engineers
38.	Tower Sound System Complete With 2 No's of speakers, mixer with amplifier etc
39.	Laser Projector 5500 Lumens
40.	Masking Screen With Inbuilt Backdrop
41.	Full HD Camera With Professional Camera (Full Day Shift)
42.	LED Standees For Showing Digital Agenda (2.9MM)
43.	Complete Fibre Optic Cabling from Plenary Hall To 17 Parallel Hall Including RxTx, Splitter, Switcher, Boosters Etc

Note: 20% Additional Equipment required as redundancy

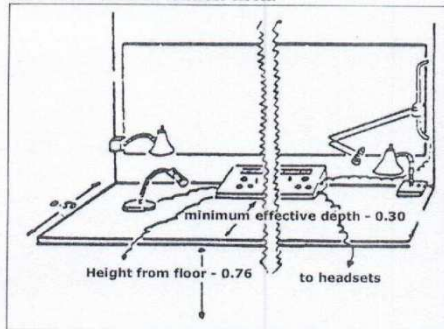
INTERPRETERS' BOOTH
Rear Elevation



To nearest participant: 2.00

Two typical booth arrangements

Microphones and lamps should have some form of flexible neck.



NOTES

Windows: double-glazed; front window right across booth;

Table: strong enough to take weight of control panel + documents + two interpreters leaning on it; minimum effective depth 0.30; table extends right across booth;

Access: outward opening rear door or heavy curtain;

Ventilation: silent roof fan; rear intake vents.

N.B. Care should be taken not to place the booths anywhere that would hinder exit in case of emergency.

No. 5-1/2019-SD-V (Pt.) (E- 82733)

भारत सरकार

Government of India

कृषि एवं किसान कल्याण मंत्रालय

Ministry of Agriculture & Farmers Welfare

कृषि, सहकारिता एवं किसान कल्याण विभाग

Department of Agriculture, Cooperation & Farmers Welfare

(बीज प्रभाग- V / Seeds Division-V)

शास्त्री भवन, नई दिल्ली

Shastri Bhawan, New Delhi

दिनांक: 22 जुलाई, 2021

Dated the 22nd July, 2021

Subject: Expression of Interest to manage the 9th Session of Governing Body of International Treaty on Plant Genetic Resources on Food and Agriculture to be held from 9th -15th May, 2022 to be preceded by two days of regional and inter-regional consultations in India -reg.

Please find enclosed herewith a copy of the Expression of Interest (EoI) to invite hotels on the subject mentioned above.

You are requested to kindly upload the EoI on the websites of Central Public Procurement Portal (CPPP) & IARI and also publish through other modes to invite Hotels in technical and financial bids to manage the above said event.

Encl: As above

To,

Dr. A.K. Singh,
Director,
Indian Agricultural Research Institute,
Pusa Complex, New Delhi- 110012,
E-mail: director@iari.res.in



(म. गुणसेकरन)

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