

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.

The Local Organizing Committee invites to submit your proposal as Professional Conference Organizer (PCO) for managing 9th Session of Governing Body of International Treaty on Plant Genetic Resources for Food and Agriculture in Delhi.

Interested firms are requested to submit tender in the two-bid system, i.e. Technical bid and Financial bid which should be submitted separately in sealed envelope. **The bids should be submitted to Joint Secretary (Seeds), Department of Agriculture, Cooperation and Farmers Welfare, Room No. 238, Krishi Bhawan, New Delhi-110001.**

All interested vendors will attend a discussion meeting about the event and will submit later technical bid and financial bids. Attending discussion meeting is mandatory for submission of bids. Technical bids will be evaluated and the qualified proposals will be considered for opening of financial bids. Both quality and cost of the items will be considered for finalizing the tender. The schedule of discussion meeting and bids submission is given below:

Discussion meeting about the event with interested vendors (attending mandatory for submission of bids)	5th March, 2021 at conference room of Director Indian Agriculture Research Institute, Pusa Campus, New Delhi
Last date for submission of technical and financial bids	Before 05:30 PM on 15th March, 2021
Technical bids presentations	16th to 19th March, 2021
Financial bids opening	30th March, 2021

The scope of this contract shall be for providing services, supplies and stores for professionally organizing the above-mentioned events from 4th to 11th December, 2021 in accordance with the requirements given below:

GENERAL INFORMATION:

Duration of the event/meeting	8 days
Expected delegates - Overseas/Indian	800 + 200
Accommodation requirements	Yes
Translation Equipment for 6 UN languages + Hindi	Yes
Social (evening) events	Yes
Number of exhibition stalls	Minimum 100
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** - The Company/firm should be in business for minimum five 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 turnover of Rs. 50 crores over the last 3 financial years up to 2019 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 five 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 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.
- G. **Affiliation** – Tenderers should be members of bodies like Indian Convention & Promotion Bureau, International Association of Exhibition and Events, Indian Exhibition Industry Association etc.

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>Website designing and web service</p> <ul style="list-style-type: none"> • Management of website and monitoring by the Organizing Committee. • Dissemination of information through e-mail and SMS • Monitoring email communications, updating and flashing list of the latest events. • Details of programme schedule and venues. • Multi lingual (6 United Nation languages + Hindi) audio video content • Facility for registration, accommodation, transport and payment gateway for logistics. • Information and advisory services related to tourism, culture and heritage, etc • Secure login facility and website security • Data analytics 	
2.	<p>Mobile based App development</p> <p>Development of android and IOS compatible mobile App having facility of point number 1 and for access to event details during the whole proceedings by all participants through the App.</p>	
3.	<p>Online documentation:</p> <ul style="list-style-type: none"> • Local support for online registration • Reports on participation. 	
4.	<p>Accommodation:</p> <ul style="list-style-type: none"> • Provision for accommodation for the staff of the Secretariat/organizer at least one week prior to the opening of the Session and at least one day after the closing of the Session. • Provision of options of different categories of accommodation with tariff at least 120 days prior to Session and confirmation by e-mail/Whatsapp/SMS. 	
5	<p>Premises or locations</p> <ul style="list-style-type: none"> • Location is Hotels in Aero City or in Delhi Area. • Accommodate about 800 to 1000 participants • One plenary hall capacity of 600 to 700 persons and 15 multiple halls of different sizes. All the seats should have the facility for the Head Phone having channels for listening to 6 United Nation languages + Hindi. • 5 office space for the Secretariat/organizer. • Space for registration, travel/information desk, documentation desk, medical facility, Cafeteria, media and ENB /reporting, internet center and storage space. • 100 exhibitions hall 	

6	<p>Setting up secretariat for pre-arrangement:</p> <ul style="list-style-type: none"> • Company should be capable of providing a complete in-house secretariat centre from May, 2021 till the event is over. It should include computers and multipurpose high speed color printers, at least two high speed color photocopy machines, adequate supply of printing papers, others stationary and toner, telephones and internet/e-mail, Wi-Fi connections for smooth communication with the delegates. 	
7	<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. 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. 	
8	<p>Transport arrangements</p> <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. 	
9	<p>Hall management</p> <ul style="list-style-type: none"> • 24x7 free 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 (15), all with multi-language (6 United 	

	<p>Nation languages + Hindi) communication/translation option shall have to be arranged</p> <ul style="list-style-type: none"> • 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 	
10	<p>Live web-cast of the proceedings of the entire events</p> <ul style="list-style-type: none"> • High speed streaming of live webcasting of the events 	
11	<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 sessions. • Option of downloading the digital photo and video files. 	
12	<p>Arrangement of 'pre' and 'post- conference' tours</p> <p>Cultural/heritage tours including site seeing and shopping (list of Local and Excursion Tours should be provided separately)</p>	
13.	<p>Arrangement of one day cultural programme</p> <p>Cultural programme of performing arts for 2-3 hours by a team of reputed troupe depicting the heritage of India.</p>	
14.	<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 • Direction signs/ backdrop logistics/ management of stage/ program set up • Any other assistance during the events. 	
15.	<p>Food and drinks arrangement</p> <ul style="list-style-type: none"> • Distribution of water bottle to all delegates/organisers • Facilitating/arranging multi-cusine lunch options and tea/coffee vending machines and dinners 	
16.	<p>Arrangement of 7 channels of 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</p> <p>Translators shall be provided. 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.</p>	

17.	Medical Facility <ul style="list-style-type: none"> • Dedicated team for attending the medical emergencies • Provision of one ambulance 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. 	
18.	Exhibition for all eight days: <ul style="list-style-type: none"> • 100 stalls (9'x9') 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 + Hindi on demand for two way communication with speakers and microphones in each stall. • Invitation and arrangement of participating public sector organization and private sector companies related to food and agriculture. • Carpet for entire exhibition / passage and food court area. • Digital advertisement and arrangement of backdrops and other display material. Management desk for all the necessary assistance. 	
19.	Hoardings/ Digital Display Panels: Arrangement of hoardings/ display panels to inform about the events at prime locations	
20.	Press conference: Arrangement of one counter/hall with other related facility for press conference for everyday during the event till completion	
21.	Closing of Accounts Should be able to provide full details with attachments of the accounts, payouts receivables after two weeks of the closing of events/conference.	
22.	Post conference communication: All post conference mails from delegates should be responded with promptness and copied to the organizer.	
23.	Any additional work whenever required by the organizer	
24.	Organizer has right to cancel the contract at any stage.	

All arrangements made, product and services procured would be first proposed by the PCO 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 PCO 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 PCO. Also, defaulting PCO 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 (AC&FW).
