



National Institute of Plant Genome Research
(An Autonomous Research Institute of Department of Biotechnology, Government of India)
Aruna Asaf Ali Marg, New Delhi-110067

NOTICE INVITING TENDER

Sealed Tenders are invited in two bid system on behalf of Organizing Committee, PSI & AOAPO Conference 2016, having Secretariat Office at NIPGR, Aruna Asaf Ali Marg, New Delhi-110067, from eligible Agencies having adequate experience in the relevant fields, up to 3.00 P.M. on or before June 16, 2016 for the following work:

**Name of Work: ENGAGEMENT OF PROFESSIONAL CONFERENCE/
SYMPOSIUM ORGANIZERS for “PSI & AOAPO Conference 2016” to
be held from December 12-17, 2016 at New Delhi.**

EMD (In Rupees)	Last date for submission of Tender Document	Time & date of opening of tenders
50,000	June 16, 2016 15.00 Hrs.	June 16, 2016 15:30 Hrs.

Tender documents can be downloaded from the website of NIPGR www.nipgr.ac.in and public procurement portal www.eprocure.gov.in. The cost of tender document Rs. 1000 (Rupees one thousand only) must be paid in the form of Bank Draft in favour of PSI & AOAPO Conference 2016 payable at New Delhi. Bidding in the tender document is obligatory on the part of bidder and tender in no other form will be accepted. In case the tender cost is not submitted, the tender will not be considered.

The earnest money should be deposited in the form of Demand Draft of a Scheduled Bank issued in favour of PSI & AOAPO Conference 2016 payable at New Delhi.

The bids will be accepted in respect of those Agencies that have an experience of organizing at least 10 events of similar domain in past 3 years and must have organized events of the budget amount to Rs. 10 crore per year for past 3 years ending 31.03.2016.

Intending bidders must enclose copy of documents such as Appraisal Certificate for completed jobs from the organizers, valid Empanelment/Registration, Company/Partnership Deed, Bank Solvency Certificate of Rs. 50 Lakhs, Sale/Service Tax Clearance Certificate etc., with the bids.

Convener
PSI & AOAPO Conference 2016



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**TENDER DOCUMENT FOR ENGAGING PROFESSIONAL SYMPOSIUM
ORGANIZERS for “PSI & AOAPO Conference 2016” to be held from December 12-17, 2016,
at New Delhi.**

Tenders are invited in Indian Rupees (INR) from registered Conference/Symposium managing Agencies to provide all arrangements and services required during the Conference/Symposium “PSI & AOAPO Conference 2016” to be held in New Delhi. Venue could be a hotel or convention centre/Institute. A total number of 350 participants (approximately) including national and international delegates are expected to participate. The Conference/Symposium will have keynote, plenary, scientific sessions and a display of approx. 100 posters for four days. The sealed tenders complete in all respect should reach Convener, PSI & AOAPO Conference 2016, NIPGR, New Delhi, by **3.00 pm on June 16, 2016**.

Bids are required in separate sealed envelopes labeled as ‘**Technical Bid for engaging the Conference/Symposium Manager for “PSI & AOAPO Conference 2016”**’, and ‘**financial Bid for engaging the Conference/Symposium Manager for “PSI & AOAPO Conference 2016”**’ and may be submitted in a single sealed bigger envelop labeled “**Bid for PSI & AOAPO Conference 2016**”.

ELGIBILITY: (TO FORM PART OF THE TECHNICAL BID)

1. The Agency should be registered under sales tax/services tax and based in NCR of Delhi. Enclose the necessary papers to this effect.
2. The Agency should be an Income Tax Assessee for the last three years. IT certificate with PAN/TAN card details to this effect should be enclosed.
3. The Agency should have at least 20 regular staffs including the qualified Head (Provide details).
4. The Agency should have an experience of organizing at least 10 events of similar domain in past 3 years. The enclosed **Annexure-1** duly filled-in should be submitted.
5. The Agency should be working on a globally used platform to manage the online registrations, abstract submissions and financial transactions.
6. The Agency should have long-term agreement (more than 2 years) with any International Organization (Submit the proof).
7. The Agency must have organized events of the budget amount of Rs. 10 crore per year for past 3 years ending 31.03.2016.

BID EVALUATION PROCEDURE

The selection of the Conference/Symposium Manager will be a three-step process:

1. Screening of Technical bids.
2. Presentation of the proposal by the selected Agencies (from Step 1) before a designated committee.
3. Opening of Financial bids of the short-listed Agencies (after Step 2)

SCOPE OF ACTIVITIES

The event manager should offer complete end-to-end management services in consultation with the organizing committee of the said events. The event manager would facilitate local/National/International Travel and accommodation. He would also take care of arranging Food and Beverages at Conference/Symposium Venue, do the booking of Conference/Symposium Venue and all audiovisual/seating arrangements for conducting scientific sessions, arrange the Conference/Symposium material and Kits. Also design and maintain the Conference/Symposium website with online registration and online credit card/net banking/debit card payments, etc. The details of services are given below:-

1. Planning and support for Conference/Symposium organizers.
2. Venue selection and accommodation management.
3. Coordination of social events, food & beverage requirements.
4. Conference/Symposium website design and management; interface with the participants/organizations/organizers.
5. Conference/Symposium registration formalities; including arrangements for receiving Indian and overseas payments.
6. Providing registration counter staff with the responsibility of collecting on the spot payments through cash/credit/debit cards and handing over such payments with details designated staff from the Conference/Symposium committee.
7. Providing and installing audio and visual equipment: mike system, face mike and collar mike and spare face mikes, LCD projectors, screens, laptops, audio-video recording of the proceeding along with requisite technical manpower. This will be as per the quantity specified by the organizing committee.
8. Providing Exhibition Stalls and Poster Presentation Panels of the identified size as decided by the organizing committee.
9. Registration and inquiry counters of the requisite sizes.
10. Symposium participants Kits (bags, stationery, etc.), banners, guides, signage, badges, water arrangement for delegates, garbage collector, flower bouquets.
11. Advertisement, Media, PR and Conference/Symposium marketing.
12. Stage Preparations and management.
13. Photographers and Video recordings.
14. Business Centre/Secretariat Provision.
15. Providing necessary security staff.
16. Negotiating hotel/guest house accommodation with competitive pricing model and placing the information on the Conference/Symposium website.
17. Facilitating the Air Tickets to National and International participants with requisite VISA clearance wherever required.
18. Airport/Railway stations pickups and drop offs for specified delegates.

TERMS AND CONDITIONS

1. The organizing committee of PSI & AOAPO Conference 2016 does not bind itself to accept the lowest or any tender and reserves the right to award the work in full or in part through one or many bidders and to reject any one or all the bids without assigning any reason.
2. Every bid shall be accompanied by earnest money of Rs. 50,000 (Rs. Fifty Thousand only) in the form of demand draft drawn in favour of PSI & AOAPO Conference 2016 payable at New Delhi. Any tender not accompanied by such earnest money will be rejected forthwith.
3. The tender documents consist of Tender Form, Notice Inviting Tender, Eligibility Criteria, General Conditions of Contract Agreement, Bid Evaluation Procedure, etc., which can be downloaded from the website of NIPGR www.nipgr.ac.in and public procurement portal www.eprocure.gov.in. The cost of tender document Rs. 1000 (Rupees one thousand only) must be paid in the form of Bank Draft in favour of PSI & AOAPO Conference 2016 payable at New Delhi. Bidding in the tender document is obligatory on the part of bidder and tender in no other form will be accepted.
4. The Agency shall be directly responsible for any/all disputes arising between him and his personnel/workers and shall keep organizers/Institute indemnified against all losses, damages and claims arising thereof.
5. The Agency shall be solely responsible for payment of wages/salaries and allow ancestor his personnel that are applicable under the laws in force including any new act or order of Government that may become applicable. The Organizers shall have no liability whatsoever in this regard.
6. Agency shall be fully responsible for theft, burglary, fire or any mischievous deeds of his staff.
7. All consumable items and material used by the Agency shall be of standard make and approval of the Conference/Symposium Committee shall be taken for the same.
8. If the Agency whose tender is accepted, refused to enter into contract within a period of one week after award of the work or fails to undertake the work as per terms of the contract or work is not commenced on the scheduled date of start of the work, Organizing Committee of PSI & AOAPO Conference 2016 is free to cancel the award of tender and forfeit the earnest Money deposited, besides any other action as deemed fit.
9. The Agency should complete the entire preparation of the venue, as decided, by 9.00 pm on 10th December 2016 and get it inspected by PSI & AOAPO Conference 2016 organizing team. The Conference/Symposium Manager shall stipulate clearly the days required by them for completing the work.
10. The Conference/Symposium Manager will make his own arrangement for watch and ward till the completion of the work.
11. The Conference/Symposium Manager will work in close co-ordination with the designated members of the Organizing Committee.
12. Insurance of goods during execution of contract will be the responsibility of the Conference/Symposium Manager. The organizers will have no responsibility in the case of fire, theft of goods etc.
13. The quoted rates must be inclusive of all the taxes, including service tax etc. and nothing extra will be paid.

FINANCIAL BID – FORMAT

Bidders are requested to quote their management fee only for the services mentioned below. Variable costs for all items will be charged as per actual requirements separately for individual items.

S. No.	ITEM
A	Symposium Website and Registration/Abstract Submission Management
1	Creation and management of Symposium website, having the features such as: <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• Automatic abstract submission by participants and sending an automatic email receipt to authors upon submission• Provision for sending email to Organizing Committee members, referees and authors• Monitoring the email communications• Updating and flashing list of the latest events
2	Online Registration: Credit card/net banking/debit card
3	On-site Registration (All cash/credit card/net banking/debit card acceptance for on the spot registration at venue)
4	Hotel/guest house Accommodation (tariff plan) and online reservation
B	On-site Staffing <i>Requirement of manpower for:</i> <ul style="list-style-type: none">a) Registration deskb) Assistance in different hallsc) Coordinating transportd) Conference/Symposium Secretariate) Master of ceremony/anchor (for inaugural/closing)f) At least 6 computer terminals for internet access for the delegatesg) Other miscellaneous requirement
C	Tour and Travel Requirements
1	Vehicles: <ul style="list-style-type: none">• Luxury/Buses/A/C• Innova A/C

	<ul style="list-style-type: none"> • Indigo A/C etc.
2	Air Tick, Visa clearance for foreign participants
3	All arrangement at the Airport for pickup and delegate welcome counter
4	Excursion tours including shopping
5	Foreign Exchange counter or arrangement
D	Photography
1	Digital Photography of the entire event including the technical sessions with equipment, consumables and operational staff
2	Complete video recording of the proceedings concerning inaugural function, keynote addresses, plenary sessions, panel discussions and concluding sessions.
3	Photographs-available on website for direct download
E	Conference/Symposium Clearances
1	Assisting in obtaining necessary clearances from various Government Ministries
2	Air Tickets for the selected participants and Visa clearance for all foreign participants.
3	All arrangement at the Airport for pickup and delegate welcome counter
F	Hospitality
1	Tea and snacks in the forenoon and afternoon sessions, along with lunch for all four days of the symposium and dinner for four days
2	Provision of drinking water on the dates of the Conference/Symposium
3	Coordination with the Venue staff for arrangement for tea, snacks, lunch and dinner during the event at the Venue
G	Inauguration Ceremony Arrangement

**ANNEXURE-I
QUESTIONNAIRE**

The Agency is required to fill up following questionnaire with details:

1. **Name of the Agency:**
2. **Address:**
3. **Contact Details:**
4. **Name & Address of the Managing Director:**
5. **Date of establishment of the Agency**
6. **Service Registration Number, if any:**
7. Please enclose audited statement of Accounts and Balance Sheet (related to event management activities) for last three financial years:
8. A brief description of Conference/Symposium of similar domain organized in last three years with photographs:

Please attach separate sheet giving information in form at provided below:

9. Please provide three references with phone and email:
10. Please give any other information, you may wish to give:

I..... certify that I am authorized to furnish the information given above on behalf of the Agency, I represent and that it is true to best of my knowledge and belief. I have no objection should this information be verified any time by any officer of PSI & AOAPO Conference 2016 or by the representative authorized by the Institute.

Escrow account

Signature with Company Stamp