

Indian Institute of Technology (IIT) Delhi
Department of Biochemical Engineering and Biotechnology
Hauz Khas, New Delhi – 110016, India

TENDER DOCUMENT FOR ENGAGING EVENT MANAGER for Asian Congress on Biotechnology, to be held at New Delhi during Dec.15-19, 2013

Scaled Tenders are invited in Indian Rupees (INR) from registered event management firms to provide all arrangements and services required during the conference – **Asian Congress on Biotechnology (ACB 2013)** to be held at IIT Delhi on December 15, 2013 and at another venue such as India Habitat Centre, New Delhi from December 16-19, 2013. The sealed tenders complete in all respect should reach Prof. V.S. Bisaria, Department of Biochemical Engineering and Biotechnology, Indian Institute of Technology, Delhi, Hauz Khas, New Delhi – 110016 latest by **4 pm on December 05, 2012**.

Bids in two separate sealed envelopes super scribing '**Technical Bid for engaging the Event Manager for ACB-2013**', and '**Financial Bid for engaging the Event Manager for ACB-2013**' may be submitted in a single sealed bigger envelop subscribing "**Bid for ACB-2013**". A tentative schedule of the Congress is enclosed in Annexure – I, which mentions the number of parallel plenary and technical sessions on each day besides poster sessions etc.

ELIGIBILITY: (TO FORM PART OF THE TECHNICAL BID)

1. The Firm should be registered under sales tax/services tax. Enclose the necessary papers to this effect.
2. The Firm should be an Income Tax Assesse for the last three years. IT Certificate with PAN/TAN card details to this effect should be enclosed.
3. The Firm should have at least 20 regular manpower including the qualified supervisor (provide details).
4. The Firm should have minimum annual turnover of Rs 2 crores per year during last two financial years.
5. The Firm should have carried out a minimum of two similar events (with more than 500 participants) during the last one year for an academic institution or a scientific society. The enclosed Annexure-2 duly filled-in should be submitted.
6. The Firm should be working on a globally used platform to manage the online registrations and abstract submissions.
7. The Firm should have long term relationship/agreement (more than 2 years) with any International Organization (submit the proof).

BID EVALUATION PROCEDURE

The selection of the event manager will be based on the following three stages:

1. Screening of Technical bids.
2. Presentation of the proposal by the selected firms (from Stage 1) before a designated Committee of IIT Delhi.
3. Opening of Financial bids of the shortlisted firms (after Stage-2).

SCOPE OF ACTIVITIES

1. Congress website design and management; interface with the participants/organizations.
2. Congress registration formalities; including arrangements for receiving Indian and overseas payments.
3. Providing registration counter staff with the responsibility of collecting on the spot payments through credit/debit cards and handing over such payments with details to designated staff of the conference chair.
4. 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.
5. Providing Exhibition Stalls and Poster Presentation Panels of the identified size;
6. Registration and inquiry counters of the requisite sizes;
7. Banners, guides, signage, badges, water arrangement for delegates, garbage collector, flower Bouquets.
8. Stage Preparations.
9. Photographers and Video recordings. (Optional)
10. Business Centre / Secretariat Provision.
11. Providing necessary security staff
12. Negotiating hotel accommodation with competitive pricing model and placing the information on the Congress website
13. Facilitating the Air Tickets to National and International participants with requisite Visa clearance where ever required
14. Airport / Railway stations pickups and drop offs for specified delegates.

FINANCIAL BID -FORMAT

All 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.

S.No	Item
A.	Conference Website and Registration/Abstract Submission Management
1	<p>Creation and management of Conference website, having the features such as:</p> <ul style="list-style-type: none"> • management and monitoring of the Organizing Committee; • Protected access of Organizing Committee members and referees to the submitted research papers which takes care of conflicts of interests • automatic paper submission by participants and sending an automatic email receipt to authors upon submission • paper assignment to references based on their preferences/subject expertise • facilitating the submission of reviews • provision for sending email to Organizing Committee members, referees and authors • online discussion of research papers • the author response/ rebuttal phase, when the author can respond to the reviews • monitoring the email communications • updating and flashing list of the latest events
2	Online Registration
3	On-site Registration (All credit card acceptance on the spot at venue - [registration using credit cards])
4	Hotel Accommodation (tariff plan)
B.	On-site Staffing
5	Requirement of manpower for:
	a) Registration desk
	b) Assistance in different halls
	c) Coordinating transport
	d) Conference Secretariat
	e) Master of ceremony/anchor (for inaugural/closing)
	f) Other miscellaneous requirement
C.	Tour and Travel Requirements
6	Vehicles:
	a) Luxury Buses A/C
	b) Innova A/C
	c) Indigo A/C etc.
7	Air Tickets, Visa clearance for foreign participants
8	All arrangement at the Airport for pickup & delegate welcome counter

9	Excursion tours including shopping
10	Foreign Exchange counter or arrangement
D.	Photography
11	Digital Photography of the entire event including the technical sessions with equipment, consumables and operational staff
12	Complete video recording of the proceedings concerning inaugural function, key note addresses, plenary sessions, and panel discussions and concluding session.
13	Photographs – for direct sale to the participants.
E.	Conference Clearances
14	Assisting in obtaining necessary clearances from various Government Ministries
	Hospitality
15	Tea and snacks in the afternoon and welcome reception in the evening on Dec. 15, 2013 for about 600 delegates at IIT-Delhi.
16	Dinner Banquet on Dec. 18, 2013 at a venue to be decided.
17	Provision of drinking water on the dates of the Congress (Dec. 15-19, 2013).
18	Coordination with the Venue staff for arrangement for tea, snacks and lunch during Dec. 16-19, 2013 at the Venue for about 800 delegates.
G.	Miscellaneous
19	Arrangements for Inaugural Function on 15-12-2013 (VIP Level) at IIT Delhi
	a) Stage arrangement
	b) PA System
	c) Flower decoration
	d) Flower bouquet
	e) Water arrangements
20	Doctor (Physician)

TERMS AND CONDITIONS

1. The Firm shall mean the bidder whose bid will be accepted by the owner for the award of the work specified and shall include such successful bidder's legal Representatives, successors and premised assigns.
2. The Firm shall raise the invoices as per the following terms of payment for material/services:
 - i. Partial cost towards the outsourced material/services can be considered at the time of placement of order. However, the advance payment cannot exceed 50% of the overall

costs of the material/services. The remaining 50% payment will be made after the completion of service/material delivery.

3. The firm shall raise the invoices as per the following terms of payment for management fee:
 - i. Amount upon signing of the contract 10% of the management fee
 - ii. Payment by 30 April 2013 10% of the management fee
 - iii. Payment by 31 August 2013 40% of the management fee
 - iv. Payment by 31 October 2013 20% of the management fee
 - v. Balance upon submission of the final invoice after the conference.
4. The Firm 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 Firm shall be solely responsible for payment of wages/salaries and allowances to 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. Firm shall be fully responsible for theft, burglary, fire or any mischievous deeds of his staff.
7. All consumable items & material used by the firm shall be of standard make and approval of the Chairman shall be taken for the same.
8. The Contract stands cancelled without assigning any reasons
 - i. On revocation of tender or increase in rates after opening of the tender but before validity of quotation expires.
 - ii. On refusal to enter into contract after award of the contract.
 - iii. If the work is not commenced on the date of starting the work.
9. The Firm should complete the entire preparation of the venue as decided by 9 PM on 14th December 2013 for IIT Delhi and on 15th December 2013 for the other venue such as India Habitat Centre, and get it inspected by ACB-2013 team. The Event Manager shall stipulate clearly the days required by him for completing the work.
10. The Event Manager will make his own arrangement for watch and ward till the completion of the work.
11. The Event 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 Event Manager. The organizers will have no responsibility in the case of fire, theft of goods etc.
13. The Event Manager should clear the site in the most befitting condition after completion of the work.
14. The organizing committee ACB-2013, IIT Delhi 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.
15. Penalty Clause:
 - i. Should the event manager withdraw from the event up to Jan.31, 2013, the event manager will be liable to pay a sum equivalent to the management fee proposed for the event. From Feb.1, 2013, penalty at the rate of Rs 2,000/= per day shall be charged in addition to the management fee.

16. Cancellation Policy:

- i. In case of any cancellations / postponement after the signing of the contract and before 15th March 2013, Organizers will pay all actual costs incurred by the event manager towards the organizing of the Conference and 25 % of the management fee.
- ii. In case of any cancellations / postponement in between 15th March 2013 to 15th August, 2013, Organizers will pay all actual costs incurred by the event manager towards the organizing of the Conference and 50 % of the management fee.
- iii. In case of any cancellations / postponement in between 15th August 2013 to 15th October, 2013, Organizers will pay all actual costs incurred by the event manager towards the organizing of the Conference and 75 % of the management fee.
- iv. In case of any cancellations / postponement after 15th October 2013, Organizers will pay all actual costs incurred by the event manager towards the organizing of the conference and 100% of the management fee.

Dated: November 19, 2012

Dr. D. Sundar
Organizing Secretary General (ACB-2013)
Department of Biochemical Engineering and Biotechnology
Indian Institute of Technology Delhi
Hauz Khas, New Delhi – 110016

Annexure I



2nd Asian Congress on Biotechnology
New Delhi, India
(December 15-19, 2013)



TIME	SUNDAY	MONDAY				TUESDAY				WEDNESDAY				THURSDAY	
	15-Dec-2013	16-Dec-2013				17-Dec-2013				18-Dec-2013				19-Dec-2013	
8:00 AM		Registration				Registration				Registration				Registration	
		Venue - 1	Venue - 2	Venue - 3	Venue - 4	Venue - 1	Venue - 2	Venue - 3	Venue - 4	Venue - 1	Venue - 2	Venue - 3	Venue - 4	Venue - 1	Venue - 2
8:30 AM		Plenary 1		Plenary 2		Plenary 3		Plenary 4		Plenary 5		Plenary 6		Plenary 7	Plenary 8
9:30 AM		Tea Break / Poster Session - 1				Tea Break / Poster Session - 4				Tea Break / Poster Session - 4				Panel Discussion	
		Venue - 1	Venue - 2	Venue - 3	Venue - 4	Venue - 1	Venue - 2	Venue - 3	Venue - 4	Venue - 1	Venue - 2	Venue - 3	Venue - 4	Tea Break	
11:00 AM		Keynote 1	Keynote 2	Keynote 3	Keynote 4	Keynote 13	Keynote 14	Keynote 15	Keynote 16	Keynote 25	Keynote 26	Keynote 27	Keynote 28		
11:30 AM		OP - 1	OP - 4	OP - 7	OP - 10	OP - 37	OP - 40	OP - 43	OP - 46	OP - 73	OP - 76	OP - 79	OP - 82		
11:50 AM		OP - 2	OP - 5	OP - 8	OP - 11	OP - 38	OP - 41	OP - 44	OP - 47	OP - 74	OP - 77	OP - 80	OP - 83	ACB CLOSING CEREMONY (Venue - 1)	
12:10 PM		OP - 3	OP - 6	OP - 9	OP - 12	OP - 39	OP - 42	OP - 45	OP - 48	OP - 75	OP - 78	OP - 81	OP - 84		
12:30 PM		Lunch / Poster Session - 2				Lunch / Poster Session - 5				Lunch / Poster Session - 5				Lunch	
		Venue - 1	Venue - 2	Venue - 3	Venue - 4	Venue - 1	Venue - 2	Venue - 3	Venue - 4	Venue - 1	Venue - 2	Venue - 3	Venue - 4		
2:15 PM	Venue - IIT Delhi	Keynote 5	Keynote 6	Keynote 7	Keynote 8	Keynote 17	Keynote 18	Keynote 19	Keynote 20	Keynote 29	Keynote 30	Keynote 31	Keynote 32		
2:45 PM		OP - 13	OP - 16	OP - 19	OP - 22	OP - 49	OP - 52	OP - 55	OP - 58	OP - 85	OP - 88	OP - 91	OP - 94		
3:05 PM		OP - 14	OP - 17	OP - 20	OP - 23	OP - 50	OP - 53	OP - 56	OP - 59	OP - 86	OP - 89	OP - 92	OP - 95		
3:25 PM	Registration	OP - 15	OP - 18	OP - 21	OP - 24	OP - 51	OP - 54	OP - 57	OP - 60	OP - 87	OP - 90	OP - 93	OP - 96		
3:45 PM		Tea Break				Tea Break / Poster Session - 6				Tea Break / Poster Session - 6		AFOB GBM			
		Venue - 1	Venue - 2	Venue - 3	Venue - 4	Venue - 1	Venue - 2	Venue - 3	Venue - 4	Venue - 1	Venue - 2	Venue - 3	Venue - 4		
4:15 PM		Keynote 9	Keynote 10	Keynote 11	Keynote 12	Keynote 21	Keynote 22	Keynote 23	Keynote 24	Keynote 33	Keynote 34	Keynote 35	Keynote 36		
4:45 PM	ACB	OP - 25	OP - 28	OP - 31	OP - 34	OP - 61	OP - 64	OP - 67	OP - 70	OP - 97	OP - 100	OP - 103	OP - 106		
5:05 PM	OPENING CEREMONY	OP - 26	OP - 29	OP - 32	OP - 35	OP - 62	OP - 65	OP - 68	OP - 71	OP - 98	OP - 101	OP - 104	OP - 107		
5:25 PM		OP - 27	OP - 30	OP - 33	OP - 36	OP - 63	OP - 66	OP - 69	OP - 72	OP - 99	OP - 102	OP - 105	OP - 108		
5:45 PM	Day 1 Close	Day 2 Close				Day 3 Close				Day 4 Close					
	Welcome Reception	Visit Delhi - Night Social Events				AFOB Executive Board Meeting				Banquet					

LEGEND

Main event
Plenary Talk
Keynote Talk
OPs
Poster Session
Key Meetings
Evening Events

NOTES

- Schedules above are tentative and are subject to change.
- Invited talks will have four parallel breakout sessions.
- Detailed schedule of Oral Presentations will be made available later
- Please check website for further updates.
- Exhibition will be at the venue throughout conference
- Poster Session will be at the venue throughout conference

ANNEXURE – II

QUESTIONNAIRE

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

1. Name of the firm:
2. Address:
3. Contact Details:
Office Ph No.:
Fax No.:
E-mail:
4. Name & Address of the Proprietor/Partner:
5. Date of establishment of the firm:
6. Service Registration Number, if any:
7. Please enclose audited balance sheet & Profit and Loss for last 2 financial years.
8. A brief description of 2 important jobs of similar kind done during the last one year with photographs. Please attach separate sheet giving information in format provided below:
9. Please provide 3 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 firm, 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 ACB-2013 or by the representative authorized by the Institute.

SIGNATURE
Name in Block letters
Designation
Name of the firm & Address