

**REQUEST FOR EXPRESSIONS OF INTEREST (REoI) for
SELECTION OF EVENT MANAGEMENT FIRM**

Invited by

**Finance & Procurement Committee (FPC) for the 25th
International Congress & 74th IEC of ICID**

NO: ICID25Congress/FPC/1

Date: 16th May 2023

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Last Date for Submission of EOI: 31st May 2023 (1200 Hours)

**Assignment title: Selection of the Event Management Firm (EMF) for the 25th
International Congress and 74th IEC Meeting of ICID**

The Indian National Committee on Irrigation and Drainage (INCID) is India's representative national committee in the International Commission on Irrigation and Drainage (ICID). ICID currently has membership of about 78 countries, which accounts for more than 90% of the global irrigated area (<https://icid-ciid.org/home>). INCID was formed on the same day as ICID to cater to India's needs for improvements in irrigation & drainage, through closer & active interactions with ICID. INCID has members from Central Government, State Water Resources / Irrigation Departments, NGOs, Private sector, Academic institutes, WALMIs/ IMTIs, Professional Society etc. INCID is headed by Chairman, CWC, Ministry of Jal Shakti, Govt of India. (www.incid.gov.in)

INCID is organizing the 25th International Congress & 74th International Executive Council (IEC) Meeting of ICID at **Radisson Blue Resort, Vishakhapatnam (Vizag), Andhra Pradesh during 1-8th, November, 2023** in partnership with the State Govt of Andhra Pradesh, Central Water Commission and ICID. The prestigious ICID Congress is being held in India after a gap of about 6 decades. The ICID Congress has an expected footfall of about 1200 delegates from all over the world, with a participation of about 500 foreign delegates from about 40 countries. (www.icid25congress.in)

The ICID Congress is the flagship triennial international event aimed to deliberate and develop solutions for the concurrent global issues in the sector. In addition, a Special Session, Symposium, History Seminar, International Workshops, Exhibition etc. are also organized and showcased on the global platform during the ICID Congress. The International Executive Council (IEC), the highest decision-making body of ICID, is vested with the management of the affairs of ICID.

The last such event i.e. 24th Congress and 73rd IEC meeting of ICID was held at Adelaide, Australia in October, 2022.

The **Finance & Procurement Committee (FPC)** for the 25th ICID Congress and 74th IEC is inviting the Expression of Interest (EOI) for the hiring of the Event Management Firm (EMF).

Schedule of the Event: 01-08th Nov 2023

Venue: Radisson Blue Resort, Visakhapatnam, Andhra Pradesh

Schedule at a glance		
Date	Day	Events
01 Nov 2023	Wednesday	Registrations
02 Nov 2023	Thursday	25th Congress opening ceremony, Exhibition Bump-in, Congress sessions, International Workshops / Side Events, Minister's CEO Conclave, Inaugural Dinner
03 Nov 2023	Friday	Congress sessions, International Workshops, Side Events
04 Nov 2023	Saturday	IEC Plenary Session, INCID Congress Special Session, ICID Symposium, International Workshops / Side Events, 25th ICID Congress Wrap-up, Conference Dinner
05 Nov 2023	Sunday	ICID PFC Meeting, ICID Working Group Meetings, Technical / cultural tours
06 Nov 2023	Monday	ICID PCSO Meeting, ICID C-CONGR Meeting, ICID Working Group Meetings
07 Nov 2023	Tuesday	ICID PCTA Meeting, Young Professional Training, Farewell Dinner
08 Nov 2023	Wednesday	IEC meeting, IEC Closing Ceremony

Expected No of Delegates: 1100 – 1200 Pax from 2- 4th Nov 2023; 500 Pax from 5-8th Nov, 2023

Congress Theme: Tackling Water Scarcity in Agriculture

The event related activities prior to, during and after the 25th Congress & 74th IEC (Nov, 2023) are likely to spread over few months. The preparatory/run up activities and activities pertaining to the main event requires involvement of the EMF on turnkey basis.

The EMF should offer complete end-to-end organizing and management services in consultation with the Organizing Committee & other Committees of the said event and facilitate the following broad scope of work in respect of the event:

Broad Scope of work for engaging the Event Management Firm (EMF)

The following works are to be performed by the EMF under the overall supervision of the Organizing Committee and the respective Committees:

1. Overall Planning & Detailing for the Event

- The event is likely to be inaugurated by the Hon'ble President of India or Hon'ble Prime Minister of India. The arrangements especially with respect to Stage erection, Podium etc. are to be made as per the protocol needs.
- Fine tuning of the venue-wise Schedule, Opening Ceremonies, Welcome Reception, Farewell/Closure ceremony etc.
- Detailing of various Milestones & timelines
- Quality Assurance
- Preparation of a tentative Timeline with a dynamic and accommodative work plan – to be regularly reviewed and shared with the Organizers
- Preparation of the Agenda/Action statement & Official records/report for various meetings/workshops etc. to be prepared
- Post-event Report for the entire event

- Coordination with the Venue authorities for hospitality arrangements

2. Venue Development & Management

- Preparation and execution of venue specifications (precise layout of stages and seating plans for every room/venue, space planning, the arrangement of special equipment, Stage Erection, lighting, production and speaker requirements etc.) as per the Schedule
- Preparing/ adjusting using partitions of the Halls for various parallel events, as detailed in the schedule.
- Audio-visual planning, arrangement and management.
- Setting up Reception & Registration desk for registration of the delegates.
- Setting up of the hall for Inaugural and Closing/ Wrap-up Ceremonies
- Arrangement for Flower decoration for stages
- Provision for Memento, gifts etc. (on reimbursement basis)
- Name Plates on the dais and other reserve plates in the hall
- System for automatic collection of Attendance statistics of each technical session
- Facilitation Counters with canopy, Security Counter, Media Center, Lost & Found Desk.
- Clock Room, Internet kiosks with laptops/computers, Sim (Mobile connectivity) card desk etc.
- Computers and peripherals, Mic, Photographers
- Help Desk equipped with laptop (facility of the internet), printer and operators for handling Onsite Registration queries relating to the conference facilities.
- Interpretation & headsets facility.
- Setting up desks for enquiries, courier, travel, speakers.
- Payment counters with credit card swipe machines for spot payment.
- Currency exchange counter.
- Setting up of welcome boards, signage, backdrops, programme boards for each session, venue plan boards.
- Setting up of the Office Spaces for Organizers and Dignitaries
- Speakers' green room.
- Ensuring rapid and efficient transitions in venue arrangements whenever required.
- Signage outside and inside the venue to ensure proper identification of halls/conference rooms/secretariat etc. and smooth movement of delegates.
- Arrangement and replenishment of all consumables.
- Appropriate hardware such as Laptops, Computers, printers, photo-copier machines, Smartphones, Network Infrastructure, barcode/RFID scanners, Barcode Printers/Scanners (optional), LED Displays, other ICT peripherals, etc.
- Hiring of the various items/equipment (*charges unitary and linked to quantity*)

3. Programme Management

- Implement the complete Program Planning and Strategy as defined by the Organizers
- Coordination with web/media management group/agency
- Generation of electronic posters/displays, if required
- Management of poster presentations: receive posters and coordinate the posters exhibition area.
- Onsite session stage management planning.
- Post-event program management ((Participant Survey and other reports, film on event, post event letters, souvenirs, etc.).

- Ensuring maximum outreach of the conference while the session is in progress, for the benefit of Academics and Researchers
- Reimbursement management
- Issue of Certificates etc
- Providing Delegate Material (Conference bag, name badges, lanyards, printed programme, site map, promotional items, gifts, presentation materials etc.).
- Filling of Delegates bags.
- Onsite registration
- Attendance Management System, including for Exhibition
- Bar Coding & Self Registration (Delegates/ Participant Swipe Cards (RFID card)).
- Session briefing / Speaker background information/instructions to Session Chairs etc.
- Live interpreters: Hindi to English and vice-versa. Additionally, two more foreign languages (to be decided later) to English and vice-versa.
- Coordination of all Side events.
- Coordination with catering service provider to ensure efficiency and timeliness of catering activities
- Coordination with the Audio/Video/Light team during the business meetings and Conference to ensure quality delivery of the program.
- Ongoing delegate communication (at site and airport etc.)
- Security Coordination: General and VVIP related as per PM / Minister /VVIP security protocols.
- Ensure sufficient manpower for all activities and locations during the entire event (Comparers, Ushers for the main events and parallel events)
- Ensuring efficient COVID testing and implementation of COVID protocols as required.
- Checking of Audio Visual equipment

4. Accommodation Management

- Providing details of Hotels, Guest house, Home stays etc. along with room count, negotiated tariff, booking links, cancellation conditions etc. on the event website.
- Assisting delegates in booking of accommodation(*accommodation charges to be paid by delegates*)
- Facilitating international delegates for getting appropriate mobile phone SIM cards on demand
- Managing Bookings for the Delegates sponsored by the Organizers

5. Transport Planning & Management

- Complete Transportation Planning for the entire event and reservation of required number of coaches/cars for airport transfers, shuttle services, social functions, accompanying persons program
- Transport arrangement for pick-up and drop from/at Airport/ Station etc.
- Shuttle bus service on identified routes for the movement of Delegates during the event
- Transport facilities for the Technical and cultural trips
- Traffic and Parking space management at venue
- Liaising with local Traffic Authorities for smooth movement of traffic
- Provide facilities for tourist excursions to the Indian and Foreign delegates in and around Vizag on individual payment basis.
- Allotment of coaches hotel-wise as per the number of delegates staying at each hotel.
- Setting up 24 hour Reception & Transfer desk at the airport

- Reception of delegates 2 days before and the first day of the Conference at airport/railway stations.
- Arrangement of transport for attending social functions for all delegates staying at various hotels.
- Visa Facilitation
- Provisioning of discounted airfares ; Assisting delegates with booking travel tickets, cancellations, rescheduling
- Managing Bookings for the Delegates sponsored by the Organizers

6. Marketing & Promotion:

- Issue of event specific invitation for delegates, Exhibitors, visitors through event website or Physically
- Identification of promotional opportunities for Exhibition space and Sponsorship
- International and domestic marketing: Attracting Delegates; Marketing Collateral (brochure, memento, pamphlet etc.);
- Management of Social Media, Industry Media & Mainstream Media
- Registration at Venue, Preparation & issue of ID Cards; Preparation & Distribution of the Registration kits to the Delegates
- Designing of awards, mementos, souvenirs, trophies, Delegates Kit bag etc.
- Designing, printing etc. of brochures and promotional material and all collaterals
- Designing & printing of Program handbook, abstract and proceeding volume etc.
- Circulars
- Registration Material and Event supplies (Kit bag, name badges, stationery, signage, pens, merchandise, freight, charter coaches, hire companies, speaker gifts etc.)
- Gifts to Presenters, achievers etc.
- Media campaign / public relations
- Videography & photography during the event, including full video recording of identified meetings
- Arrangements (including necessary permissions) and installation of banners, badges, fliers, pamphlets, program brochures, fair guide etc. in conjunction with the theme across the city
- Run up activity – promotional events
- E-Marketing using the Website & Event App.
- Registration of potential delegates, sponsors, exhibitors etc. on the website.
- Arranging Sponsors & Coordination with them.

7. Social/ Cultural Function & Tour Services

- Events shall enhance the meeting experience / complement the conference theme and provide for formal and informal networking opportunities
- Pre-event specifications and objectives (Listing of all social events and tours – both included in the program and optional)
- Function concept
- Theme design and event production
- Entertainment planning and execution
- RSVP ticket issue and sale
- Onsite planning, support and supervision (Before the guests arrive, at the door, during the function)
- Summit Welcome Reception dinner and GALA dinner

- Post – function services
- Equipment removal
- Field trip planning, development, budgeting and coordination – accommodation, food, transport, medical facilities, security, etc.
- Tour itineraries & transport
- Special tour services
- Correspondence / works related to handling of emails pertaining to the event.
- Preparing local travel plans for the accompanying persons.

8. Legal

- Intellectual Property Rights (IPR) management as agreed
- Insurance as agreed
- Responsibility of the safety or any item/good/material being provided by the agency shall be of the agency itself.
- Coordination with the Exhibition Agency
- Responsibility of any accident / mishap etc should not lie with the Govt of India or the Govt of Andhra Pradesh.

Terms & Conditions

1. The services integrated with the venue such as Security, Housekeeping, Food & Beverages, Fireman, Ambulance with doctor and paramedical staff, IT (Wi-Fi & LAN), Electricity & AC will be taken from the Venue provider. The EMF shall be responsible for proper coordination with the Venue provider to ensure effective management and availability of these services. In case of duplication, the services available at the venue will get priority for utilization and the related payments shall be made accordingly.
2. The above mentioned activities are not exhaustive. Depending upon circumstances addition(s)/modification(s) are expected to be delivered by the selected EMF.
3. This EOI should not be construed as an agreement to assigning the job of EMF. The FPC is not bound to enter into a contract with the bidder who submits the EOI. EOI only be assessed & shortlisted by the FPC.
4. No binding relationship will exist between any of the consultants/ firms and FPC until execution of a contractual agreement.
5. FPC reserves the right to accept or reject any EOI, and to annul the bidding process and reject all the EOI at any time. FPC reserves the right to award the job either in part or full. FPC at its sole discretion and without assigning any reason thereof, also reserves the right to accept any/or reject any or all EOIs.
6. All the strategic planning with regard to the above for this event, including interaction with media, shall be subject to the approval of FPC and Organizing committee.

Interested Consultants/Firms should provide information as mentioned below, demonstrating that they have the required qualifications and relevant experience to perform the Services.

Eligibility Criteria

1. The proposer EMF must be a registered firm/company, along with a copy of GST Registration.
2. The applicant in the same name and style should have experience of at least 5 years in organizing conferences/seminars/summit, including atleast **two** international event.
3. The proposer EMF must have organized atleast 3 major events in last 5 years. (*Major event refers to audience of 600 or above, OR international level event OR event having the participation of the Hon'ble President or Prime Minister of India*)

{Evidence and details of recent events having a participation of 600 or more audience should be submitted.}

{Reference & appointment letters / work orders copies along with completion certificate shall be submitted with EOI.}
4. The proposer EMF must have an *annual turnover of Rs 2.5 Crores* or more in any 3 years in the last 5 years.
5. The proposer EMF should submit *Income Tax Return (ITR)* for any 3 years in last 5 year period, along with copy of the PAN card.
6. The applicant should not be in the blacklist of any GoI Ministry/ State Government Departments. An undertaking in this regard shall be submitted along with the EOI.
7. Relevant ISO Certifications {ISO 45001 (occupational health & safety management), ISO 9001 (quality management) and ISO 14001 (environmental management)}
8. The proposer EMF should enclose a list of employees with their relevant experience and qualification. The relevant experience may be highlighted.
9. The proposer EMA should have employees conversant with the entire process of organizing conferences at national/international levels.

Procedure for the Award of the Assignment

1. **REOI:** The FPC will request for the submission of Expression of Interest (EOI) from the proposers within a window of **15** days from the issue of the “**Request for Expression of Interest (REOI)**” on the **Central Public Procurement Portal - CPP Portal** (<https://eprocure.gov.in/eprocure/app>).
- The REOI would also be uploaded on the INCID website (<http://incid.cwc.gov.in/>), CWC website (<https://cwc.gov.in/>) & 25th Congress website (<https://icid25congress.in/>). However, the proposals are to be submitted **only** via the CPP Portal.
2. **Technical Evaluation:** After the completion of the 15-days REOI period, the FPC will conduct a scrutiny of the EOI proposals submitted by the proposers and would shortlist proposers based on various criteria namely, **Experience of the Proposer, Average Annual Turnover, Staff/Employee team, Proposed Plan of Execution/Methodology, ISO Certifications & Presentation, Team experience** etc.

- Expression of Interest (EOI) should be submitted along with supporting documents in respect of above mentioned eligibility criteria for shortlisting. The FPC will verify the Documents and References submitted by the Proposers at this stage.
 - Upon the completion of the REOI deadline, the FPC shall communicate the date of presentation to the proposers before the FPC. The proposer is expected to make a brief presentation of 15-20 minutes before the FPC explaining the Plan of action for organizing the event. The presentation should only cover the Technical part and exclude any financial aspect related to the work. Exposing any financial details at this stage would lead to disqualification of the proposer.
 - The proposer EMFs would be shortlisted based on the scrutiny carried out by FPC within a period of **15 days**.
3. **Request for Proposal (RFP):** The shortlisted EMFs will be requested for the RFP for the submission of the Bids. Upon the completion of the deadline, the FPC would open the Bids, based on which the decision for the award of assignment would be taken.
 - A **Pre-Bid Meeting** may also be convened by the FPC during this period upon receipt of the requests for the same from the shortlisted EMFs.
4. The FPC has the final authority to approve the vendor and consideration for assignment in subject.
 5. The vendor approved by the FPC shall enter into an agreement with the FPC and deposit a performance security (refundable on completion of the assignment) to the tune of 5% of the total value of consideration.

Additional information / clarifications may be obtained by writing to the FPC at incid-cwc@gov.in

(Finance & Procurement Committee for 25th Congress & 74th IEC of ICID)
