



03/02/2020

**INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR HIRING OF PROFESSIONAL
CONFERENCE ORGANIZER (PCO) FOR ORGANIZING THE JOINT SCIENTIFIC ASSEMBLY OF
IAGA-IASPEI AT HYDERABAD IN 2021**

1. The JSA IAGA-IASPEI secretariat invites the Expression of Interest (EOI) from qualified and experienced PCOs for organizing the Joint Scientific Assembly (JSA) of IAGA-IASPEI at Hyderabad International Convention Center (HICC), Hyderabad during Aug.22-27, 2021.
2. Expression of Interest is required at this stage and only shortlisted parties shall be provided detailed RFP for giving their financial quote.
3. IAGA-IASPEI 2021 secretariat reserves the right to reject the EOI submitted by the party without assigning any reason.
4. All other conditions relevant to EOI process can be seen in Terms of Reference. Interested parties meeting the eligibility criteria may send their EOI along with required documents and information to locjsa2021@ngri.res.in by 13:00 hrs of 25.02.2020.
5. For preliminary details about the event please visit <http://iaga-iaspei-india2021.in/>

Dr. D. Srinagesh
Chairman

Operational Committee, IAGA-IASPEI 2021
CSIR-National Geophysical Research Institute
Uppal Road, Hyderabad – 500 007, Telangana, India



EXPRESSION OF INTEREST (EOI) FOR HIRING OF PROFESSIONAL CONFERENCE ORGANIZER (PCO) FOR ORGANIZING THE JOINT SCIENTIFIC ASSEMBLY OF IAGA-IASPEI AT HYDERABAD INTERNATIONAL CONVENTION CENTER (HICC) AT HYDERABAD, TELANGANA IN 2021

EOI No. : 01/IAGA-IASPEI/LOC/2020

1. About Project

India is hosting the Joint Scientific Assembly of IAGA-IASPEI 2021 and CSIR-National Geophysical Research Institute (CSIR-NGRI) is organizing the event during Aug. 22-27, 2021 at Hyderabad International Convention Center (HICC), Hyderabad. International Association of Geomagnetism and Aeronomy (IAGA) is the largest association of International Union of Geodesy and Geophysics (IUGG) and concerns with magnetic and electrical properties of Earth and other planetary bodies. The International Association of Seismology and Physics of the Earth's Interior (IASPEI) promotes the study of the structure, properties and processes of the Earth. The first IAGA-IASPEI Joint Scientific Assembly was held at Hanoi, Vietnam in 2001 and after 20 years the second such event is being held in India and will immensely benefit earth science research community across the globe. The event is supported by the Indian National Science Academy (INSA,) the national adhering body to the IUGG); Department of Scientific and Industrial Research; Department of Science and Technology; Ministry of Earth Sciences and Indian Space Research Organization, Govt. of India.

The Joint Scientific Assembly is expected to be a big event with participation of 1000+ delegates. It will have about 40 Science themes with subthemes/symposia covering almost the entire gamut of IAGA/IASPEI. The Joint Scientific Assembly will be run through a series of plenary sessions, public lectures and key note addresses and is expected to have about 15 parallel sessions. There will be a poster session and exhibition, which will be organized along with the Congress. The Joint Scientific Assembly IAGA-IASPEI will also offer Field Excursions in India to the delegates.

The Joint Scientific Assembly of IAGA-IASPEI is to be systematically developed through series of activities. A PCO is to be engaged for this purpose for project management. The major activities that are to be undertaken, but not restricted to, are given under the Terms of Reference.

2. Terms of Reference (TOR)

Section I

1.1 Scope of work

The PCO should offer complete end-to-end organizing and management services in consultation with the Local Organizing Committee and Operational Committee of the said event. The JSA-IAGA-IASPEI will run over 6 days commencing on 22 August to 27 August, 2021. However, the JSA related activities prior to during and after the congress is likely to spread over one month. The preparatory/run up activities and activities pertaining to the main event requires involvement of the PCO on turnkey basis.

1.2 Basic objectives

- I. High attendance: The PCO should enhance the promotion of the Joint Scientific Assembly of IAGA-IASPEI ensuring the best possible attendance levels. We are looking at a participation of 1300+ delegates with the minimum of 1000.
- II. Positive Financial Outcome: The PCO should plan and advice using proven budgeting strategies combined with careful analysis of costs and revenue potential.
- III. Attractive Packaging: The PCO should package the entire event innovatively so as to create an element of exclusiveness and give a wholesome experience to the delegates. Innovative IT integration of event activities also needs to be ensured.
- IV. Landmark Social Events: The PCO should design social events with creative flair and imagination that could leave a lasting impression of “Brand India” on the minds of the attendees.
- V. Top Class Presentation: Every aspect of the Congress, from brochures and website to audio visual material and stage sets should project professionalism and should reflect innovation, IT integration and follow international best practices.

1.3 Project Management:

The PCO has to attend to the following activities:

- Milestones and timelines (opening and closing dates for submission, registration and related/other activities viz. publication dates etc.)
- Agenda/action statement & Official records/report for various meetings/workshops etc. to be conducted
- Design of the congress (Pl. submit multiple options)
- Program Management (Abstracts/Papers and Speaker Management)
- Management of Poster Presentations
- Post-event program management

- Financial (budget, payment gateway, foreign exchange etc) and Legal Issues (Taxation, Banking, Insurance, IPR, Ministry clearance approvals, Audit etc)
- Congress Management Software Integrated with Congress website (Registration, website etc)
- Congress on-site Management and Secretariat Services
- Venue Management
- Accommodation
- Transportation
- Exhibition
- Sponsorship
- Social functions
- Secretarial Support
- Marketing and Promotion
- Visa

These are some indicative points. However the PCO may incorporate all other necessary items which are required for the successful organization of the event. All permissions and clearances are to be obtained as per the rule of the land and Events specification.

Section II

2.1. Proposal for EOI are invited from parties meeting following eligibility criteria

- I. Applicant should be an active member of Indian Convention Promotion Business (ICPB) or Indian Exhibition Industry Association (IEIA), Segment PCO.
- II. Applicant should be a registered company, a registered partnership firm or an LLP and should be in existence in the business for at least 5 years in India.
- III. Applicant should have undertaken PCO work of at least 5 large National or International events of delegates > 500.
- IV. Applicant should have average turnover of minimum Rs. 3.0 crore each year during the preceding three financial year i.e. 2016-17, 2017-18 and 2018-19 towards business of PCO for conferences.
- V. Applicant should have preferably completed minimum 3 projects in Government sector and should have an international accreditation
- VI. Applicant should not be blacklisted during last three financial years in any State/central Govt. or PSU due to unsatisfactory performance, breach of general or specific Instruction, corrupt/fraudulent practices or any other unethical business practices
- VII. Should be working on a globally used platform to manage online registrations, abstract submissions and financial transactions; to specify the conference management software to be used with justification

VIII. Should have infrastructure/ office premises preferably in Hyderabad

2.2 EOI Submission

In order to make it easier, consistent and ensure that each EOI receives full consideration, the following format should be followed while preparing the EOI document:

- a) Title page with a title of the EOI, bidder's name and address, contact person and contact details such as telephone (mobile as well as landline), fax no. and email details, neatly and legibly written on it.
- b) An introductory letter addressed to the to Dr. D. Srinagesh, Chairman, Operational Committee, IAGA-IASPEI 2021, CSIR-National Geophysical Research Institute, Uppal Road, Hyderabad – 500 007, Telangana, India identifying full details of the bidder and signed by the bidder or the person or persons authorized to sign the EOI on behalf of the bidder and the statements made in the EOI
- c) Any EOI received after the deadline for submission shall not be accepted and returned unopened to the bidder.
- d) Table of contents including page numbers
- e) Summary of the key features and highlights of the EOI
- f) Summary of experience of conferences/exhibitions (05 international/ national level conferences and organizing a destination event)
- g) Details of project team suitability & experience. The bidder should provide a list of personnel proposed to be deployed for the assignment, outlining specifically the qualifications and experience of each person relevant to this project and each member's role and responsibility in the organizing the exhibition.
- h) Infrastructure (Office establishment) with documentary proof
- i) Turnover of last three years (2016-17, 2017-18 and 2018-19)
- j) Concept & implementation schedule, approach and methodology, which inter alia, should include the following:
 - a) This should reflect the complete knowledge and holistic understanding of the requirements of the assignment and methodology to address the same.
 - b) Detailed description of how planning and implementation of this assignment would be approached and conducted.
 - c) Bidder's specific and detailed expectations including his own role and support expected from Society, if any, (operational & technical) throughout the conference and exhibition.
 - d) Copy of EPF Registration, Service Tax Registration & PAN card, failing to produce these will result in rejection of the application.

2.3 Calendar of Events

S.No.	Milestones	Date and Time
1	Advertisement of Expression of Interest (EOI)	03.02.2020
2	Last Date of submitting EOI	25.02.2020
3	Opening of EOI responses	26.02.2020
4	Presentation by Bidders	Date will be intimated to PCO's

2.4. Opening of EOI

EOIs will be opened by the Evaluation Committee (EC) constituted by Chairman, Local Organizing Committee for the purpose in the presence of bidder's representatives, who choose to attend. The bidder's representatives who are present shall sign a register evidencing their attendance.

2.5. Preliminary examination of EOI

Preliminary scrutiny will be made to determine whether the EOI is complete, as per the procedure outlined in this EOI, whether the documents have been properly signed, and whether the EOIs are generally in order.

2.6. Presentation by the bidders

The bidders shall make a presentation of their EOI including their understanding/concept of the Joint Scientific Assembly of IAGA-IASPEI. Time and venue for presentation will be intimated after preliminary evaluation of EOIs.

2.7. Selection and evaluation criteria

The EC will evaluate the EOI on a set number of criteria which will carry marks. The criteria will be as follows.

S.No.	Criteria of Evaluation	Maximum Marks
1	Experience of the Firm in organizing scientific conferences in India and Overseas	30
2	Methodology, Work Plan, Innovativeness of the concept presented and proven capability for execution	25
3	Suitability of the key personnel for the assignment. Full details of the teams proposed to be deployed for the event are to be given	15

4	Understanding of technology, IT requirement, available infrastructure, tie-ups	15
5	Public relations, marketing, media and communications capability	15
	Total	100

The bidders who secure a minimum of 75 marks will qualify and will be shortlisted for floating of Request for Proposal, for which the decision of Local Organizing Committee will be final.

2.8 Acceptance of EOI

This EOI should not be construed as an agreement to assigning the job of PCO. Local Organizing Committee, IAGA-IASPEI 2021 is not bound to enter into a contract with the bidder who submits the EOI. EOIs will only be assessed in terms of the evaluation criteria mentioned above.

2.9 Other Information

The agency will have to submit an undertaking stating that “They undertake not to take up any other assignment during the period beginning 21 August 2021 to the closure of the event and commit full time and undivided attention to this assignment