



XXII INQUA CONGRESS, LUCKNOW, INDIA

28 January-3 February 2027

Request for

Expression of Interest (EOI)

For Hiring of

Professional Conference Organizer (PCO)

For organizing the

XXII INQUA CONGRESS, 2027 IN LUCKNOW, INDIA

DISCLAIMER

THIS REQUEST FOR PROPOSAL IS NOT AN OFFER BY THE INQUA CONGRESS, 2027, BUT AN INVITATION TO RECEIVE RESPONSE FROM ELIGIBLE INTERSTED BIDDERS FOR SELECTION OF MULTI- MEDIA AGNECY. NO CONTRACTUAL OBLIGATION WHATSOEVER SHALL ARISE FROM THE RFP PROCESS UNLESS AND UNTIL A FORMAL CONTRACT IS SIGNED AND EXECUTED BY THE INQUA CONGRESS, 2027 WITH THE BIDDER. THIS DOCUMENT SHOULD BE READ IN IT SENTIRETY.

Expression of Interest (EOI)

CONFERENCE ORGANIZER (PCO) FOR ORGANIZING THE XXII INQUA CONGRESS, 2027 IN LUCKNOW, INDIA

Director, Birbal Sahni Institute of Palaeosciences, invites the Expression of Interest (EOI) from qualified and experienced Professional Conference Organizer for organizing XXII INQUA CONGRESS in the year 2027 to be held in LUCKNOW.

Interested parties meeting the eligibility criteria laid down in the notice should submit their EOI with required documents and information by 09.04.2025.

At the following address by the above deadline:

The Registrar, BSIP
Birbal Sahni Institute of Palaeosciences,
53. University Road,
Lucknow-226 007 (U.P.) India

EOI document can be downloaded from e-portal (www.bsip.res.in & www.eprocure.gov.in)
The critical date sheet is as under:

Sl.No.	Description of Activity	Date	Time
1	Publishing Date	18.03.2025	
2	EOI document available for download	18.03.2025	
3	Meeting for clarification for EOI	21.03.2025	1000 Hrs.
4	Minutes of the meeting on clarification and revised EOI document if required to be uploaded on eportal	22.03.2025	
5	EOI submission start date	24.03.2025	
6	EOI Submission end date	09.04.2025	1700 Hrs.
7	EOI Opening date	15.04.2025	

Super scribing Envelope with 'Expression of Interest for INQUA, 2027, By hand/By Speed Post/Registered Post/Courier on working day i.e. Mon- Fri.(0930 Hrs-1745 Hrs.

GENERAL TERMS

1. **OBJECTIVE OF THE EXPRESSION OF INTEREST:** To engage a PCO to organize the XXII INQUA CONGRESS in Lucknow during January 28 to February 03, 2027.

2. CALENDAR OF EVENTS

The following tables list important timelines for the EOI process:

Sl.No.	Description of Activity	Date	Time
1	Publishing Date	18.03.2025	
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4	Minutes of the meeting on clarification and revised EOI document if required to be uploaded on eportal	22.03.2025	
5	EOI submission start date	24.03.2025	
6	EOI Submission end date	09.04.2025	1700 Hrs.
7	EOI Opening date	15.04.2025	

3. AVAILABILITY OF THE EOI DOCUMENTS

EOI document will be available at <https://bsip.res.in> & www.eprocure.gov.in . The participants are required to carefully examine the instructions and comply with all the requirements and other details given in the EOI. Failure to furnish complete information as mentioned in the EOI will be at the bidder's risk and can result in the rejection of the proposal.

4. DEADLINE FOR SUBMISSION OF PROPOSAL

As specified in the calendar of events at para2.

NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR HIRING OF PROFESSIONAL CONFERENCE ORGANIZER (PCO) FOR ORGANIZING THE XXII INQUA-2027 CONGRESS in LUCKNOW, INDIA IN 2027

Expression of Interest (EOI) is invited from eligible and interested parties to organize the XXII INQUA-2027 CONGRESS in LUCKNOW in 2027. The estimated cost of the work is approx. Rs.12 crore.

A brief outline about the International Union for Quaternary Research (INQUA) and India hosting the XXII INQUA-2027 CONGRESS in LUCKNOW in 2027.

(The information is provided for the Benefit of the Bidder who is required to organize the event)

XXII INQUA-2027 CONGRESS (in person) will be hosted by India in Lucknow between 28 January-3 February 2027. The host country has assumed the overall responsibility of organizing this event. The bid to host the XXII INQUA congress in India, under the aegis of the Indian National Science Academy (INSA), was proposed by Birbal Sahni Institute of Palaeosciences (BSIP), Lucknow; National Center for Polar and Ocean Research (NCPOR), Goa and Association of Quaternary Researchers (AOQR). The bid was duly supported by the Department of Science Technology, Government of India, New Delhi and Ministry of Earth Sciences (MoES). The bid document and a documentary showing India's Quaternary Geosciences heritage, and all that India has to offer and that makes the country an ideal place to host a big event like INQUA was prepared.

INQUA Congress is one of the largest conferences on Quaternary Geosciences, which is organized every four years by the International Union for Quaternary Research. It provides the largest platform to the global community of Quaternary Geoscientists, and in recent years, INQUA Congresses have attracted 3000+ participants from around the globe representing 100+ countries. Also organized along with congress are scientific exhibitions, poster sessions, and business meetings that attract leading global companies and publishing houses associated with Quaternary science instrumentation, publication and services. India's bid to host the XXII INQUA Congress carries a theme of "Quaternary sciences as Societal Service", and the logo of the congress is designed accordingly. The bid outlines India's strength in terms of academics, institutions, human resources and infrastructure. The bid proposed to showcase the Quaternary geological heritage of India into a number of pre-syn and post congress field trips that are curated specially keeping INQUA sub-commissions in mind.

India, on winning the bid, has started preparing for the event in the right earnest and has established an INQUA Organizing Committee with Dr. Pradeep Srivastava, IIT-Roorkee as its President; Dr. Binita Phartiyal, BSIP as organizing General Secretary and Dr. Rahul Mohan, NCPOR as its Vice President and Dr. Mahesh G. Thakkar, Director BSIP is the Local Committee, Chair. This committee is duly endorsed by INSA and the three bidding organizations with a provision of expansion as the road to Congress unfolds. The preparatory activities for the INQUA 2027 have been undertaken by the Local Organizing Committee (LoC) under the overall patronage of the Secretary, MoES, the secretary, DST and the President, INSA.

The INQUA 2027 will be organized under the patronage of the Government of India with expected funding from the Department of Science and Technology and Ministry of Earth Sciences (MoES). The Birbal Sahni Institute of Palaeosciences, an autonomous institute under the aegis of the Department of Sciences and Technology, Government of India, New Delhi, is the Nodal agency/institute for organizing this conference.

The INQUA is expected to be a big event with the participation of 3000+ delegates. It will have about 75 Science themes with more than 200 sub-themes/symposia covering almost the entire gamut

of Quaternary Research. The meeting and conference will be run through a series of plenary sessions, public lectures, and keynote addresses, and there are expected to be about 12-15 parallel sessions and few (3-4) mid-conference field trips to adjoining areas of Lucknow.

Some of the tentative activities for INQUA 2027 as proposed are as under:

First Circular release/symposia proposal activated
Symposia Proposal Close
Sessions Approval
Invitation to Exhibitors and stalls
Opening of Abstract Submission
"Super Early Bird Registration" opens
"Super Early Bird Registration" closes
Second circular release
Formal notifications to the authors on their abstracts
Early Career Researcher (ECR) application closes
Successful ECR applicants are to be notified
Presenter's registration deadline
Standard registrations open, and "Early bird" registrations close
Final Circular release

Overall structure of the XXII INQUA Congress

Pre-Congress Field Trips
Onsite registration opens, Exhibition setup, some business meetings
Icebreaker party
Opening Ceremony and First Session
Scientific Programme
Mid-Congress Field Trips
Congress Dinner
General Assembly and Closing Ceremony
Post Congress Field Trips

A conference of the magnitude of INQUA 2027 requires systematic development through a series of activities. A PCO is to be engaged for project management purposes. The major activities that are to be undertaken, but not restricted to, are given under the Terms of Reference.

INQUA 2027 conference and associated meetings are planned to be conducted on an in-person platform between 28 January-03 February 2027. There will be an elaborate inaugural function and closing ceremony, and all the plenary sessions will be organized exclusively as well. There will be live streaming of the Inaugural Function, all plenary sessions and the closing ceremony. Each congress day will have tea/coffee breaks and lunch. The lunch will be both Indian and continental (vegetarian, non-vegetarian and vegan). Drinking water supply is to be continued throughout the conference. Hence, those who have experience in organizing mega conferences in a binary mode (both online and in person mode) and catering accordingly are preferred.

TERMS OF REFERENCE

This EoI is for hiring of a Professional Conference Organizer (PCO) for organizing the XXII INQUA-2027 CONGRESS during 28 January-3 February 2027 in Lucknow, India. The Professional Conference Organizer has been henceforth referred to as PCO/party on behalf of the Birbal Sahni Institute of Palaeosciences, Lucknow, which is henceforth referred to as 'the Client'. The PCO is proposed to be engaged for assisting the client for in organizing the XXII INQUA-2027 CONGRESS on a turnkey basis. The major description of duties and responsibilities of the PCO is mentioned in section-I

Section-I

1.1. Scope of work

The PCO should offer complete end-to-end organizing and management services in consultation with the Organizing Committee(s) of the said event. The INQUA 2027 will run over 7 days commencing on 28 January-3 February 2027, with an ice-breaking party on a preceding day. However, the INQUA-related activities prior to, during and after INQUA 2027 are likely to spread over. The preparatory/run-up activities and activities pertaining to the main event require the involvement of the PCO on a turnkey basis.

A. Basic objectives

I. High attendance: The PCO should enhance the promotion of the INQUA 2027, ensuring the best possible attendance levels. We are looking at a participation of 3000+ delegates with a minimum attendance of 2000.

II. Positive Financial Outcome: The PCO should plan and advise 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 in-person social events with creative flair and imagination that could leave a lasting impression of "Brand India" on the minds of the attendees. Atmanirbhar Bharat has to be of paramount importance.

V. Top Class Presentation: Every aspect of the INQUA 2027, from brochures and website to audio-visual material and stage sets, should project professionalism and reflect innovation and IT integration and follow best international practices.

B. Project Management: The PCO has to attend to the following activities:

I. Preparation of the Critical Path Plan of the Project detailing

- Milestones and timelines (opening and closing dates for submission, registration and related/other activities, viz. publication dates, etc.). The organizing committee will assist with this.
- Promotional opportunities
- The Project plan to be dynamic and accommodative and regularly reviewed by PCO officials and by the Organizing Committee
- Agenda/action statement & Official records/report for various meetings/workshops, etc., to be kept in order by PCO with a copy to the Organizing Committee.

II. Conference Design: Since participation in the event depends directly upon the gradual pickup of INQUA 2027 activities. For the design and the overall packaging of the event, it is desired that the appointed PCO carries out exhaustive research/groundwork on the designs of previous Congresses and ensures that the best possible packages are offered to the delegates. The PCO shall work in close consultation with the concerned organizing committees to create an event that comprehensively fulfils the requirements of the INQUA to the fullest satisfaction of the delegates, facilitating maximum attendance. The bidders are, therefore, required to submit multiple conference Designs previously conducted in their EOI.

III. The PROGRAM—Abstracts/Papers and Speaker management suited for a multidisciplinary scientific conference:

- Complete virtual mode Program Planning and Strategy
- Call for Technical Sessions/Session Chairs etc. in consultation with conference organizers
- Arrangements of massive advertisement and promotion of all the accepted technical sessions.
- Call for papers/abstracts/submission and distribution of same in electronic copy, if required
- Management of Abstracts comprising multi-stage submission process, generation of fully customized reports (summary of abstracts submission viz., categorization of abstracts country wise, theme-wise, session and author wise etc.), access and downloading of reports by committees, assignment of abstracts to program sessions, and multilingual interface possibility.
- Management and Arrangements of Posters/displays in all poster sessions of the congress and managements of poster display arena.
- Arrangements of Plenary talks, collection and display of biographic sketch of plenary speakers. Promotion of plenary talks
- Collection, slotting and management of oral and poster presentations
- Abstract/Paper collection from speakers, printing, uploading to website etc.
- Publication of presenters' abstracts, papers and presentations
- Presenter cancellation policy
- On site session stage management of all Inaugural, technical, plenary, poster and valedictory sessions.
- The PCO needs to ensure maximum outreach of the conference while the session is in progress, for the benefit of Academics and Researchers

IV. Financial and Legal:

- Preparation of Budget and continuous review of Expenditure-Revenue
- Delegate payments- Payment gateway/Credit Cards/Bank Accounts/Mobile Payments/ e-wallets etc. and online generation of payment receipts
- Obtain FCRA clearance for foreign currency transactions
- Agreement with the Payment Gateway Provider
- Agreement with the Foreign Exchange Agents/Banks for foreign currency exchange to INR in the congress arena.
- Generation of Daily Transaction reports of the payments
- Taxation and other Government compliance
- Banking
- Insurance of the Congress
- Intellectual Property Rights
- Ministry clearance approval/letters for funding support.
- Audit at the conclusion of the conference
- PCO team members should have experience in organizing destination promotions at international conferences. Team members should also have experience of organizing at least 5 National and International events and a destination promotion event at an international conference.
- PCO shall provide at the time of RFP the details of the legal support, medical facility at the conference venue and Safety audit and preventive measures at the conference venue

VI. Congress Management Software integrated with Congress website

(a) Registrations Management System

- Delegate services (processing of registrations with state-of-the-art software)
- Registration Setup (creation of codes, registration fees for all registration types, linking these to various events and packages etc.). The Platform should have inbuilt capability of applying discount coupons for registration and event fees
- Online Services (registration, optional events, etc.)
- Generation of Customized reports
- Mapping of Abstracts & Registration of Participants
- Generation & Management of Reports
- Data Integrity

(b) Website

- Integrating the existing website with Conference Management Software/Designing & Restructuring of the website of the INQUA 2027.
- Development of website content
- Providing Hosting Environment/Platform
- Updating & Maintenance of the Website (including onsite support at least twice a week & training; and Development of Promotional Friendly Content)
- Creation of Customized Forms (symposia proposal including review module etc.)
- Creation of additional web pages as per requirement from time to time

- E-Marketing
- SSL Certification
- Payment Gateway Integration which supports National & international Credit/Debit Cards, Wire Transfer, Demand Drafts, and also Mobile Wallets.
- Live Webcast Streaming of the Inaugural, Plenary and Valedictory sessions using suitable online platform
- Development of user friendly Mobile App having built in search facilities of (i) Complete and day wise technical program (ii) technical sessions, abstract submitted and presenters (iii) location and name of presentation hall (iv) abstract search using keywords (v) abstract search using speaker's name.
- Social Media Friendly Solutions
- Attendance Management System
- Abstract Submission System
- Peer Review Abstract Screening & Rating System
- Files Sharing Facilities
- Generation of various reporting facilities
- SMS Gateway Integrations & Alerts Facility
- E-mail Server and Management System
- Document Management System

VII. Congress On-site Management and Secretariat Services

PCO should use global software for handling online registrations, abstract submissions and financial transactions. PCO must mention the software they would be using to handle the conference.

- Setting up Reception and Registration desk for on-site registration of the delegates
- Providing Delegate Material (Conference satchels, promotional items, presentation materials etc.)
- Name Badges & Satchels
- Bar Coding & Self Registration
- Attendance Management System
- Setting up Help Desks for enquiries, speakers equipped with laptop (facility of the internet), printer and operators for handling
- Providing Floor Managers for the Hall and Stage Management
- Arrangement of all the required Office equipment for virtual talks
- Media center and managing daily media reports
- Virtual Onsite registration kiosks
- Internet connectivity to registered participants and password etc.
- Logistic support for organizing the event
- Setting up of welcome boards, signage, backdrops, program boards for each session, venue plan boards.
- Security Coordination
- Relaxing area Lounge with chairs and laptop/phone charging centers
- Tea & Coffee area management
- Lunch service area Management
- Permanent potable water kiosks

VIII. Marketing and Promotion

- **International and domestic Marketing:** Attracting Delegates; Marketing Collateral (creation, production etc.); Corporate Look and Feel for the Congress; Website Development
- Management of Media & Publicity activities (Print advertisement, Audio Visual advertisement, Newspaper advertisement, Magazine advertisement, Domestic & International branding of the Event, Press conferences, Social media promotion, Website management, digital wall displays etc).
- Designing, printing etc. of Brochures and promotional material and all collaterals (optional)
- Online (e-book) Publications-Program handbook, abstract volume etc.
- Congress circulars in consultation with Organizers
- Media Campaign/public relation
- Video recording & photography
- Marketing (building of an effective electronic (email) database for the Congress; Registration of potential delegates, sponsors, exhibitors etc. on the website

VIII. Venue Management

- Preparation of Venue Specifications (precise layout of stages and seating plans for every room/venue etc.)
- Audio-Visual planning, arrangement and management
- Sign boards and directions signage
- Session briefing / Speaker background information/instructions to Session Chairs etc.
- Lounge for participants.
- Volunteers (provided by organizers) management and training to help running the sessions
- Round the clock technical backup during the congress in each session managing laptops and connectivity
- Overall development of venue (pavilions, seating arrangement, carpeting, stalls, hoardings, banners, appropriate decoration and branding, audio, video, photography, videography and lighting arrangements, special effects, acoustic effects, rest rooms and other elements that are generally required in large scale events) as per plans approved by client. In case the venue gets changed, the agency will have to make necessary arrangements accordingly
- Help Desks with registration desk, coordination with adequate support (Liaison Officers, provision for ushers, coordinators, etc.).
- Arrange for the setting up of the stage(s) including designing of backdrop, VIP seating, master of ceremony etc.
- Engage all vendors/Sub vendors required for carrying out all the above said services as per the sample/option approved by the client. Also, to ensure the deliverance of all services to the fullest satisfaction of the client
- Procure all the necessary clearances and make arrangements for the security protocols of the VIP movement during the event

IX. Exhibition/Sponsorship

- Identifying opportunities
- Exhibition Structure and Services
- Exhibition Design
- Contracts and Guides for exhibitors and sponsors
- Exhibition Space Planning and Sale
- Website and Links of sponsor sites
- Advertising Sales
- Management and facilitation of Freights services nationally and internationally
- Exhibition event Staff
- Onsite support to Sponsors and Exhibitors
- Preparation of Move-in Schedule and support services
- Freight inwards planning and supervision
- Exhibition Build supervision
- Signage and Banners design and production
- Security and Staffing
- Sponsor Fulfillment
- Freight outwards planning and supervision
- Post-event needs
- Delegates Lists
- Thanksgiving to Exhibitors and Sponsors and Future Promotion
- Post Event Report

X. Social Functions

- Events to Enhance the Meeting and Open Science Conference
- Pre-event Specifications and Objectives (Listing of all social events and tours –both included in the program and optional)
- Function Concept
- Venue Selection
- Theme Design and Production
- Entertainment Planning and execution
- Theme Design and Production
- Onsite planning, support and supervision (Before the Guests Arrive, At the Door, During the function)
- Post-Function services
- Equipment Removal
- Account Review
- Correspondence

XI. Miscellaneous

- Work Station/Business
- Consumables
- Online Traffic Management
- Diplomacy

- Coordination of all side events
- Carbon neutral event
- Quality Assurance
- Post-event Report
- Business Meetings- planning, scheduling and execution
- Development and Maintenance of IT
- Design & printing all promotional online material
- Volunteer training
- Designing of digital certificate, awards, etc.
- Organization of specialized training
- Hiring/engaging and supervising of other agencies for proper and successful implementation of the said event.

XII. Run up activity

Promotion of INQUA 2027 in International & National Geo scientific Events (1 National and 1 international program) can be a possibility.

XIII. Secretarial support

Provide two (02) staff members on fulltime basis as secretarial support for jobs related to website designing, data entry, etc. from the time the PCO is selected till at least 30 days after the conclusion of the INQUA 2027.

XIV. Post Event Responsibilities

- To prepare a final report of Event.
- Reports of sectoral seminar proceedings along with recommendations and way forward.
- Film on the event (with visual info-graphics of the event outcomes).
- Post event souvenirs (Table calendars, Wall calendars, Dairies etc.)
- Follow up Thank You letters to the delegates.

THE ABOVE-MENTIONED ACTIVITIES ARE NOT EXHAUSTIVE. DEPENDING UPON CIRCUMSTANCES ADDITION(S)/MODIFICATION(S) ARE EXPECTED TO BE DELIVERED BY THE SELECTED PCO.

Section-II

EOI EVALUATION PROCEDURE/ EIGIBILITY CRITERIA

EOI proposals are invited from parties meeting the following eligibility criteria:

PCOs /Bidders intending to respond should meet the following criteria to be eligible to submit a proposal (RFP):

- The applicant PCO/Bidder shall be a single entity, registered as a Company under the Companies Act 2013 or Companies Act 1956 or any other previous companies act, Partnership Firm registered under the Indian Partnership Act 1932, LLP registered under the Limited Liability

Partnership Act 2008 or a Society registered under the Societies Registration Act 1860 & should have been in existence in India for the last five (5) years. (Must provide Certificate of Registration /Incorporation under the respective Acts in India or the respective Memorandum of Association/Partnership Deed.)

ii. Should be registered as a PCO with ISO certified/ EEMA/ Indian Convention & Promotion Bureau or any National or International accreditation, copy of such document to be provided.

iii. Should be registered under GST, copy of valid registration certificate to be enclosed.

Should be an Income Tax Assessee for the last three years (i.e FY2021-22, FY2022-2023, FY2023-2024). IT certificate with PAN/TAN card details to this effect should be enclosed

iv. Should have an average turnover of Rs. 5 crore over the past three years (i.e FY2021-22, FY2022-2023, FY2023-2024). Audited balance sheet, Profit & Loss Accounts statement of PCO CA Certificate certifying the turnover with CA's Registration Number/ Seal to be provided.

v. Should have experience of having organized destination promotion at the International Conferences during last 5 years (excluding 2020-21) and have the experience of organizing at least 10 National/ International events, and a destination promotion event at an International conference (documentary proofs to be provided).

vi. The applicant must have completed at least three projects with Centre/State Govt., PSUs, Trade Organisations Such as CII/FICCI/ASSOCHAM/SIAM etc., of value not less than 40% of estimated value or executed/ completed 2 orders of 50 % of the estimated value or executed/ completed 1 order of 80% value of estimated value. The agency should have prior experience of managing event for high dignitaries such as the Hon'ble President of India/ Hon'ble Prime Minister/ Hon'ble Governor/ Hon'ble Chief Minister as a guest.

vii. Should have National/ International, accreditation, copy of such document to be provided.

viii. Should be working on a globally used software platform to manage online registrations, abstract submissions and financial transactions; to specify the conference management software to be used with justification

ix. Should have infrastructure/office premises including in the Lucknow/ in and around Noida/Delhi (copy of document to support the same to be provided).

x. Should have at least 25 regular staff (details to be provided)

xi. Should not be involved in any financial/legal dispute with the Government of India or its Agencies else the PCO is liable to be disqualified from the entire process at any given point of time.

xii. Should not be declared blacklisted/debarred/defaulted by Government of India or any Central/State Government entity

xiii. Certificate from schedule commercial bank indicating current solvency status of the agency. Signed and Stamped Certificate to be provided

2. Joint bids between the same group companies are permitted however the two companies jointly bidding should be a PCO and a travel agency or a JV of two companies. Given the nature of services required for this event, PCO alongwith its partner should have an established ticketing department, transport division, accommodation handling division and a tour division capable of handling bulk requests of these services (local transport, hotel bookings at competitive rates, tours within India, air ticketing etc.). Turnover of PCO and Travel Agency together in the last 3 years must at least be 5 crores excluding 2020-21.

3. In case of joint bids, a joint bidding agreement is to be submitted along with the EOI document which shall cover the following:

- (i) commitment(s) of the lead member in accordance with the EOI clearly outlining the proposed roles & responsibilities, if any, of each member;
- (ii) include a statement to the effect that all members of the joint bidding shall be liable jointly for all obligations
- (iii) except as provided under the proposed RFP there shall not be any amendment to the joint bidding agreement.

EOI SUBMISSION

PROPOSAL SUBMISSION: The EOI should be submitted in a sealed envelope with covering letter of the firm on its letter head and addressed to: **THE DIRECTOR, INQUA 2027 ORGANIZING COMMITTEE, Birbal Sahni Institute of Palaeosciences (BSIP), University Road, Lucknow- 226 007** by the specified date and time, superscribing **“EOI PROPOSAL FOR PCO FOR ORGANIZING XXII INQUA CONGRESS IN LUCKNOW INDIA IN 2027”**. Bidder should submit the EOI S as per format 1to 7 and attach all the documents as per eligibility criteria.

Name of the bidder and contact details/address should also be written on the envelopes.

LATE PROPOSAL: Any EOI received after the deadline for submission shall not be accepted and summarily rejected.

EXPRESSION OF INTEREST PROPOSAL

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.

1. 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 type written on it.
2. An introductory letter addressed to The DIRECTOR, INQUA 2027 ORGANIZING COMMITTEE, Birbal Sahni Institute of Palaeosciences (BSIP), University Road, Lucknow- 226 007 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
3. Table of contents including page numbers
4. Summary of the key features and highlights of the EOI
5. Experience/Past performance as desired with supporting documents such as copy of order, certificate from client etc. in following format:

S. No	Name & Address of client	Year of Service provided	Inter governmental/ International events, conference at Ministerial/Senior official level, etc	Remarks

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6. 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.
7. Infrastructure (office establishment) with documentary proof.
8. Turnover of last three years(2023-24, 2022-23, 2021-22) along with the relevant copies of audited statement, P&L Account statement.
9. Copy of EPF Registration, GST Registration & PAN card, failing to produce the same will result in rejection of the application.
10. A detailed execution plan must be submitted for the broad scope of work and services i.e. 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, if any,(operational & technical) throughout the conference and exhibition.
11. Following undertaking to be enclosed:

Having examined the details, terms and conditions given in Invitation to EOI, I/we hereby submit the relevant information for considering my/our EOI:

- i. I/We accept all the terms and conditions of EOI.
- ii. I/We hereby certify that all the statements made and information supplied in the enclosed documents and accompanying statements are true and correct.
- iii. I/We have furnished all information and details necessary for EOI. My/our EOI is complete in all respects.
- iv. I/We submit all necessary documents in support of our eligibility, experience and capability.

Signature of the Authorized representative
Seal of applicant/party/entity

SUMMARY REJECTION

It is expressly made clear that mere submission of EOI, eligible or not eligible, shall not confer any right whatsoever on any such party/PCO. Any EOI submitted by a party/PCO, which fails to satisfy the eligibility requirements listed above is liable to be rejected summarily.

OPENING OF EOI

EOIs will be opened by the Evaluation Committee (EC) constituted by BSIP for the purpose in the presence of bidder’s representatives, who choose to attend. An authorized representative of an PCO carrying a copy of the authorization letter submitted along with the EOI shall be entitled to

be present at the time of EOI opening. In case of an unscheduled holiday on the opening day of EOI, the next working day will be treated as the scheduled prescribed day of opening of the EOI; the time notified remaining the same.

EVALUATION/SCRUTINY OF EOIs

Evaluation/Scrutiny of EOIs shall be based on:

- (i) Submission of the required documents, information by the party alongwith the EOI.
- (ii) Assessment of the capability of the party based on the past record as stated above.
- (iii) Offered Plan as per 'Broad Scope of Work and Services' outlined above.
- (iv) Completed EOI proposal in all respect.

No grading/marking/ranking shall be awarded to the eligible bidders at the EOI stage.

STAGE SUBSEQUENT TO EOI

RFP (REQUEST FOR PROPOSAL)/TENDER DOCUMENT STAGE: Shortlisted party (ies) (as determined above) will be required to submit the bids vide RFP/Tender Documents under the 'Two-Bid System' (Technical and Financial Bids) to RFP/ Tender document. The Bids will be evaluated under Combined Quality cum Cost Based System (CQCCBS). Initially only the technical bids will be evaluated and only those companies which score at least 50% in the technical evaluation will be considered for the opening of financial bid. **Detailed marking scheme shall be made available in the RFP document which shall be issued to the shortlisted party(ies).**

ACCEPTANCE OF EOI AND GENERAL CONDITIONS

- (i) Neither the issue of this Invitation for EOI nor any part of its contents is to be taken as either a commitment or an acknowledgment on the part of BSIP to proceed further with this EOI. BSIP reserves the right to annul/terminate the process and reject the EOI at any stage without assigning any reason.
- (ii) BSIP reserves the right and absolute discretion at any time and without any liability whatsoever, to amend, vary, waive and/or modify any or all of the terms and conditions of this Invitation for EOI without assigning any reason whatsoever or prior notice being provided to any party.
- (ii) BSIP shall in no circumstance whatsoever, be held responsible or liable in any manner whatsoever, for any costs or expenses incurred or any loss suffered by party, in connection with or in consequence of the preparation or delivery of the EOI, or compliance with any of the requirements of the Invitation for EOI or in any other manner.
- (iv) The prospective party/PCO should notify BSIP of any error or discrepancy found in this EOI document. A prospective bidder, by responding to the OC, will be deemed to have accepted the terms and instructions and disclaimer.
- (v) BSIP may, in its absolute discretion, seek additional information or material from any bidder after the EOI closes and all such information and material provided must be taken to form part of the party/bidder's response.
- (vi) Party/PCO should provide details of their contact person, telephone, email and full address etc. To ensure that replies to EOI could be conveyed promptly.
- (vii) Canvassing in any form shall render the EOI liable to be rejected.

(viii) Party/PCO shall be deemed to have duly considered all terms of this Invitation for EOI document and acknowledge that it intends to submit an EOI offer in accordance with the provisions of this document having accepted the terms and conditions as have been incorporated herein and/or that may be incorporated by BSIP through any addendum (s).

(ix) Subject to any law to the contrary, and to the maximum extent permitted by law, BSIP, its office bearers, employees and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this EOI document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence omission, default, lack of care or misrepresentation on the part of BSIP or any of its office bearers, employees or advisers.

(x) Each participant irrevocably and unconditionally accepts and agrees that by submitting an EOI:
(a) It agrees to be bound by the terms, conditions and obligations set out in this Invitation for EOI document together with such other terms and conditions as BSIP may, in its sole discretion, require; and

(b) It has read and understood, and agrees and accepts, the provisions and procedures, and terms and conditions (including the outcome) of this Invitation for EOI.

(c) It agrees that the offer shall remain valid till the expiry of the validity period as specified in this Invitation for EOI.

(xi) The decision of BSIP shall be final while short listing the EOI parties/entities/PCOs.

(xii) Disputes or differences arising from this invitation for EOI document or in any manner connected therewith shall be subject to dispute resolution mechanism and the decision of Director BSIP will be final and binding upon all.

(xiii) All disputes shall be subject to the exclusive jurisdiction of Courts at Lucknow, Uttar Pradesh only.

(xiv) The party/bidder would be fully responsible to follow all statutory compliance including labour laws and BSIP will not be responsible for any default/violation by the selected PCO.

CORRUPT, FRAUDULENT AND UNETHICAL PRACTICES

BSIP will reject a proposal for award and may debar the party/bidder for future tenders of BSIP, if it determines that the bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract.

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of contract evaluation, finalization and/or execution.

“Fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment to the BSIP and includes collusive practice among Bidders (prior to or after EOI submission) designed to establish artificial non-competitive levels and to deprive the BSIP of the benefits of free and open competition.

“Unethical practice” means any activity on the part of bidder by which bidder tries to circumvent tender process in any manner. Unsolicited offering of discounts etc., will be treated as unethical practice.

FORMAT- 1
APPLICANT'S EXPRESSION OF INTEREST

To,
Director, BSIP
Birbal Sahni Institute of Palaeosciences,
53, University Road,
Lucknow-226 007 (U.P.) India

Sub: Submission of Expression of Interest for Event Management & Professional Conference Organizers.

Dear Sir,

In response to the Invitation for Expression of Interest (EOI) published on for the above purpose, we would like to express interest to carry out the above proposed task. As instructed, have submitted all the relevant documents in the desired format:

1. Organizational Details (Format-2)
2. Experience in related fields(Format-3)
3. List of experts/consultants on payroll at least 3 (Format-4)
4. Financial strength of the organization (Format-5)
5. Additional information (Format-6)
6. Declaration (Format-7)

Sincerely Yours, Signature of the applicant (Full name of applicant)

Stamp.....

Date:

Encl: As above.

FORMAT-2

S. No.	Organizational Contact Details	
1.	Name of Organization	
2.	Main areas of business	
3.	GST Number	
4.	PAN Number	
5.	Type of Organization refer eligibility criteria clause i	
6.	Whether the firm has been blacklisted by any Central Govt./State Govt. Bodies/Autonomous If yes, details thereof.	
7.	Address of registered office with telephone no. & fax	
8.	Address of offices in	
9.	Contact Person with telephone no. & e-mail ID	

Enclose:-

1. Copy of Certificate of Incorporation.
2. Copy of Article of Association in respect of 3 above.
3. Undertaking in respect of the 4 above

Signature of the applicant
Full name of the applicant
Stamp & Date

FORMAT- 3

Experience in Related Fields

Overview of the past experience of the Organization in all aspects related Event Management & Professional Conference Organizers

S. No.	Items	Number of Assignments during last 5 years	Order Value of each assignment in Lakh of Rs. (Enclose copy of each order)	Mention the name of Client/ Organization (Enclose completion certificates/ Work orders etc)	
1	Experience of assignments of similar nature				
1.1	Experience in carrying out similar assignments in Government				
1.2	Experience in carrying out Similar assignments in Public sector.				

Decision of Evaluating Committee in ascertaining “similar nature” and “similar assignment” will be final.

Signature of applicant

Full name of applicant

Stamp & Date

FORMAT- 4

List of experts/consultants on payroll (at least 3)

S. No.	Name	Designation	Qualification	Relevant Experience
1.				
2.				
3.				
4.				
5.				
6.				

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT- 5

Financial Strength of the Organisation					
S. No.	Financial Year	Whether profitable Yes/No.	Annual profit (in Crores of Rs.)	Overall annual turnover (in Crores of Rs.)	Annual turnover from Services rendered in India . (in Crores of Rs.)
1.					
2.					
3.					
4.					
5.					
6.					

Note: Please enclose auditor's certificate in support of your claim

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT- 6

Additional Information		
1. List all attachments related to eligibility criteria		
S. No.	Description	No. of Pages.

2. Additional information to support the eligibility (Not more than 2 pages)

Signature of the applicant

Full name of applicant

Stamp & Date

FORMAT-7

Declaration

We hereby confirm that we are interested in competing for the Event Management Services & Professional Conference Organizers.

Authorized Person's Signature:

Name and Designation:

Date of Signature:

Note: The declaration is to be furnished on the letter head of the organization.