



Birbal Sahni Institute of Palaeosciences

(Department of Science and Technology, Govt. of India)

53 University Road, Lucknow-226007

REQUEST FOR PROPOSAL (RFP)

For Hiring the Services of a Professional Conference Organiser (PCO)

XXII INQUA Congress 2027

Lucknow, India | January 28-February 3, 2027



DISCLAIMER:

This request for proposal is not an offer, but an invitation to receive responses from eligible and interested bidders for the selection of an agency. No contractual obligation whatsoever shall arise from the RFP process unless and until a formal contract is signed and executed with the bidder. This document should be read in its entirety.

Only the firms who having an office in India and participated in the EOI process and found qualified are eligible to participate in online RFP/bid through GeM.

1. BACKGROUND AND OVERVIEW:

India will host the XXII INQUA Congress in Lucknow from 28 January to 3 February 2027. The successful bid, proposed under the aegis of the Indian National Science Academy (INSA), was led by the Birbal Sahni Institute of Palaeosciences (BSIP), Lucknow, National Centre for Polar and Ocean Research (NCPOR), Goa, and the Association of Quaternary Researchers (AOQR), with support from the Department of Science and Technology and the Ministry of Earth Sciences (MoES), Government of India.

Held every four years by the International Union for Quaternary Research (INQUA), the Congress is one of the largest global gatherings in Quaternary Geosciences, attracting over 3000+ participants from 100+ countries. Since its initiation in 1928, the INQUA congress has been primarily held in Europe (14 in number), North America (3), Australia (2) and East Asia (2). For reference, the last five congresses are listed herewith-Cairns, Australia (2007); Bern, Switzerland (2011); Nagoya, Japan (2015); Dublin, Ireland (2019) and Rome, Italy (2023). For the first time INQUA Congress is scheduled to be held in India in the year 2027 in Lucknow. Alongside technical sessions, the event features exhibitions, poster sessions, and business meetings, drawing leading organisations and publishers in the field. With the theme "Quaternary Sciences as Societal Service," XXII INQUA 2027 highlights India's commitment to global Quaternary research and its growing role in the international scientific community.

The Congress will take place at the Indira Gandhi Pratishthan (IGP), Gomti Nagar, Lucknow, offering world-class facilities. The program includes plenary talks, keynote lectures, public sessions, and 12–15 parallel sessions, covering around 75 themes, as well as mid-Congress field trips exploring the Quaternary-rich landscapes near Lucknow. The details can be seen in the 1st Circular released on 25 April 2025, which is in the public domain.

1.1. Lucknow, India: The Host City

Lucknow, renowned as the city of Adab (courtesy), Tahzeeb (culture), and Tazeem (civility), proudly welcomes delegates from around the world to the XXII INQUA 2027 congress. As the capital of Uttar Pradesh, Lucknow stands as a vibrant blend of history, heritage, and hospitality.

Often referred to as the "Golden City of the East," Lucknow has gracefully preserved its old-world charm while embracing modern development. Its rich cultural legacy is reflected in its exquisite architecture, fine cuisine, classical music, dance, and the gracious demeanour of its people, offering visitors an immersive experience of India's diverse traditions.

The city's bustling bazaars, historic monuments, and serene riverfronts provide an engaging backdrop for global dialogue on Quaternary science. With world-class Congress infrastructure and a welcoming atmosphere, Lucknow sets the perfect stage for meaningful collaboration and knowledge exchange.

As host to the XXII INQUA 2027 Congress, Lucknow represents India's scientific aspirations and reaffirms its commitment to fostering international cooperation in addressing the challenges and opportunities of Quaternary research in service to society.

1.2. India's Commitment to INQUA

India has emerged as a key contributor to the International Union for Quaternary Research (INQUA), playing an increasingly influential role in advancing global Quaternary science. Serving as a bridge between geoscience communities in developed nations and the Global South, India presently holds prominent positions within INQUA, including a Vice President role on the Executive Council and leadership roles in several sub-commissions.

A significant milestone in this journey is India's selection to host the XXII INQUA Congress in 2027 at Lucknow, India. The Congress, themed "Quaternary Science as Societal Service," will focus on applying Quaternary research to pressing global challenges such as climate change, environmental sustainability, and disaster resilience. Indian scientists continue to play pivotal roles in international collaboration and research within the INQUA framework.

As host of INQUA 2027, India is committed to:

- Organising an inclusive congress with over 3,000+ participants from over 100+ countries.
- Ensuring strong representation from the Global South and developing nations.
- Fostering the participation of Early Career Researchers (ECRs) to cultivate the next generation of scientific leaders.
- Providing an academic environment, enriched by India's renowned hospitality, cuisine, and cultural heritage.

Through these efforts, India reaffirms its dedication to promoting global scientific exchange, collaboration, and leadership in Quaternary research.

2. ROLE AND RESPONSIBILITY OF THE PCO

The role and responsibility of the Professional Conference Organiser (PCO) is central to the successful delivery of the XXII INQUA Congress in Lucknow, India. This responsibility requires not only meticulous planning but also creative execution to ensure a seamless and engaging experience for all participants.

The PCO will be entrusted with end-to-end management of a wide range of services, including IT services, Congress management software/ system, Audio-Visual management, branding, décor, logistics, cultural programmes, and on-ground coordination. Their expertise in handling large-scale, multifaceted international events will be critical in accommodating the diverse needs of global delegates. A proven track record in executing similar high-profile events is essential.

Key responsibilities include:

- Congress management software/website/Mobile App for registration, abstract management, payment, and payment gateway.
- Designing and implementing branding and décor aligned with the Congress theme.
- Coordinating on-site registration, information desks, and seating arrangements.
- Managing exhibition setups, poster sessions, signage, and entry gate branding.

- Organize and supervise food and beverage services, including lunches and refreshments, catering to diverse dietary requirements.
- Organising cultural performances and overseeing delegate transportation services.
- Liaising with the Hospitality industry in Lucknow.
- Liaising with all Ministries and State government agencies for all clearances and approvals.
- Ensuring a safe and secure environment.
- Ensuring the overall success of the congress.
- Support and organize pre-INQUA Congress activities, such as field trips, and public outreach initiatives.

Additionally, the PCO must provide experienced personnel and technical coordinators in all the halls at the venue to ensure smooth operations across all sessions. These professionals must adapt to the dynamic requirements of an international event of this scale.

The selected PCO bears the crucial responsibility of ensuring the comprehensive preparation of all event services well in advance of the commencement of the congress. This entails meticulous setup of various aspects such as IT-AV services, branding, decor, registration areas, information desks, and exhibition setups, aligning with the event's thematic requirements and aesthetic standards. The PCO is expected to manage these elements from the initial setup phase to the final breakdown, ensuring that the venue is restored to its original state after the event's conclusion.

All aspects of the Congress, starting from initial publicity through brochures, posters, website and audio-visual means, participation in run-up events/ promotion; branding, various activities during the period of the Congress to its conclusion should reflect intuitive, innovation and professional integration with available technological trends so that the whole event can be presented in a world-class manner at par with the time of event and equivalent level of advancement in technology and professionalism.

Another key aspect of the PCO's role is operational management, which involves overseeing the smooth functioning of all event-related activities. This encompasses managing personnel, coordinating cultural programs, and arranging transportation. The PCO should demonstrate adeptness in troubleshooting and pre-emptively addressing any potential issues to ensure minimal disruption to the event. The ability to resolve unforeseen challenges swiftly and effectively is paramount.

From the initial planning phase through to execution, the PCO will work in close coordination with the Host Country (India) Secretariat, India, responding to evolving needs and ensuring that every aspect, logistical, aesthetic, and functional, is aligned with the objectives of the XXII INQUA 2027 Congress. For comprehensive details about the Organizing Committee, scientific programmes, session proposals, workshops, training courses, and field trips for the XXII INQUA Congress in Lucknow, India, please refer to the First Circular available at www.inquaindia2027.in. The circular contains essential information and important announcements regarding the upcoming conference.

3. SPATIAL ARRANGEMENT OVERVIEW

The Indira Gandhi Pratishthan (IGP) Convention Centre, Lucknow, the designated venue for the XXII INQUA Congress in Lucknow, spans 25 acres and offers a comprehensive range of auditoriums, Congress halls, and meeting rooms. These facilities are easily accessible via elevators and multiple staircases, ensuring smooth movement for delegates.

Each space within the venue is uniquely designed and dimensioned to support a variety of Congress formats. The layout allows for simultaneous parallel sessions and meetings across multiple rooms, all equipped with modern infrastructure to ensure seamless execution of the event (refer to Table 1).

Table 1: Auditoriums, Halls and Rooms at IGP

SI No	Hall/ Room	Purpose	Capacity
1	Jupiter Auditorium	INQUA Inaugural Function; Plenary Sessions; Cultural Programme; Valedictory Function	1500 seats
2	Mercury Auditorium	Sessions and Coffee Area/Public Internet Area	400 seats
3	Mars Auditorium	Sessions and Coffee Area/Public Internet Area	400 seats
4	Saturn Hall	Exhibition Area	600 seats
5	Earth I Auditorium	Sessions Area	100 seats
6	Earth II Auditorium	Sessions Area	60 seats
7	Earth III Auditorium	Sessions Area	60 seats
8	Moon I Auditorium	Sessions Area / Meeting room	100 seats
9	Moon II Auditorium	Sessions Area	60 seats
10	Moon III Auditorium	Session Area	60 seats
11	Pluto Auditorium	Session	200 seats
12	VVIP Lodge	Sessions Area	100 seats
13	VIP Lodge	Sessions Area	100 seats

15	Executive rooms (2)	Host Country Secretariat; Office INQUA Executive	-
16	Media Centre	Sessions Area	100 seats
17	Open space (booth space)	Document/Printing Facility	-
18	Neptune (Hall 1)	Executive Lounge and Meeting Room	250 seats
19	Neptune (Hall 2)	Lunch Area	-
20	Neptune (Hall 3)	Lunch Area	-
23	Art gallery (Hall 1)	Poster Session	-
24	Art gallery (Hall 2)	Poster Session	-
25	Art gallery rooms	Medical room, Child care Facility, Computer Centre	-
26	Venus	Lunch Area	-
28	Lawn 2 (paved): 4000 people	Exhibition of local handicrafts and local cuisine shops	-
29	Parking space for 1000+ vehicles	Parking of INQUA vehicles	-

The venue will be available from 25 January till 4 February 2027, whereas the conference will be held from 27 January (evening) to 3 February 2027. The days available prior to and post Congress will be utilised by the PCO for venue preparation.

4. DELIVERABLES

To successfully organise and coordinate the XXII INQUA 2027 Congress on a large scale, it is essential to manage a complex set of logistics across the venue. The event will be held over 25 acres at the IGP campus, encompassing 28 diverse auditoriums, halls, and meeting rooms. With over 3,000+ international participants expected, a wide range of services will be required. The key components of this undertaking are outlined in the following sections for clarity and effective planning.

4.1 IT- Services

4.1.1 Development, Management, Operation, Hosting, and Maintenance of XXII INQUA 2027 Website and Mobile App: .

The congress website, mobile application, and social media platforms will serve as the primary tools for Congress management, Information updates, outreach, and promotions. Given their integral role in nearly all aspects of Congress, their development, operation, hosting, and maintenance are of critical importance. The following, but not only, will be the broad responsibilities of the PCO with respect to the website and mobile app.

A) XXII INQUA 2027 India Website.

The XXII INQUA 2027 India congress is currently hosted on a provisional website under the domain **www.inquaindia2027.in**. To enhance functionality and user engagement, the Professional Conference Organiser (PCO) will redevelop the website using a globally recognised Congress management platform. The new website will retain the existing domain and integrate all current content while delivering a modern, responsive design (cross-platform and browser compatible) with a high-quality UI/UX interface.

The platform will support comprehensive end-to-end Congress management, including:

- Online participant registration
- Abstract submission and peer review workflows
- Secure payment gateway integration for registration fees and other financial transactions
- Dynamic Content Management System (CMS) for timely updates, event schedules, speaker profiles, sponsor information, and other relevant details

The redesigned website will serve as a central hub for all Congress-related communications and will ensure a seamless user experience for both domestic and international participants. The PCO should ensure the following.

i) Content & Platform Support

- Development and management of website content with inputs from HCS
- Provision of a secure and scalable hosting environment/platform.
- Regular website updates and maintenance, including Onsite technical support as required, and Training sessions for the staff of HCS.
- Development of promotional and user-friendly content.

ii) Custom Features & Forms

- Creation of customised forms, including:
- Management of session, workshop, and training proposal forms with review modules.
- Abstract submission and peer-review system (screening and rating modules).
- Pre, Mid & Post-Field trip management.
- Financial support - Grant management.
- Development of additional web pages/ Form as needed.

iii) Digital Infrastructure & Security

- SSL certification and web application firewalls for secure access.
- SEO optimisation.
- Integration of a comprehensive payment gateway supporting: National and International credit/debit cards, Wire transfers, and Mobile wallets
- Regular website backups.

iv) Live Streaming & Social Media Integration

- Live webcast streaming of the Inaugural, Plenary, and Valedictory sessions using a suitable online platform and the same integrated with the website.
- Integrating the web platform with existing social media accounts.

v) Congress & Communication Tools

- Attendance management system.
- File sharing and document management facilities.
- Generation of automated and custom reports.
- Integration of an SMS gateway for alerts and updates.
- Email server and communication management system.
- Digital participation certificate generation at the end of the Congress.

B) Mobile Application Development

Professional conference Organisers (PCOs) will develop a cross-platform mobile app for both Android and iOS. Development of a user-friendly mobile app with built-in search capabilities and including:

- Complete and day-wise technical program
- Technical sessions, submitted abstracts, and Presenters
- Locations /Maps and names of presentation halls
- Abstract search by keywords
- Individual custom session scheduler.
- All features mentioned on the website.

4.1.2 High-Speed Internet Infrastructure

Reliable, high-speed LAN & Wi-Fi is a critical requirement for the success of the XXII INQUA 2027 Congress, as delegates increasingly depend on real-time, internet-based services across multiple devices. With reduced reliance on printed materials, seamless Wi-Fi connectivity is an essential service. The PCO will be responsible for establishing a robust local area network (LAN) and wireless network at the meeting venue, in coordination with the HCS and IGP management. This includes event-specific network and domain management, with customised configurations to meet the event's operational needs.

The LAN/ Wireless network infrastructure—including routers, switches, cabling, and access points—must be capable of supporting **400 Mbps** bandwidth to ensure reliable performance throughout the venue.

A) Local Wired Network Requirements:

- Provide access to all staff workstations.
- Assign unique, generic usernames for office workstation users, with uniform initial passwords and a policy mandating password change upon first login.
- Use a shared, generic username without a password for public and meeting room workstations.
- Implement firewall services, traffic prioritisation, and network partitioning to:
 - Block unauthorised or high-bandwidth applications (e.g., file-sharing software).
 - Optimise traffic based on permitted protocols.
- Ensure unrestricted access to all Secretariat network services, including VPNs.
- Set up a file server for internal file sharing and scanned document storage.

B) Wi-Fi Network Requirements:

- Provide wireless coverage in all rooms, lobbies, public internet areas, and offices.
- Deploy multi-radio, enterprise-grade Access Points (APs) in high-density zones defined by HCS to minimise RF interference and support high device density.

Network Design and Operational Guidelines:

- Allocate adequate time for network planning, deployment, and testing.
- Include redundancy and spare hardware for critical components.
- Implement bandwidth limits, traffic shaping, and protocol-based prioritisation.
- Gradually ease access restrictions after initial setup.
- Ensure strong and consistent signal availability.
- Monitor and address interference issues proactively.
- Continuously track network performance and communicate any issues promptly.

4.1.3 Computer centre

The PCO will be responsible for setting up and managing a dedicated Computer Centre for delegates. This facility will be equipped with desktop PCs offering reliable internet connectivity and access to printing services. Delegates can utilise the centre for basic internet browsing, checking emails, and printing documents as required during the Congress. The Computer Centre will ensure that participants have convenient access to essential digital resources throughout the event.

4.2 Audio Visual Services

The success of the XXII INQUA 2027 congress relies heavily on robust and high-quality audio-visual services, as the event will feature numerous plenary sessions, keynote addresses, and parallel presentations. The PCO will be responsible for ensuring that each auditorium, halls, and meeting rooms is fully equipped with advanced AV infrastructure, including LED walls or high-resolution projectors, microphones, and a clear and reliable echoless sound system. Additionally, technically qualified personnel must be present in each room to operate the equipment and address any last-minute technical issues, ensuring

seamless delivery of all sessions throughout the Congress.

4.3 Branding and Aesthetics:

A) IGP Venue

Large-scale, high-quality fabric materials for stages and general venue areas. Custom branding elements include foam board prints, vinyl standees, Fabric Banners, Congress-themed art installations, Photo exhibitions, Floral arrangements, and large planters for stage decoration and general venue ambience. Outdoor branding with fabric banners and 3D text installations for effective visual communication and impact. Large-scale, high-quality fabric materials for stages and general venue areas. Custom branding elements include foam board prints, vinyl standees, fabric banners, Congress-themed art installations, photo exhibitions, floral arrangements for stage decoration and general venue ambience. Outdoor branding with fabric banners and 3D text installations for effective visual communication and impact. In addition, thematic art installations reflecting the core themes of the XXII INQUA 2027 Congress will be strategically placed across the venue to enhance visual engagement and reinforce the scientific and cultural significance of the event. Medium to large-sized planters, along with curated landscaping elements, will be installed in both indoor and outdoor areas to create an aesthetically pleasing and welcoming environment.

B) Airport, Railway Station, and Other Locations

The PCO will coordinate comprehensive Congress branding at key transit points, including the airport and railway station, to ensure visibility and seamless guidance for arriving delegates. This includes setting up prominent Congress signage, banners, and hoardings. Help/Information desks will be established at both the airport and the railway station to assist delegates with directions, transportation, and general inquiries. Additionally, on-route branding and hoardings from these transit points to the congress venue will be arranged to reinforce event identity and enhance delegate experience.

4.4 Registration and Information Services:

The PCO will be responsible for the design, setup, and management of visually appealing registration and information desks that serve as the first point of contact for all delegates, organisers, volunteers, and staff. These desks must reflect the Congress's visual identity and provide a welcoming and efficient experience. The setup should include all necessary equipment such as desktop PCs, printers, barcode scanners, Que managers, and other materials required for smooth registration and information dissemination. These desks must be staffed with qualified personnel who are fluent in English and capable of efficiently managing the registration process and addressing any queries related to the Congress, venue logistics, local sightseeing, transport arrangements, and nearby bookings, ensuring a smooth and informed experience for all participants. Delegate kits will be prepared and distributed at these desks, containing essential items such as the Congress program, stationery, and other relevant materials. In addition, the PCO will ensure the creation and distribution of uniquely designed ID cards with barcodes for each category of participant—delegates, organisers, volunteers, and staff, facilitating easy identification, secure access to various Congress zones, and tracking of participation.

4.5 Cultural Programmes and Delegate Engagement:

The PCO will be responsible for planning and executing cultural programmes that highlight the rich and diverse heritage of the host country, with a particular focus on showcasing the vibrant traditions of Indian culture, music, dance, and art. These programmes should be thoughtfully curated to reflect the true essence of India's cultural diversity, ranging from classical performances to regional folk traditions, offering delegates a memorable and immersive cultural experience. All cultural events must be organised in close consultation with the Host Country Secretariat (HCS) to ensure alignment with the overall theme and objectives of the Congress, as well as to maintain cultural authenticity and representation.

In addition to the cultural evenings, the PCO will also coordinate the organisation of guided sightseeing tours and local excursions, giving delegates an opportunity to explore the historical, cultural, and natural attractions of the host city and surrounding areas. The PCO must ensure smooth logistics, safety, and clear communication for all such activities, thereby enhancing the overall delegate experience and hospitality of the event.

4.6 Congress Banquet, Early Career Researchers, and International Council Dinners

The PCO shall be responsible for organising the Congress Banquet, the Early Career Researchers, and the International Council Dinners as special social events during the XXII INQUA 2027 congress. These dinners will be offered to interested delegates on a payment basis, with advance registration and payment options integrated into the congress website and app. The PCO will identify suitable venues, coordinate with catering and hospitality vendors, manage guest lists, handle ticketing, and ensure seamless logistics for each event. All arrangements—including menu planning (with vegetarian, vegan, and International options), décor, transportation (if off-site), and on-site support—must meet international standards and reflect the welcoming spirit of the congress. The PCO will also oversee on-the-day management, guest check-in, and post-event feedback, ensuring a memorable experience for all participants. Detailed financial reconciliation and reporting for these events will be provided to the HCS.

4.7 Accommodation and Transportation:

The PCO will be responsible for overseeing and managing all accommodation and transport logistics for VIPs and Executive Council members, as well as facilitating accommodation and transport support for all registered delegates. This includes the arrangement of air-conditioned buses, private cars, and shuttle services to ensure efficient and comfortable travel between the airport, official hotels, and the congress venue. Timely coordination and smooth execution of all transport services will be essential to maintain the highest standards of hospitality throughout the congress.

Accommodation options will be carefully curated in proximity to Indira Gandhi Pratishthan, the official Congress venue. Delegates will have access to a diverse range of lodging choices—from premium five-star hotels offering luxury amenities to economical, budget-friendly establishments. The PCO will be responsible for facilitating hotel reservations, managing group bookings, and ensuring that all accommodations are delegate-ready, with appropriate facilities and support services in place to cater to both international and domestic participants.

4.8 Food and Beverage Arrangements (As per Government of India DoE Approved Rates)

For XXII INQUA 2027, food arrangements will be meticulously planned to ensure a high-quality dining experience for all delegates and guests at the IGP venue. The PCO will organise seven-day lunches, each catering to approximately 4,000 participants per day, featuring a diverse menu with continental, Indian, and vegan options to suit international preferences and dietary needs. The icebreaker event will include a selection of mocktails and cocktails alongside an array of starters, fostering a vibrant and welcoming atmosphere for networking. Additionally, tea, coffee, and snacks will be provided during scheduled breaks each day to keep delegates refreshed and energised throughout the congress. The PCO should also ensure safe drinking water is made available across the venue at all the auditoriums and halls. The menu planning shall be done in consultation with the HCS. All food and beverage service preparation shall ensure a safe and hygienic environment. The cost of the Lunch and beverage shall strictly adhere to the Government of India's Department of Expenditure (DoE) approved rates, with detailed costs included in the Bill of Quantities (BoQ) for full transparency and compliance.

4.9 Staffing and Support Services:

The PCO shall ensure the availability of qualified and experienced personnel across all Congress functions to support smooth and efficient operations. Maintain readiness to address on-site needs promptly. Coordinate effectively with all relevant heads, groups, and committees to deliver a unified and professional Conference experience.

4.10 VIP & VIP Protocol Management and Hospitality

For the XXII INQUA 2027 Congress, it is anticipated that a Congress of this international stature will attract several VVIPs and VIPs, including distinguished scientists, government officials, and global delegates. The Professional Congress Organizer (PCO) must be fully equipped to manage the protocol requirements and logistics associated with hosting such high-profile guests. This includes ensuring seamless coordination, security arrangements, and hospitality services, while maintaining the flexibility to accommodate last-minute schedule changes or special requests. A dedicated team should be assigned to handle VVIP and VIP movements to ensure a smooth and dignified experience throughout the event.

4.11 Exhibition Stalls for Sponsored Exhibitors

The PCO will be responsible for the complete setup and management of exhibition stalls for sponsored/regular exhibitors within the congress venue. This includes designing a detailed exhibition floor plan in consultation with the HCS, allocating booth spaces according to sponsorship tiers and exhibitor requirements, and ensuring all stalls are constructed to standards with appropriate branding, furnishings, lighting, electrical points, and internet connectivity. The PCO will coordinate the timely installation, quality assurance, and dismantling of all stalls, provide technical and logistical support to exhibitors throughout the event, and maintain compliance with all venue safety and regulatory guidelines. Additionally, the PCO will facilitate exhibitor communications, supply an exhibitor manual, and set up on-site help desks to address any immediate needs, ensuring a professional, seamless, and engaging exhibition experience for both sponsors and delegates.

4.12 Stationery and Office Supplies:

Comprehensive supply of stationery items and print office needs. Ensuring all necessary office supplies are readily available and replenished as needed.

4.13 Photography and videography

High-quality still photography must be undertaken for all sessions, events, sub-events, as well as the Opening, Closing Ceremonies and all events of the congress. Videography should comprehensively cover the Inaugural and Closing Ceremonies, along with all plenary talks, maintaining the highest standards of visual documentation. All photo and video content must be securely stored and submitted to the HCS in a timely manner. Additionally, selected visuals should be readily available for use in social media updates and other official communications, ensuring consistent and professional representation of the Congress.

4.14 Printing Services

The PCO shall be responsible for the timely and high-quality printing of all congress materials, including brochures, handbooks, venue maps, handouts, invitations, and any other general printed collateral required for the event. All materials must be professionally designed, clearly legible, and aligned with the Congress branding guidelines. Coordination with the HCS is essential to ensure accuracy of content, consistency in design, and adherence to delivery timelines.

4.15 Data protection

For the XXII INQUA 2027 congress in India, data protection will be a critical component of congress management, ensuring the security and privacy of all personal and scientific data collected from over 3,000+ global delegates, speakers, and exhibitors. The service provider must implement robust data protection measures in line with the Digital Personal Data Protection Act 2023 and international best practices. This includes secure handling of online registrations, abstract submissions, payment transactions, and communications through the congress website and mobile app; encrypted storage and transmission of sensitive data; strong access controls; regular security audits; and clear consent and privacy policies for all users. Additionally, the provider must ensure rapid incident response, compliance with data subject rights (such as access and deletion requests), and secure data retention and disposal post-event, thereby safeguarding the integrity and confidentiality of all congress-related information.

4.16 Emergency services

The PCO will prioritise the safety and well-being of all delegates by ensuring the availability of comprehensive emergency services throughout the congress venue. The PCO should ensure a dedicated emergency response team, in coordination with local authorities, that will be on-site to handle any medical, fire, or security emergencies. Clearly marked emergency exits, first aid stations, and rapid response protocols will be established, and staff will be trained to guide participants during any unforeseen incidents, ensuring a secure environment for all attendees.

4.17 Medical Services

The PCO shall ensure a fully equipped medical centre staffed by qualified healthcare professionals (minimum qualification MBBS) and shall be made available on-site throughout the duration of XXII INQUA 2027. The medical team will provide first aid, manage minor illnesses or injuries, and coordinate with nearby hospitals for any advanced care needs. Medical services will be accessible to all delegates, staff, and visitors, ensuring prompt attention to health concerns and contributing to a safe and healthy congress experience. PCO should ensure a well-equipped ALS Ambulance along with a doctor on site during the Congress hours.

4.18 Accompanying Persons facilities

Recognising that many delegates may travel with family or companions, PCO should offer a well-organised program for accompanying persons. This will include guided cultural tours, city sightseeing, and access to select social events, allowing companions to experience the rich heritage of Lucknow. Dedicated help desks and information materials will be provided to ensure accompanying persons enjoy a comfortable and engaging stay during the congress.

4.19 Child Care Facilities

To support delegates attending with young children, PCO should provide professional childcare facilities at the designated IGP venue identified by HCS. Qualified caregivers (Diploma in Kindergarten Education or equivalent) will supervise age-appropriate activities in a safe, hygienic, and stimulating environment, allowing parents to participate fully in congress sessions. The child care area will be equipped with toys, games, and rest spaces, and will adhere to strict safety and health standards, giving peace of mind to attending families.

4.20 Security and Housekeeping Management

Given the scale and international significance of the XXII INQUA 2027 Congress, which is expected to host over 3000 delegates from more than 100 countries, ensuring top-notch security and impeccable housekeeping is of utmost importance. The PCO must coordinate with local authorities and security agencies to implement a comprehensive security plan that covers venue access control, crowd management, emergency response, and the safety of all participants. As part of the security measures, the installation of CCTV cameras at strategic locations across the venue is essential to ensure safety and incident tracking. Simultaneously, maintaining a clean, hygienic, and well-organised campus throughout the duration of the event is critical to delivering a world-class experience. The PCO should engage professional housekeeping services and oversee regular monitoring to ensure that all areas, including auditoriums, common spaces, dining zones, and restrooms, meet the highest standards of cleanliness and sanitation.

4.21 HCS Secretariat support

To ensure smooth coordination and efficient management of the XXII INQUA 2027 Congress, the PCO must provide dedicated secretarial support to the Host Country Secretariat (HCS). Specifically, the PCO is required to deploy two (02) full-time staff members who will assist with a range of administrative and technical tasks, including but not limited to website updates, data entry, database management, document preparation, and other day-to-day secretarial responsibilities. This support should commence immediately upon the selection of the PCO and must be continued until at least 30 days after the

successful conclusion of the Congress, to ensure proper closure and handover of all documentation and digital assets.

4.22 Group Photo Point

The PCO, in coordination with HCS, shall arrange a group photo with all the heads of delegation of every participating country (Around 100 Persons). The PCO should install a photo point with a large backdrop and 3 setup with sufficient space between delegates for a clear picture.

4.22 Congress Insurance

Given the scale and international profile of the XXII INQUA 2027 congress, comprehensive Congress insurance shall be arranged by PCO to safeguard the event, organisers, participants, and assets against unforeseen risks. The insurance coverage will include, but not be limited to, public liability, property and equipment damage, personal accident, medical emergencies, event cancellation or postponement due to force majeure (such as natural disasters, pandemic outbreaks, or civil unrest), and third-party liability. This policy will also extend to cover field trips, exhibition areas, and social functions associated with the congress. The service provider must ensure that all vendors, contractors, and subcontractors involved in the event are adequately covered under the insurance policy. Proof of insurance and policy details will be submitted to the HCS prior to the commencement of the congress, ensuring peace of mind and financial protection for all stakeholders throughout the duration of the XXII INQUA 2027 congress.

4.23 Conference Report.

The PCO with assistance from the HCS shall submit a report at the end of the conference on how the conference was beneficial to the society

5) LIST OF REQUIREMENTS FOR MULTIPLE AUDITORIUMS AND ROOMS

5.1 Jupiter Auditorium - Inaugural & Valedictory ceremony & Plenary talks.

Sr. No	ITEM	Quantity
1	LED Screen (P 3.9.mm Indoor) - 30 feet x 16 feet placed on a supporting riser, Presentation Management system (Laptop, Switchers, slide changer, etc)	1
2	LED Screen- Side wings (P 3.9 mm Indoor) - 8 feet x 16 feet placed on a supporting riser	2
3	Table (6ft.x 2.5ft x 2.5ft)	15
4	Ergonomic Chair	15
5	Ergonomic chair with headrest	10
6	Sofa Set 5-seater (3-1-1) Upholstery Fabric	10

7	Sofa 1 seater Upholstery Fabric	10
8	Podium with front Branding	2
9	65-inch Television on Stage	5
10	75-inch television outside the auditorium	5
11	Auditorium Speakers. 2-PA Speaker, 7 Delay speakers, Audio Management system (Amplifiers, Mixers, etc)	4
12	Wireless Lapel Mic	4
13	Cordless Mic	6
14	Podium Mic	6
15	Complete set of Stage lights for presentations and panel discussions.	1
16	RGB Par lights for Auditorium lighting	20
17	Digital Kiosk Signages minimum 43 inches	10
18	Floral arrangement on stage	As per the requirement
19	Branding on Stage - Side wings Fabric print with frame - 10 feet x 16 feet	2
20	Outdoor Branding Fabric print with frame - 15 feet x 10 feet	2
21	Outdoor Branding Fabric print with frame - 20 feet x 10 feet	2
21	Outdoor Branding Fabric print with frame - 25 feet x 10 feet	1

5.2 Mars Auditorium - Inaugural / Valedictory/ Plenary Live Streaming & Sessions

Sr. No	ITEM	Quantity
1	LED Screen (P 3.9.mm Indoor) - 20 feet x 10 feet placed on a supporting riser, Presentation Management system (Laptop, Switchers, slide changer, etc)	1
2	Table (6ft.x 2.5ft x 2.5ft)	10
3	Ergonomic chair with headrest	8
4	Ergonomic Chair	10
5	Sofa Set 5-seater (3-1-1) Upholstery Fabric	10

6	Sofa 1 seater Upholstery Fabric	10
7	Podium with front Branding	4
8	55-inch Television on Stage	5
9	75-inch television outside the auditorium	5
10	Auditorium Speakers. 2-PA Speaker, 3 Delay speakers, Audio Management system (Amplifiers, Mixers, etc)	4
11	Wireless Lapel Mic	3
12	Cordless Mic	6
13	Podium Mic	4
14	Complete set off Stage lights for presentations and panel discussion.	1
15	RGB Par lights for Auditorium lighting	20
16	Digital Kiosk Signages minimum 43 inches	8
17	Floral arrangement on stage	As per the requirement
18	Branding on Stage - Side wings Fabric print with frame - 6 feet x 10 feet	2
19	Outdoor Branding Fabric print with frame - 15 feet x 10 feet	2
20	Outdoor Branding Fabric print with frame - 20 feet x 10 feet	1

5.3 Mercury Auditorium - Inaugural/ Valedictory/ Plenary Live Streaming & Sessions

Sr. No	ITEM	Quantity
1	LED Screen (P 3.9.mm Indoor) - 20 feet x 10 feet placed on a supporting riser, Presentation Management system (Laptop, Switchers, slide changer, etc)	1
2	Table (6ft.x 2.5ft x 2.5ft)	10
3	Ergonomic chair with headrest	8
4	Ergonomic Chair	10
5	Sofa Set 5-seater (3-1-1) Upholstery Fabric	10
6	Sofa 1 seater Upholstery Fabric	10
7	Podium with front Branding	1

8	55-inch Television on Stage	5
9	75-inch television outside the auditorium	5
10	Auditorium Speakers. 2-PA Speaker , 3 Delay speakers , Audio Management system (Amplifiers, Mixers, etc)	4
11	Wireless Lapel Mic	3
12	Cordless Mic	6
13	Podium Mic	4
14	Audio Management system (Amplifiers, Mixers, etc)	2
15	Complete set off Stage light for presentations and panel discussion.	1
16	RGB Par lights for Auditorium lighting	20
17	Digital Kiosk Signages minimum 43 inches	8
18	Floral arrangement on stage	As per the requirement
19	Branding on Stage - Side wings Fabric print with frame - 6 feet x 10 feet	2
20	Outdoor Branding Fabric print with frame - 15 feet x 10 feet	2
21	Outdoor Branding Fabric print with frame - 20 feet x 10 feet	1

5. 4 EARTH Building Halls / Auditorium - Sessions and Meetings

5.4.1 Moon Hall I , Pluto Auditorium - Sessions and Meetings

Total: 2 Halls

Sr. No	ITEM	Quantity Requirements in Each Hall	Total Quantity
1	LED Screen (P 3.9 mm Indoor) - 12 feet x 6 feet placed on supporting riser, Presentation Management system (Laptop, Switchers, slide changer etc)	1	2
2	Table (6ft.x 2.5ft x 2.5ft)	4	8
3	Ergonomic Chair	4	8
4	Podium with front Branding	1	2

5	Auditorium Speakers. 2-PA Speaker , 2 Delay speakers , Audio Management system (Amplifiers, Mixers, etc)	2	4
6	Wireless Lapel Mic	2	4
7	Cordless Mic	6	12
8	Gooseneck Microphones	80 (Only in one Hall)	80
9	Digital Kiosk Signages minimum 43 inch	3	6
10	Branding Fabric print with frame - 10 feet x 10 feet	2	4
11	Room signage Fabric print with frame - 3 feet x 6 feet	1	2
12	Partition and Window blinds	As per the requirement	As per the requirement

**5.4.2 Moon Hall II,III, III (a), IV, V, VVIP, VIP , Media Centre
Total : 8 Halls**

Sr.No	ITEM	Quantity Requirements in Each Hall	Total Quantity
1	LCD Projectors - 5000 lumens (Full HD 1920 x 1080 for presentations), Presentation Management system, HDMI input (Laptop, slide changer etc)	1	8
2	Projector Screen (minimum 8 feet x 6 feet) on Stand	1	8
3	Table (6ft.x 2.5ft x 2.5ft)	2	16
4	Ergonomic Chair	2	16
5	Podium With front Branding	1	8
6	Podium Mic	2	16
7	Comfortable Delegate Chair	100	800

8	Auditorium Speakers. 2 Speaker tops - 1000 watts for each.Audio Management system (Amplifiers, Mixers, etc)	2	16
9	Wireless Lapel Mic	2	16
10	Cordless Mic	4	32
11	remove	1	8
12	Digital Kiosk Signages minimum 43 inches	1	8
13	Branding Fabric print with frame - 10 feet x 10 feet	2	16
14	Room signage Fabric print with frame - 3 feet x 6 feet	1	8
15	Partition and Window blinds	As per the requirement	As per the requirement

5.4.3 Executive Staff Office Rooms

Total: 6 Rooms

Sr.No	ITEM	Quantity Requirements in Each Hall	Total Quantity
1	Office Desk	2	12
2	Ergonomic Chair with Headrest	1	6
3	Sofa 2 seater	1	12
4	Center Table	1	24
5	Desktop PC (All in one with Intel Core i5 or AMD Ryzen 5, 60 2.5 GHz to 3.5 GHz; 32 GB RAM, 512GB SSD, USB-C, USB 3.0/3.1, HDMI, DisplayPort, and audio jacks , Keyboard, mouse.	1	6

6	Network Laser Duplex Colour Printer (1200 x 1200 dpi, 40 2 PPM, Ethernet connectivity)	1	6
7	55 Inch TV	1	6
8	Office Stationery	As per the requirement	As per the requirement

5.5 Saturn - Exhibition Area

Sr.No	ITEM	Quantity
1	Aesthetically designed Exhibitors stalls off multiple dimensions, including basic amenities (Carpeted floor, Lights, Power extensions, Exhibitors' name on front facia etc)	As per the requirement
2	LCD Projectors (Full HD 1920 x 1080 for presentations) with HDMI input - 5000 lumens	4
3	Projector Screen (minimum 8 feet x 6 feet) on Stand	4
4	Presentation Management system (Laptop, Switchers, slide changer etc)	2
5	65 Inch TV	6
6	Digital Kiosk Signages minimum 43 inches	10

5.6 Art Gallery - Poster Display Area, Medical room, Child Care facilities, Computer centre.

Sr.No	ITEM	Quantity
1	Scientific Poster Display Boards Minimum display area of A0 Size in portrait mode.	400
2	Desktop PC (All in one with Intel Core i5 or AMD Ryzen 5, 60 2.5 GHz to 3.5 GHz; 32 GB RAM, 512GB SSD, USB-C, USB 3.0/3.1,	44

	HDMI, DisplayPort, and audio jacks , Keyboard, mouse.	
3	Network Laser Duplex Colour Printer (1200 x 1200 dpi, 40 2 PPM, Ethernet connectivity)	4
4	Multifunction Printer (High speed scanner) -(1200 x 1200 dpi, 2 40 PPM, Ethernet connectivity) (60-80 images per minute at 600x600	2
5	Server Data solutions for storage of Congress data, photographs & videos and other documents.	1
6	Medical Room - Medical Bed, First Aid Kit, Doctors Table and Chair, and other basic amenities.	As per the requirement
7	Child Care Facilities	As per the requirement

5.7 Neptune - Executive Meeting Lounge, and Lunch Area

Sr.No	ITEM	Quantity
1	Sofa 5 Seater	20
2	Sofa 2 seater	18
3	Safa 1 seater	20
4	Center table	50
5	Meeting Round Table with seating for around 20	2
6	65 Inch TV	4
7	Lunch Area, Tea & Snacks - 2 Rooms	As per the requirement

5.8 Venus - Lunch Area

Sr.No	ITEM	Quantity
1	Lunch Area, Tea & Snacks - 2 Rooms	As per the requirement

* All auditoriums, halls, and meeting rooms must be equipped with wireless internet connectivity, designated coffee/tea service areas, and adequate technical and support staff to ensure smooth operations.

TERMS AND CONDITIONS

GUIDELINES

The following guidelines provide a comprehensive understanding of the procedures and requirements governing the submission and evaluation of proposals for the XXII INQUA Congress 2027. By participating in this process, bidders acknowledge and commit to full compliance with these terms, thereby ensuring a fair and transparent evaluation process. Bidders are strongly encouraged to carefully review and fully understand these guidelines prior to submitting their proposals. The successful bidder will be required to enter into a formal contract with Birbal Sahni Institute of Palaeosciences (BSIP), which will incorporate the terms and conditions outlined in this RFP document. Bidders should consider these terms as applicable not only at the proposal stage but throughout the entire duration of the project. The alignment of the contract terms with those specified in this RFP is intended to maintain consistency and ensure seamless execution of all project deliverables.

1. IMPORTANT DEADLINES:

Interested bidders must ensure the timely submission of their proposals. The important deadlines for clarification are provided in the table below. Proposals received after this deadline will not be considered.

Last date of submitting queries on RFP	11-07-2025
Pre-bid Meeting for clarification	18-07-2025
Last Date for submission of Proposal (Technical & Financial Bid)	06-08-2025
Bid Opening Date	11-08-2025
Intimation for technical bid presentation to bidders who qualify with the score mentioned in Section 2	14-08-2025
Technical Bid Presentation	18-08-2025

For any queries email: sosp@bsip.res.in; cc to binita_phartiyal@bsipres.in (Member Secretary, PCO Hiring/CEC)

2. EVALUATION OF PROPOSAL / BID:

Proposal(s) complete in all respects received before the deadline shall be evaluated in a two-step process: Step 1: The Eligibility Evaluation and Step 2: The Techno-Commercial evaluation. Only bidder(s) who meet the Eligibility Evaluation criteria will proceed to Step 2, the Techno-Commercial Evaluation.

2.1. Step 1: The Eligibility Evaluation:

This will examine the bidder's experience, qualifications, and their capability to meet the project requirements.

Eligibility Criteria and Mandatory documents in support

Bidders are required to meet the eligibility criteria outlined in the RFP document (refer to Annexure I). Bidders must provide hard copies of the documents and to be uploaded on GEM portal to support their eligibility on or before date of submission of technical bid. Failure to submit the relevant document(s) will result in disqualification from further process of evaluation.

SL No.	Eligibility Criteria	Mandatory Documents in Support
	Only the firms who having an office in India and participated in the EOI process and found qualified are eligible to participate in online RFP/bid through GeM.	Acknowledgement provided by the BSIP as qualified, may be enclosed.
1.	The bidder must be a duly constituted entity under Indian Laws with an established office in India. The bidder must have a minimum of 25 regular staff .	Certificate of Incorporation issued by the Registrar of Companies / Partnership deed / any such document issued by a competent authority. Details of names and designations to be provided
2.	The bidder must have a proven record of managing large international conferences, providing integrated IT and audio-visual solutions-including equipment and skilled personnel-for information, communication, and event management platforms. Experience should include end-to-end technical support, live streaming, and digital engagement for events of similar scale and complexity.	Work orders and proof of work completion in physical or electronic formats for past events organised during the last five financial years

3.	The bidder must have organized Conferences for Government of India Departments/ Organizations and Associations.	Work orders and proof of work completion in physical or electronic formats for the past event(s) organized for Government of India Departments/ Organizations/ PSU/ Autonomous Bodies of the Government of India
4.	The bidder must not have been blacklisted/ barred/ disqualified by the Government of India /PSUs, etc.	Notarized (Rs 100 Stamp paper) self-declaration on the bidder's letterhead confirming that the bidder has not been blacklisted/ barred/ disqualified by the Government of India/PSUs.
5.	The bidder must have a strong financial standing that enables them to undertake and manage a project of this scale without encountering any financial obstacles during the implementation phase.	The copy Financial Accounts of last three years (Balance sheet , P&L Account) with Annual Turnover certificate duly issued/certified by the Chartered accountants should be attached.
6.	Integrity pact	Provide the Integrity pact as per the format (Annexure VI) signed and attached

2.2. Step 2: The Techno-Commercial Evaluation

This process will adhere to the Quality cum Cost Based System (QCBS). This evaluation will gauge the Techno-Commercial capabilities of the bidder using a predefined scoring system, which includes an in-person presentation on the comprehensive implementation strategy. (refer Annexure III).

The Techno-Commercial Format referred to as Annexure III has two sections, Section- A for evaluation of Technical Competence and Section-B for evaluation of Implementation Strategy.

2.2.1. Techno-Commercial Section-A:

The Bidder may be called for presentation on the basis of his performance in Section A. Minimum score of 50% in Section-A (Annexure III) shall qualify for In-Presence Presentation for Assessment by an expert panel comprising management and technical experts. Bidders scoring less than 50% shall not be considered. However, the RFP Evaluation Committee reserves the right to change the cutoff marks for in-person presentations based on the total number of participating bidders.

2.2.2. Techno-Commercial Section-B:

An in-person presentation is required, outlining a comprehensive implementation strategy for the successful organization of the XXII INQUA Congress 2027. The presentation should detail support for Abstract management and evaluation system, branding, décor, logistical arrangements, and cultural programs, as well as the integrated Information,

Communication, and Audio-Visual Platform, including both equipment and personnel. The presentation will be evaluated by an expert panel comprising management and technical specialists.

The “Quality cum Cost Based System” (QCBS) evaluation criteria explained below shall take into account the Value of the Commercial Bid (Annexure II), Score of Section- A and Section-B of the Techno-Commercial Bid (Annexure III).

$$B = \frac{C_{low}}{C} X + \frac{T}{T_{high}} (1 - X)$$

where

C = Evaluated Bid Price

C_{low} = the lowest of all Evaluated Bid Prices among responsive Bids

T = the total Technical Score awarded to the Bid

T_{high} = the Technical Score achieved by the Bid that was scored best among all responsive Bids

X = weightage for the Price as specified in the BDS

The Bid with the best technical score (T) (80% weightage) and evaluated bid price (C) (20% weightage) shall be the Most Advantageous Bid. Evaluation shall be done as per Rule 192 of GFR 2017.

3. HOW TO APPLY

3.1. Earnest Money Deposit:

- 3.1.1.** The bidder shall submit an Earnest Money Deposit (EMD) of ₹36 lakh/- (Rupees Thirty Six Lakhs Only) in the form of Insurance Surety Bonds/ Account Payee Demand Draft/ Fixed Deposit Receipt/ Bank Transfer Receipt in favour of BSIP/ Banker's Cheque/ Bank Guarantee with validity of 90 days beyond the final bid validity period from any of the commercial banks in favour of BSIP, Lucknow as a “Guarantee of Intent” against premature withdrawal of bid before the conclusion of the RFP process. The amount of EMD will bear no interest and shall be returned to the bidder within 30 days of the award of the contract to the successful bidder.

Bank account details to transfer money towards EMD:

Name of the Beneficiary	Birbal Sahni Institute of Palaeosciences
Name & Address	53 University Road, Lucknow-226007, UP

Bank Account Number	187301000001666
Bank Account Type	Savings
Bank Branch Code	1873
IFS Code	IOBA0001873
MICR No	226020021
SWIFT CODE	IOBAINBB207
PAN No	AAATB6882H
GST No	09AAATB6882H2ZF

In case of Demand draft it may be drawn in favor of "**BSIP**" payable at Lucknow

The EMD would be forfeited:

- 3.1.1.1. In case the bidder is found in breach of any condition(s) of this RFP.
- 3.1.1.2. If a bidder withdraws its bid during the period of bid validity.
- 3.1.1.3. In case the agency is found in breach of any condition(s) of this RFP.
- 3.1.1.4. In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

3.1.2. EMD Relaxation for Micro, Small and Medium Enterprises (MSME):

The bidder seeking EMD exemption must submit the valid supporting document (Self- Certified copy of MSME UDYOG Aadhar certificate in the field of services as PCO to be submitted with the bid) for the relevant category with the bid. Micro and Small Enterprises (MSEs) as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME)" are exempt from submission of EMD (Bid security). Bidders claiming exemption from EMD under this rule (170 of GFR) are however required to submit a signed Bid securing declaration (Annexure IV) accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and fail to sign the contract, or submit a performance security before the deadline defined in the request for bid documents, they will be suspended for the period of 12 months from being eligible to submit Bids for tenders issued by BSIP.

3.1.3. Bid Security Declaration (in lieu of EMD)

Bidders are mandatorily required to submit Bid Security Declaration (in lieu of EMD) as per format enclosed as "Bid Security Declaration Form" at Annexure V. In case a bidder does not submit the aforesaid declaration, then the bid shall be considered non- responsive and shall be returned unopened.

The valid MSME udhyog aadhar certificate to be submitted with the Bid by the party.

3.2. Submission of Proposal / Bid:

- 3.2.1. The proposal/ bid cover/ envelope must** be addressed to The Director, Birbal Sahni Institute of Palaeosciences (BSIP), University Road, Lucknow- 226 007. This should be clearly marked as a **“Proposal for Professional Conference Organiser (PCO) for INQUA 2027”**. This cover must contain an introductory letter on the letterhead addressed to The Director, Birbal Sahni Institute of Palaeosciences (BSIP), University Road, Lucknow- 226 007 along with TWO SEPARATE AND SEALED ENVELOPES containing **“Cover-1 Eligibility Documents”** and **“Cover-2 Techno-Commercial Documents”**
- 3.2.2. Cover-1 Eligibility Documents:** This Cover must contain Annexure I satisfying Eligibility Criteria with Supporting Documents (duly filled and signed by the authorized signatory) and EMD of requisite amount. Proposal not accompanying EMD/MSE certificate for EMD exemption shall be summarily rejected.
- 3.2.3. Submission of Cover-2 Techno-Commercial Documents:** Cover-2 should include the completed Technical Evaluation Format (Annexure-III) along with any relevant specifications and necessary supporting documents. Additionally, the **Commercial Bid Format or Bill of Quantities (Annexure-II) MUST BE ENCLOSED IN A SEALED COVER** clearly labelled as **"Commercial Bid/ BOQ."** Proposals that present the Commercial Bid/BOQ (Annexure-II) openly, without sealing it in a cover, will be summarily rejected.
- 3.2.4. Integrity Pact:** Bidders shall also have to essentially sign an Integrity Pact (IP) as at Annexure- IV for participating in this Tender, **duly signed by the same signatory who is authorized to sign the bid documents and enclosed with the technical bid.** All the pages of the Integrity Pact shall be duly signed and submitted as part of Technical bid. The Integrity Pact would be implemented through a panel of two Independent External Monitors (IEMs) appointed by the Department of Science and Technology. The names and contact details of the IEMs are mentioned in the enclosed Integrity Pact. The IEM would review independently and objectively assess, as to whether and to what extent parties have complied with their obligations under the IP. Also, IEM would have access to all contract documents, whenever required. The bidders may raise disputes / complaints, if any, with the IEM.

4. AWARD OF CONTRACT & PAYMENT TERMS

Responsive Bidders meeting the Eligibility Criteria shall be evaluated on the basis Quality cum Cost Based System (QCBS) on their Techno-Commercial Scores. The Bidder with highest score shall be awarded the contract for providing ***“The Services of a Professional Conference Organiser (PCO) for the XXII INQUA Congress”*** under following conditions.

- 4.1.** The contract will be awarded to the responsive Bid with the highest evaluated Bid Score (B). In the event of a tie, a preference will be given to the Bid with the lower financial bid to secure the contract.
- 4.2.** Upon determination of the successful bidder, they will be promptly notified via email and by post through a Letter of Intent. Following this, the successful bidder will be required to provide a performance bank guarantee equivalent to 05% of the total agreed cost within 14 working days and formalise a contract with BSIP.

- 4.3. In terms of payment, the successful bidder will receive payments in accordance with the prevailing norms and guidelines of the Government of India. All payments will be subject to applicable Tax Deducted at Source (TDS) as per the rules in force at the time of payment. The payment shall be as per the GFR-2017, upon submission of the Bank Guarantee as per the rules.

Congress Calendar

Event	Deadline
Notification of sessions, short courses and workshops acceptance in conference website	25 July 2025
Abstract submission opens	25 September 2025
Abstract submission closes	25 January 2026
Notification of acceptance of abstracts	25 March 2026
Request for financial support opens	25 March 2026
Early Bird and field trip registration opens	25 March 2026
Second circular	25 April 2026
Request for financial support closes	25 April 2026
Formal notification of financial support	10 June 2026
Early bird registration closes, and Field trip registration closes	25 July 2026
Regular registration and accompanying person registration open	1 August 2026
Deadline for payment of fees to secure the presentation	25 September 2026
Regular registration closes	25 September 2026
Third circular	25 October 2026
Delayed and onsite registration continues	Closing date of Congress

5. GENERAL TERMS & CONDITIONS

- 5.1. **Receipt of Bids:** BSIP shall not be held responsible for any instances of non-receipt of proposal, particularly due to factors such as postal delays or holidays. The proposal received after the due date and time shall be summarily rejected.
- 5.2. Interested bidders should submit their bid /proposal on or before the due date to the Director, Birbal Sahni Institute of Palaeosciences (BSIP), University Road, Lucknow-226 007, India.
- 5.3. Bids received over email or in unsealed or open or torn envelopes or addressed to anyone other than Director, BSIP shall be summarily rejected.
- 5.4. **RFP Modification:** BSIP retains the right to make alterations to the Request for Proposal (RFP), and notifications regarding such changes will be posted on the

official BSIP website. Bidders are advised to consistently monitor the website for updates prior to the submission deadline.

- 5.5. **Conformance to RFP Requirements:** Bids that do not align with the stipulated RFP requirements shall be disregarded. However, it's important to note that BSIP reserves the prerogative to waive certain RFP requirements under specific circumstances.
- 5.6. **RFP Cancellation:** BSIP holds the authority to terminate the RFP process before awarding a contract, without incurring any obligations or liabilities. The decision for cancellation might arise due to factors like shifting service needs, unclear project scope, unsatisfactory proposed fees, and more.
- 5.7. **Bid Verification and Rejection:** BSIP has the discretion to scrutinize bid information and reject any submissions that are deemed incorrect or inconsistent. This assessment may occur during or after the selection process.
- 5.8. **Proposal-Related Costs:** Bidders are accountable for any costs associated with preparing their proposals. BSIP cannot be held responsible for these expenses, regardless of the final selection outcome.
- 5.9. **RFP Page Authentication:** *It is imperative to sign and stamp all pages of the RFP. This should also include the signature of the Authorized Signatory. Additionally, it is essential to provide an authority letter confirming the authorization of the designated signatory.*
- 5.10. **Permission and Clearances:** The bidder bears the responsibility of acquiring essential clearances from pertinent government authorities for event organization, should they be deemed necessary. Furthermore, the bidder is required to furnish a declaration of acceptance along with the bid.
- 5.11. **Dispute Resolution:** Any disputes or differences that arise from matters related to the RFP document will be addressed through a designated dispute resolution mechanism. The ultimate authority to make decisions rests with the Director of BSIP, and such decisions will be considered both final and binding. It is important to note that all disputes will fall within the exclusive jurisdiction of courts situated in Lucknow.
- 5.12. **Liquidated Damages and Compensation Clause:** The appointed PCO shall professionally perform its obligations. In case of delay in the execution of the assigned work to the PCO, BSIP may impose a penalty as per the penalty terms of this RFP (subject to a maximum of 10%). If the delay is beyond the stipulated time or the quality of products is sub-par, then BSIP may annul the project and shall be free to get it done by other agencies at the risk and costs of the appointed agencies. BSIP may debar and blacklist these agencies for applying in its future events for a period of 3 years.

The performance evaluation will be done on the basis of:

- 5.12.1. Timely mobilization of resources.
 - 5.12.2. Preparation of venue and meeting set up in accordance with the timelines indicated by INQUA-2027 Organizing committee / Host Country Secretariat.
 - 5.12.3. On-site validation, quality checks & controls and evaluation by designated officials of products used.
 - 5.12.4. Production of certificate of quality if so desired by officials.
 - 5.12.5. Manpower support and efficient coordination with BSIP.
 - 5.12.6. BSIP reserves the right to claim compensation to cover its losses for organizing the rest of the events at a higher rate in case of non-performance of PCO for the XXII INQUA Congress Management rendering services that are not at par leading to termination of the contract. BSIP may also recover the extra expenses that need to be borne by BSIP in case a new PCO Company has to be hired at a higher rate in case of non-performance of PCO.
- 5.13. **Penalty Clause:** If at any future point of time it is found that the PCO has submitted information which is factually incorrect or if the PCO does not fulfil any of the contractual obligations, the BSIP may take a decision to cancel the contract with immediate effect, and/or debar the PCO from bidding prospectively in this and all other tender procedures for a period to be decided by the BSIP and take any other legal action as deemed necessary.
- 5.13.1. The penalty with respect to its time period and quality of products shall be quantified by the BSIP at its own discretion/satisfaction.
- 5.13.2. It would be first and foremost the responsibility of the PCO to ensure that the services are being provided satisfactorily and the contract is executed as per agreed terms and conditions.
- 5.14. By participating in this process, PCO/bidders acknowledge and accept these General Terms and Conditions, and any deviations or non-compliance may result in disqualification. The decision of the evaluation committee will be final and binding. Bidders are also requested to provide an undertaking that the information provided is accurate and complete.
- 5.15. *All the statutory approval shall be obtained by the PCO and thereafter all the statutory liability is to be borne by the PCO only*

Annexure I

Hiring the Services of a Professional Conference Organiser (PCO)

XXII INQUA Congress

Step-1: Eligibility Evaluation.

Eligibility Requirement(s)	Eligibility Validation (Yes / No)	Documents in Support of Eligibility (Yes/ No)

1. Bidder is a duly constituted entity under Indian Laws with an established office in India.	(Yes / No)	1. 2. 3. 4. ...
2. Bidder has a proven record of managing large international conferences, providing integrated IT and audio-visual solutions-including equipment and skilled personnel-for information, communication, and event management platforms. Experience should include end-to-end technical support, live streaming, and digital engagement for events of similar scale and complexity.	(Yes / No)	1. 2. 3. 4. ...
3. Bidder has organised Conferences for the Government of India Departments /Organisations and Associations.	(Yes / No)	1. 2. 3. 4. ...
4. Bidder has not have been blacklisted/ barred/ disqualified by the Government of India /PSUs, etc.	(Yes / No)	1. 2. 3. 4. ...
5. Bidder has a strong financial standing that enables them to undertake and manage a project of this scale without encountering any financial obstacles during the implementation phase	(Yes / No)	1. 2. 3. 4. ...
6. Integrity pact as per format (Annexure VI) signed and attached	(Yes / No)	1. 2. 3. 4. ...

Annexure III

Hiring the Services of a Professional Conference Organiser (PCO)

XXII INQUA Congress

Step-2: Techno-Commercial Evaluation

SL. No.	Bidders Performance Index and Marking Criteria	Marks Obtained	List of Documents in Support of Bidder's Claim along with Copies annexed.
Section-A			
1.	<p>Verifiable experience in delivering conference support services for Information, Communication, and Audio-Visual Platforms, including décor, branding, equipment provision and personnel management.</p> <ul style="list-style-type: none"> Those with 10 or more years of experience will receive 10 marks. Those with less than 10 years of experience will receive marks based on the number of years they have worked. <p>Note: Documents to support verifiable experience may include work orders/work completion certificates</p>	Not to be filled.	1. 2. 3. 4. -. -. -. -.
2.	<p>Bidders with Average Turnover (Last 5 Years)</p> <ul style="list-style-type: none"> ₹20 Crores or more will be awarded 10 marks ₹15 Crores to < ₹20 Crores will be awarded 08 marks ₹10 Crores to < ₹15 Crores will be awarded 05 marks ₹3 Crores to < ₹10 Crores will be awarded 03 marks Less than ₹3 Crores or not submitted will be awarded 00 marks <p>Note: Average turnover shall be calculated based on the audited financial statements or CA-certified documents for the last five financial years.</p> <p>Only bidders meeting at least the minimum turnover criteria (₹3 Crores) will be considered for financial evaluation.</p>	Not to be filled.	1. 2. 3. 4. -. -.

3.	<p>Total events organized in the five years ending on March 31, 2025</p> <ul style="list-style-type: none"> ▪ 10 Marks for 15 or more events. ▪ 08 Marks for 10-14 events. ▪ 05 Marks for 05-09 events. ▪ 03 Marks for 01-04 events. <p>Note: Verifiable documents to support the number of completed events to be provided.</p>	Not to be filled.	1. 2. 3. 4. -. -.
4.	<p>Total Conferences organized for Government of India Departments/ PSUs / Autonomous / Inter Govt / Organizations and Associations.</p> <ul style="list-style-type: none"> ▪ 25 or more events will be awarded 10 marks ▪ 16 to < 25 events will be awarded 08 marks ▪ 10 to < 16 events will be awarded 05 marks ▪ 5 to < 10 events will be awarded 03 marks ▪ Less than 5 events or not submitted will be awarded 00 marks <p>Note: Verifiable documents to support the experience in conducting multilingual events to be provided</p>	Not to be filled.	1. 2. 3. 4. -. -.
5	<p>The bidder will be awarded 2 marks for each valid and relevant certification, up to a maximum of 10 marks. Eligible certifications include:</p> <ul style="list-style-type: none"> • ISO certifications relevant to event management, quality, or service (e.g., ISO 9001, ISO 20121), • Membership or accreditation from EEMA (Event and Entertainment Management Association), • Registration with the India Convention Promotion Bureau (ICPB), • Any other national or international accreditation relevant to the scope of work. <p>Marks will be awarded as follows:</p> <ul style="list-style-type: none"> • 1 valid certificate = 2 marks • 2 valid certificates = 4 marks • 3 valid certificates = 6 marks • 4 valid certificates = 8 marks • 5 or more valid certificates = 10 marks (maximum) 	Not to be filled.	1. 2. 3. 4. -. -.

	<p>Note:</p> <ul style="list-style-type: none"> • <i>Certificates must be current, valid, and relevant to the event management or public sector work.</i> • <i>Self-declarations will not be accepted; only verifiable documents will be considered.</i> • <i>Irrelevant or expired certificates will not be counted.</i> 		
<p>Score of Section-A (1 to 6)</p> <ul style="list-style-type: none"> ▪ <i>Bidders with a score greater than 50% will be invited for an in-person presentation.</i> ▪ <i>The RFP Evaluation Committee reserves the right to change the cutoff marks for in-person presentations based on the total number of participating bidders.</i> 		Not to be filled.	Not to be filled.

Section-B (In-Person Presentation)			
6.	<p>Understanding of XXII INQUA Congress 2027 Unique Needs</p> <p>Understanding and comprehension of event needs, a holistic work plan, and the conceptualization of the congress execution.</p> <ul style="list-style-type: none"> ▪ <i>Max Marks: 15</i> 	Not to be filled.	Not to be filled.
7.	<p>Strategic Approach to Congress Management System</p> <p>INQUA 2027 will utilize an integrated, state-of-the-art Congress Management System to ensure seamless operations. Innovative IT and AV solutions will streamline registration, abstract handling, scheduling, and live streaming. Emphasizing efficiency and user experience, the platform will deliver effective communication, real-time updates, and robust support for all delegates and organizers.</p> <ul style="list-style-type: none"> ▪ <i>Max Marks: 15</i> 	Not to be filled.	Not to be filled.
8.	<p>Understanding and projecting the venue with visual effects for execution of plenary talks, parallel sessions zone, exhibition area, poster sessions, conference kit, Quality of food, court plan and menu, registration & help desk planning, transport and accommodation arrangement plan</p> <p>The bidders should project with respect to</p>	Not to be filled.	Not to be filled.

	IGP venue and virtually mock up with selected auditorium and halls ▪ <i>Max Marks: 10</i>		
9.	Core Team Structure- Including Details and Single Point of Contact (SPOC), Event Manager. The bidder's ability to assemble a team with well- defined roles, emphasizing their overall quality and clear communication skills. ▪ <i>Max Marks: 05</i>	Not to be filled.	Not to be filled.
10.	Selection and arrangements for branding, decor, logistical support, local sightseeing plan, cultural programs, security and housekeeping plans ▪ <i>Max Marks: 05</i>	Not to be filled.	Not to be filled.
Score of Section-B (6 to 10) ▪ <i>Maximum Marks 50. Based on assessment by an expert panel.</i>		Not to be filled.	Not to be filled.
Section-C (Total Cost as per BOQ)			
11.	Total Quoted Commercial Value as per BOQ Annexure-II (Sealed Cover)	Not to be filled	Not to be filled.
Total Score of Section-A, Section-B and Section-C (1 – 11) ▪ <i>Quality cum Cost Based Score (QCBS) with 80% weightage for quality (Section A & B) and 20% for cost (Section C)</i>		Not to be filled.	Not to be filled.

Format for Earnest Money Deposit Declaration

(To be submitted on the Bidder's Letter Head)

I/We.....(Insert Name and Address of Bidder)
am/are submitting this declaration in lieu of Earnest Money Deposit for the Tender for with
tender number , thereby fully accepting that **I/We** will be suspended and shall not be eligible to
participate in the Tenders invited by BSIP, for a period of **one year from the date of such**
Suspension Order, under the following circumstances:

- (1) If after the opening of Tender, **I/We** withdraw or modify **my/our** Tender during the period
of validity specified in the Bid documents (including extended validity, if any),
- (2) If, after the award of work, **I/We** fail to furnish the required Performance Security **or**
sign the Contract, within the time limits specified in the Tender Document.

Signature of the Tenderer with seal

FORMAT OF BID SECURITY DECLARATION FROM BIDDERS IN LIEU OF EMD

On Bidders Letter head)
Bid Security Declaration Form

Date: _____ Tender No. _____

To
(insert complete name and address of the
purchaser)

I/We. the undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b) having been notified of the acceptance of our Bid by the purchaser/vendor/agency during the period of bid validity (i) fail to execute the contract, or (ii) fail to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown) in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration) Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on _____ day of _____ (insert date of signing) Corporate Seal (where appropriate)

Form 9: Integrity Pact

(To be signed on Plain Paper)

(To be submitted as part of Technical bid)

Integrity Pact for RPF: Hiring the Services of a Professional Conference Organiser (PCO)

XXII INQUA Congress

1. General

This pre-contract Agreement (hereinafter called the Integrity Pact) is made on _____ day of _____ the _____ month of _____ 2025, between, on one hand, the Director, Birbal Sahni Institute of Palaeosciences (BSIP), University Road, Lucknow-226007, India (hereinafter called the "PRINCIPAL" expression shall mean and include, unless the context otherwise requires, his successors in office and assigns) of the First Part represented by Mr. _____

_____, Director, (hereinafter called the "BIDDER" which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

WHEREAS the PRINCIPAL enters into an agreement (hereinafter called the 'CONTRACT') with the CONTRACTOR to provide Services for Integrated Solution for Information, Communication, and Audio-Visual Platform, Including Equipment and Personnel, which expression shall mean and include, unless context otherwise requires) as per the details of the CONTRACT.

WHEREAS the BIDDER is a private company / public company / Government undertaking/ partnership / registered export agency, constituted in accordance with the relevant law in the matter and the PRINCIPAL is an autonomous R&D institute under Department of Science and Technology, Government of India performing its functions in Palaeosciences research.

NOW, THEREFORE,

To avoid all forms of corruption by following a system that is fair, transparent and free from any influence / prejudiced dealings prior to, during and subsequent to the currency of the contract to be entered into with a view to :-

Enabling the PRINCIPAL to obtain the 'Services for Integrated Solution for Information, Communication, and Audio-Visual Platform, Including Equipment and Personnel' at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortionary impact of corruption on public procurement, and Enabling BIDDER to abstain from bribing or indulging in any corrupt practice and the PRINCIPAL will commit to prevent corruption, in any form, by its officials by following transparent procedures:

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

2. Commitments of the PRINCIPAL

- 2.1 The PRINCIPAL undertakes that no official of the PRINCIPAL, connected directly or indirectly with the CONTRACT, will demand, take a promise for or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favour or any material or immaterial benefit or any other advantage from the BIDDER, either for themselves or for any person, organization or third party related to the CONTRACT in exchange for an advantage in the contracting or implementation process related to the CONTRACT.
- 2.2 All the officials of the PRINCIPAL will report to the appropriate Government office any attempted or completed breaches of the above commitments as well as any substantial suspicion of such a breach.
- 2.3 In case any such preceding misconduct on the part of such official(s) is reported by the CONTRACTOR to the PRINCIPAL with full and verifiable facts and the same is prima facie found to be correct by the PRINCIPAL, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the PRINCIPAL and such a person shall be debarred from further dealings related to the contract process. In such a case while an enquiry is being conducted by the PRINCIPAL the proceedings under the contract would not be stalled.

3. Commitments of BIDDER

The BIDDER commits itself to take all measures necessary to prevent corrupt practices, unfair means and illegal activities during any stage and in particular commit itself to the following: -

- 3.1 The BIDDER will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the PRINCIPAL, connected directly or indirectly with the bidding process, or to any person, organisation or third party related to the CONTRACT in exchange for any advantage in contracting and implementation of the CONTRACT.
- 3.2 The BIDDER further undertakes that it has not given, offered or promised to give, directly or indirectly any bribe, gift, consideration, reward, favour, any material or immaterial benefit or other advantage, commission, fees, brokerage or inducement to any official of the PRINCIPAL or otherwise in procuring the CONTRACT or forbearing to do or having done any act in relation to the obtaining or execution of the CONTRACT or any other contract with the Government for showing or forbearing to show favour or disfavour to any person in relation to the CONTRACT or any other contract with the Government.
- 3.3 BIDDER shall disclose the name and address of agents and representatives in India.
- 3.4 BIDDER shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this CONTRACT.
- 3.5 The BIDDER further confirms and declares to the PRINCIPAL that the BIDDER is the original manufacturer/integrator/aviation service provider and has not engaged any individual or firm or company whether Indian or foreign to intercede, facilitate or in any way to recommend to the PRINCIPAL or any of its functionaries, whether

officially or unofficially to the award of the contract to the BIDDER, nor has any amount been paid, promised or intended to be paid to any such individual, firm or comp BIDDER, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to or intends to make to officials of the OWNER or their family members, agents, brokers or any other intermediaries in connection with the CONTRACT and the details of services agreed upon for such payments.

- 3.6 The BIDDER will not collude with other parties to impair the transparency, fairness and progress of the contracting and implementation of the CONTRACT.
- 3.7 The BIDDER will not accept any advantage in exchange for any corrupt practice, unfair means and illegal activities.
- 3.8 The BIDDER shall not use improperly, for the purposes of competition or personal gain, or pass on to others, any information provided by the PRINCIPAL as part of the business relationship, regarding plans, technical proposals and business details, including information contained in any electronic data carrier. The BIDDER also undertakes to exercise due and adequate care lest any such information is divulged.
- 3.9 The BIDDER commits to refrain from giving any complaint directly or through any other manner without supporting it with full and verifiable facts.
- 3.10 The BIDDER shall not instigate or cause to instigate any third person to commit any of the actions mentioned above.
- 3.11 If the BIDDER or any employee of the BIDDER or any person acting on behalf of the BIDDER, either directly or indirectly, is a relative of any of the officers of the PRINCIPAL, or alternatively, if any relative of an officer of the PRINCIPAL has financial interest / stake in the BIDDER's firm, the same shall be disclosed by the BIDDER. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.
- 3.12 The BIDDER shall not lend to or borrow any money from or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the PRINCIPAL.

4. Previous Transgression

- 4.1 The BIDDER declares that no previous transgression occurred in the last three years immediately before signing of this Integrity Pact, with any other company in any country in respect of any corrupt practices envisaged hereunder or with any Public Sector Enterprise in India or any Government Department in India that could justify BIDDER's exclusion from the tender process.
- 4.2 The BIDDER agrees that if it makes incorrect statement on this subject, BIDDER can be disqualified from the tender process or the contract, if already awarded, can be terminated for such reason.

5. Sanctions for Violations

- 5.1 Any breach of the aforesaid provisions by the BIDDER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER) shall entitle the PRINCIPAL to take all or any one of the following actions, wherever required: -
 - 5.1.1 To immediately call off the CONTRACT without assigning any reason or giving any compensation to the BIDDER.

- 5.1.2 Forfeiture of the Performance Security Bond either fully or partially, as decided by the PRINCIPAL and the PRINCIPAL shall not be required to assign any reason, therefore.
 - 5.1.3 To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.
 - 5.1.4 To recover all sums already paid by the PRINCIPAL, with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the PRINCIPAL in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.
 - 5.1.5 To encase the advance bank guarantee and performance bond/ warranty bond, if furnished by the BIDDER, in order to recover the payments already made by the PRINCIPAL, along with interest.
 - 5.1.6 To cancel all or any other contracts with the BIDDER. The BIDDER shall be liable to pay compensation for any loss or damage to the PRINCIPAL resulting from such cancellation/rescission and the PRINCIPAL shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER.
 - 5.1.7 To debar the BIDDER from participating in future bidding processes of the Government of India for minimum period of five years, which maybe further extended at the discretion of the PRINCIPAL.
 - 5.1.8 To recover all sums paid in violation of this pact by BIDDER(s) to any middleman or agent or broker with a view to securing the CONTRACT.
 - 5.1.9 In cases where irrevocable Letters of Credit have been received in respect of any contract signed by PRINCIPAL with the BIDDER, the same shall not be opened.
 - 5.1.10 Forfeiture of Performance Bond in case of a decision by the PRINCIPAL to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.
- 5.2 The PRINCIPAL will be entitled to take all or any of the actions mentioned at para 6.1.1 to 6.1.10 of this Pact also on the Commission by the BIDDER or anyone employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER), of an offence as defined in Chapter IX of the Indian Penal code, 1860 or Prevention of Corruption Act, 1988 or any other statute enacted for prevention of corruption.
- 5.3 The decision of the PRINCIPAL to the effect that a breach of the provisions of this Pact has been committed by the BIDDER shall be final and conclusive on the BIDDER. However, the BIDDER can approach the Independent Monitor(s) appointed for the purposes of this Pact. (The appointment of the Independent Monitor is in progress by Ministry of Earth Sciences and details of monitors shall be intimated to the BIDDER)

6 Fall Clause

- 6.1 The BIDDER undertakes that it has not provided / is not providing similar Air Support Services at a price lower than that offered in the present bid in respect of any other Ministry/Department of the Government of India or PSU and if it is found at any stage that similar product/systems/ services or sub systems/ services was supplied by the BIDDER to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time, will be applicable

to the present case and the different in the cost would be refunded by the BIDDER to the PRINCIPAL, if the CONTRACT has already been concluded.

7 Independent Monitors

The PRINCIPAL has appointed the following two Independent Monitors (hereinafter referred to as Monitors) through the Ministry of Earth Sciences:

- 7.1 The PRINCIPAL has appointed the following two Independent Monitors (hereinafter referred to as Monitors) through the Ministry of Earth Sciences:
 - 7.1.1 Sh. Ajay Kumar Lal, IRAS (Retd.) DDA, HIG Block 3A/101/A, Motia Khan (Near Jhandewalan Temple) D.B. Gupta Road, New Delhi-110015 (Email: ajay_k_lal@yahoo.com, Mobile No. 9560712003)
 - 7.1.2 Sh. Pavan Kumar Jain, IDSE (Retd.) A-402, Shree Ganesh Apartments, Plot No. 12 B, Sector-7 Dwarka, New Delhi- 110075 Email: mespkj@gmail.com Mobile No.9313498388).
- 7.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.
- 7.3 The Monitors shall not be subjected to instructions by the representatives of the parties and perform their functions neutrally and independently.
- 7.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.
- 7.5 As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the PRINCIPAL.
- 7.6 The BIDDER accepts that the Monitor has the right to access without restriction all Project documentation of the PRINCIPAL including that provided by the BIDDER. The BIDDER will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Sub BIDDERS. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/Sub BIDDERS with confidentiality.
- 7.7 The PRINCIPAL will provide to the Monitor sufficient information about all meetings among the parties related to the Project provided such meetings could have an impact on the contractual relations between the parties. The parties will offer to the Monitor the option to participate in such meetings.
- 7.8 The Monitor will submit a written report to the designated Authority of PRINCIPAL/Secretary in the Ministry within 8 to 10 weeks from the date of reference or intimation to him by the PRINCIPAL / BIDDER and, should the occasion arise, submit proposals for correcting problematic situations.

8 Facilitation of Investigation

In case of any allegation of violation of any provisions of this Pact or payment of commission, the PRINCIPAL or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER and the BIDDER shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

9 Law and Place of Jurisdiction

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat

of the PRINCIPAL

10 **Other Legal Actions**

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the extant law in force relating to any civil or criminal proceedings.

11 **Validity**

- 11.1. The validity of this Integrity Pact shall be from date of its signing and extend upto 5 years or the complete execution of the CONTRACT to the satisfaction of both the PRINCIPAL and the BIDDER, including warranty period, whichever is later.
- 11.2. Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

The parties hereby sign this Integrity Pact at _____ on _____ 2025.

SIGNED:	
PRINCIPAL For and on behalf of the PRINCIPAL Birbal Sahni Institute of Palaeosciences (BSIP), University Road, Lucknow- 226 007. NAME: DESIGNATION: COMPANY SEAL: DATE:	BIDDER For and on behalf of the BIDDER NAME: DESIGNATION: COMPANY SEAL:
WITNESS:	WITNESS:
1.....	1.....
2.....	2.....

Appendix to Integrity Pact

Guidelines for Indian Agents of Foreign Suppliers

1.0 There shall be compulsory registration of agents for all Global (Open) Tender and Limited Tender. An agent who is not registered with 'The Principal' shall apply for registration in the registration form with the appropriate unit.

1.1 Registered agents shall file an authenticated Photostat copy duly attested by a Notary Public/ Original certificate of the Principal confirming the agency agreement. It should cover - the precise relationship, services to be rendered, mutual interests in business - generally and/ or specifically for the tender. Any commission/ remuneration/ salary/ retainership, which the agent or associate receives in India or abroad from the Principal/ OEM, whether should be brought on record in the Agreement and be made explicit.

1.2 Wherever the Indian representatives have communicated on behalf of their principals and the foreign parties have stated that they are not paying any commission to the Indian agents, and the Indian representative is working on the basis of salary, or a retainer, a written declaration to this effect should be submitted by the party (i.e., Principal) before finalizing the order.

2.0 Disclosure of particulars of agents/ representatives in India, if any.

2.1 Bidders of Foreign nationality shall furnish the following details in their offers:

2.1.1 The 'Bidder/ Contractor' of foreign origin shall disclose the name and address of the agents/ representatives in India if any and the extent of authorization and authority are given to commit the Principals. In case the agent/ representative be a foreign Company, it shall be confirmed whether it is an existing Company and details of the same shall be furnished.

2.1.2 The amount of commission/ remuneration included in the quoted price(s) for such agents/ representatives in India.

2.1.3 Confirmation of Bidder that the commission/ remuneration, if any, payable to his agents/ representatives in India, may be paid by 'The Principal' in Indian Rupees only.

2.2 Bidders of Indian Nationality shall furnish the following details in their offers:

2.2.1 The 'Bidder/ Contractor' of Indian Nationality shall furnish the name and address of the foreign principals, if any, indicating their nationality as well as their status, i.e., whether manufacturer or agents of manufacturer holding the Letter of Authority of the Principal authorizing the agent specifically to make an offer in India in response to tender either directly or through the agents/ representatives.

2.2.2 The amount of commission/ remuneration included in the price (s) quoted by Bidder for himself.

2.2.3 Confirmation of the foreign principals of Bidder that the commission/ remuneration, if any, reserved for Bidder in the quoted price(s), maybe paid by 'The Principal' in India in equivalent Indian Rupees on satisfactory completion of the Project or supplies of Goods and Spares in case of operation items.

2.3 In either case, in the event of contract, materializing, the terms of payment shall provide for payment of the commission/ remuneration, if any, payable to the agents/ representatives in India in Indian Rupees on expiry of 90 days after the discharge of the obligations under the contract.

2.4 Failure to furnish correct and detailed information as called for in clauses above shall render the concerned bid liable to rejection or, in the event of a contract materializing, the same liable to termination by 'The Principal'. Besides this, there would be a penalty of banning business dealings with 'The Principal' or damage or payment of a named sum.

(TO BE SUBMITTED WITH FINANCIAL BID- SEALED COVER-2)

HIRING PROFESSIONAL CONFERENCE ORGANISER (PCO)**XXII INQUA INDIA 2027****FINANCIAL BID FORMAT**

The Quotes should be submitted in the following format:

- Bidders should quote in Indian Rupees only.
- Bidders are advised not to indicate any separate discount. Discount, if any, should be merged with the quoted prices.
- Bidders can avail "Optional Additions," enabling them to include items across various categories that they deem essential for the project's successful execution. These additions can be specified clearly and included as separate line items. Bidders have the flexibility to include as many necessary items as needed, each being distinct and clearly defined within the structure. This approach allows for a comprehensive and transparent representation of potential requirements beyond the initial recommendations.
- Each page must be endorsed by an authorised signatory of the bidder/ company.

[1] Sr.no	[2] Suggested Item	[3] Suggested Quantity	[4] Quoted Quantit y	[5] Unit Rate (₹)	[6] Amount	[7] Tax Rate	[8] Tax Amount	[9] Total Amount
0	Example Item - XX	10	12	₹ 50.00	₹ 600.00	15%	₹ 90	₹ 690
IT-0	IT Services							

IT-1	Development, management, hosting, and maintenance of a modern, secure, and responsive congress website and mobile app, including online registration, abstract submission, peer review, payment gateway, live streaming, social media integration, content management, custom forms, digital certificates, real-time updates, technical support, and robust data security for all users (As defined under section 4.1.1.A)	To be Quoted						
IT-2	Development, Management, Operation, Hosting, and Maintenance of Congress Mobile Application Development (As defined under section 4.1.1.B)	To be Quoted						
IT-3	High Speed Internet Infrastructure supporting 400Mbps, Local wired and Wireless Network (As defined under section 4.1.2)	To be Quoted						
IT-4	Desktop PC (All in one with Intel Core i5 or AMD Ryzen 5, 60 2.5 GHz to 3.5 GHz; 32 GB RAM, 512GB SSD, USB-C, USB 3.0/3.1, HDMI, DisplayPort, and audio jacks, Keyboard, mouse.	50						
IT-5	Network Laser Duplex Colour Printer (1200 x 1200 dpi, 40 2 PPM, Ethernet connectivity)	10						

IT-6	Multifunction Printer (High speed scanner, 1200 x 1200 dpi, 2 40 PPM, Ethernet connectivity, 60-80 images per minute at 600x600)	2						
IT-7	Server Data solutions for storage of conference data, photographs & videos and other documents	1						
AV-0	Audio- Visual Services							
AV-1	LED Screen (P 3.9 mm Indoor) - 30 feet x 16 feet placed on supporting riser ,Presentation Management system (Laptop, Switchers, slide changer etc)	1						
AV-2	LED Screen (P 3.9 mm Indoor) - 20 feet x 10 feet placed on supporting riser, Presentation Management system (Laptop, Switchers, slide changer etc)	2						
AV-3	LED Screen (P 3.9 mm Indoor) - 12 feet x 6 feet placed on supporting riser,Presentation Management system (Laptop, Switchers, slide changer etc)	2						
AV-4	LED Screen (P 3.9 mm Indoor) - 8 feet x 16 feet placed on supporting riser, Presentation Management system (Laptop, Switchers, slide changer etc)	2						

AV-5	LCD Projectors - 5000 lumens (Full HD 1920 x 1080 for presentations), Presentation Management system (Laptop, slide changer etc)	12						
Av-6	Projector Screen (minimum 8 feet x 6 feet) on Stand	12						
AV-7	75-inch TV with HDMI and USB input	15						
AV-8	65-inch TV with HDMI and USB input	15						
AV-9	55-inch TV with HDMI and USB input	16						
AV-10	Auditorium Speakers. 2-PA Speaker, 7 Delay speakers with Audio Management system (Amplifiers, Mixers, etc) - JBL, RCF or equivalent	3						
AV-11	Hall Speakers- 2 Speaker tops - 1000 watts each with Audio Management system (Amplifiers, Mixers, etc) - JBL, RCF or equivalent	15						
AV-12	Podium Mic	30						
AV-13	Wireless Lapel Mic (Shure mics)	30						
AV-14	Cordless Microphone (Shure mics)	62						
AV-15	Gooseneck Microphones	80						
AV-16	Digital Kiosk for Signages minimum 43 inches	50						

AV-17	RGB Par light in Auditorium	60						
AV-18	Wall washer RGB lights	50						
AV-19	Mirchi Lights	1000						
BS-0	Branding Services							
BS-1	Designing, printing and Installation of Large branding on Stage - Side wings Fabric print with frame - 10 feet x 16 feet	2						
BS-2	Designing, printing and Installation of Large branding - Outdoor Fabric print with frame - 15 feet x 10 feet	6						
BS-3	Designing, printing and Installation of Large branding - Outdoor Fabric print with frame - 20 feet x 10 feet	4						
BS-4	Designing, printing and Installation of Large branding - Outdoor Fabric print with frame - 25 feet x 10 feet	10						
BS-5	Designing, printing and Installation branding on Stage - Side wings, Fabric print with frame - 6 feet x 10 feet	4						

BS-6	Designing, printing and Installation of Large branding fabric print with frame - 10 feet x 10 feet	16						
BS-7	Signage (Room, Hall, Directions, etc) Fabric print with frame - 3 feet x 6 feet	60						
BS-8	Backlight Display boards 10 feet x 6 feet	4						
BS-9	Art Installations Indoor and outdoor	10 - indoor 10- outdoor						
BS-10	Designing, printing and Installation of Large backdrop for 1 Group Photo with 3 Steps carpeted 40 feet x 15 feet Carpeted Steps /platform 40 feet (width) x 2 feet (height) x 8 feet (Length)	1						
BS-11	Plyboard Wall Partitions with printed vinyl lamination. (Unit to be quoted per square meter)	Approx 1000 Sq ft						
BS-12	Window blinders with blackout curtains Approx 2500 Sq ft (Unit ton be quoted per square meter)	Approx 2500 Sq ft						
BS-13	Floral Arrangements & bouquet in Auditorium & Halls (minimum 50 numbers). This quantity is only for the determination of the lowest responsible tender, the quantity may vary depending upon the actual requirement	To be Quoted						

	and the payment will be made accordingly.							
BS-14	Scientific Poster Display Boards Minimum display area of A0 Size in portrait mode.	400						
BS-15	Designing, printing and Installation branding 3D text cut out made of Acrylic/ply board, installed on a riser 2 feet Height With text written 3D cutout # XXII Inqua india 2027 15 feet x 3 feet	2						
FB-0	Food and Beverages (As per the DoE Rate) (As defined under section 4.8)							
FB-1	Lunch - 7 Days (continental, Indian, and vegan) @950/-	4000						
FB-2	Dinner - 1 Day (continental, Indian, and vegan) @1050/-	4000						
FB-3	Tea, Coffee & Snacks - 7 Days @200/-	4000						
FB-4	Running tea and coffee counter at four locations for 7 days							
FD-0	Furniture and Decor							

FD-1	Table (6 feet x 2.5feet x 2.5feet) with Branding	60						
FD-2	Office Desk	12						
FD-3	Ergonomic chair with headrest	30						
FD-4	Ergonomic chair	60						
FD-5	Comfortable Delegate Chair	1000						
FD-6	Sofa Set 5-seater (3-1-1) Upholstery Fabric	50						
FD-7	Sofa - 2 seater	30						
FD-8	Sofa - 1 seater	50						
FD-9	Center table	74						
FD-10	Extra large Planters	100						
FD-11	Large Planters	100						
FD-12	Medium Planters	300						
EE-0	Electrical Equipments							
EE-1	Silent Generator 125KVA	12						
EE-2	Refrigerators (10 lts)	5						
EE-3	Room Oil heater towers	30						

EE-4	Water dispensers with Hot / cold / ambient temperature water along with paper cups, spread at multiple locations throughout the venue.	50						
MS-0	Materials and Stationery							
MS-1	ID card for Delegates Uniquely designed delegate ID card with a Barcode of 10cm x 7 cm, printed on both sides on Laminated matt Non-Tearable Paper 300 GSM, with a dual clip for imprinted lanyards.	5000						
MS-2	Delegate Kit Containing the below items A durable branded Bag-pack (Minimum 20 L), 500ml to 700ml insulated steel water bottle with conference branding, 32gb USB pen drive with all conference details, Writing Pad/Diary, Mouse pad, Basic Stationery - Pen, Pencil, Eraser, Small Memento: Indian artefact, Design and Print of Brochure / Booklet, Invitation Cards (Design and Print) with Envelopes for Icebreaker.	4000						
MS-3	Customised Office Stationery (Pen, pencil, erasers, cutter, scissors, writing pad etc)	500						

RI-0	Registration and Information Desk							
RI-1	Registration Desk Aesthetically designed registration desks placed at the entry gate, well equipped to handle large scale registration, with registration management Systems/Software, Technically qualified personals (Minimum 1 in each booth), PC, Printers, Que managers, carpeted area, Overhead protection.	6						
RI-2	Information/ Travel/ Help Desk Aesthetically designed Information desks are placed at the entry gate and other main junctions. Each desk should be staffed with minimum 1 qualified personnel fluent in English, capable of efficiently addressing any queries related to the conference, venue logistics, local sightseeing, and transport arrangements. PC, Printers, carpeted area, Overhead protection, information brochures, maps, etc.	4						
DP-0	Design and Printing services.							

DP-1	Designing and printing, and national postage, Pre and Post - 30 Field trip guide book - 30 pages, A4 size on 180GSM coloured paper. (30 Field Trips guide book x 50 Qty each)	1500						
DP-2	Designing XXII INQUA INDIA second and third circular - 60 pages each	2						
DP-3	Venue Maps - A3 size folded coloured - Offset printed	4000						
DP-4	Designing and printing BSIP brochure -A4 size - 8 pages coloured	3000						
DP-5	Designing and Printing NCPOR Brochure -A4 size - 8 pages coloured	3000						
DP-6	INQUA Stickers/bookmarks	6000						
MS-0	Medical Services (As defined under section 4.17) (Minimum-Medical staff 1; paramedical 1 and attending staff 1)	Bidder may Quote the price as per individual items.						
CC-0	Child Care Facilities (As defined under section 4.19) (minimum 3 staff)	Bidder may Quote the price as per individual items.						

SC-0	Security and Housekeeping Management <i>Security -50 Personal unarmed</i> (As defined under section 4.20)	Bidder may Quote the price as per individual items.						
HK-0	Housekeeping Management <i>Housekeeping - 75 Personal</i> (As defined under section 4.20)	Bidder may Quote the price as per individual items.						
CI-0	Congress Insurance (As defined under section 4.21)	As per Actual						
TS-0	Transportation Services*							
TS-1.1	Premium SUV Vehicle (INNOVA CRYSTA or similar) - Local Daily package of 80 kms with 8 hours duty							
TS-1.2	Premium SUV Vehicle INNOVA CRYSTA - Extra mileage charges beyond 80 kms in Rs/km							
TS-1.3	Premium SUV Vehicle (INNOVA CRYSTA or similar) - Extra duty hours charges beyond 80 kms in Rs/km							

TS-2.1	SUV Vehicle (Maruti Suzuki Ertiga or similar) - Local Daily package of 80 kms with 8 hours duty							
TS-2.2	SUV Vehicle (Maruti Suzuki Ertiga or similar) - Extra mileage charges beyond 80 kms in Rs/km							
TS-2.3	SUV Vehicle (Maruti Suzuki Ertiga or similar) - Extra duty hours beyond 8 hours in Rs/hour							
TS-3.1	Sedan Vehicle Maruti Suzuki Swift Dzire - Local Daily package of 80 kms with 8 hours duty							
TS-3.2	Sedan Vehicle (Maruti Suzuki Swift Dzire or similar) - Extra mileage charges beyond 80 kms in Rs/km							
TS-3.3	Sedan Vehicle (Maruti Suzuki Swift Dzire or similar) - Extra duty hours beyond 8 hours in Rs/hour							
TS-4.1	Volvo AC bus of 36 seating capacity - Local Daily package of 80 kms with 8 hours duty							
TS-4.2	Volvo AC bus of 36 seating capacity - Extra mileage charges beyond 80 kms in Rs/km							

TS-4.3	Volvo AC bus of 36 seating capacity - Extra duty hours beyond 8 hours in Rs/hour							
SP-0	Staffs and Personal							
SP-1	staff members on full-time basis as secretarial support (As defined under section 4.21)	2						
SP-2	Manpower requirements as Registration Coordinators, Events Coordinators, and Information Desk Personnel, Photographer, Videographer (The personnel for these roles should be highly professional, adaptable, and service-oriented, with excellent communication skills and a thorough understanding of the event's logistical and operational requirements.)	minimum 50						
SP-3	Management Overheads for inclusive of all other left out/misc items, if any							

Col-3. Suggested Quantity: States the recommended or initially suggested quantity of each item/service. This quantity serves as a reference point for pricing.

Col-4. Quoted Quantity: Indicate the quantity of each item/service that the service provider is quoting for. This quantity might be the same as the suggested quantity or may vary based on the provider's proposal.

Col-5. Unit Rate: Cost per unit for each item/service. This rate corresponds to the pricing of one unit of the specified quantity.

Col-6. Amount: Calculated cost for each line item by multiplying the unit rate by the quoted quantity.

Col-7. Taxes rate: If applicable, such as GST etc. that need to be applied to the calculated cost amount. Clearly mention the tax rate.

Col-8. Taxes: Amount is worked out by calculating the tax amount for each line item.

Col-9. Total: Sum up the total amounts of each line item, including taxes if applicable, to arrive at the overall total.

Grand Total: Sum up the total amounts of all line items, including taxes if applicable, to arrive at the overall grand total. This figure represents the total cost of the entire proposal.

* All vehicles deployed for the event shall be **well-maintained, clean, and not more than five years old** at the time of service.

The **suggested quantity for various transportation services** required for the event will be **communicated to the PCO closer to the date**, based on final requirements and logistics planning.

*Additional quantity will be as per the quoted unit rate amount on a pro rata bases.

(Bidders Signature & the Seal of the Company)