

EXPRESSION OF INTEREST

International Conference and Exhibition on Energy and Environment: Challenges and Opportunities (ENCO-2019), February 20-22, 2019, Vigyan Bhawan, New Delhi

CSIR-Central Institute of Mining and Fuel Research Dhanbad, Jharkhand is going to organize an **International Conference and Exhibition on Energy and Environment: Challenges and Opportunities (ENCO-2019)** during February 20-22, 2019 at Vigyan Bhawan, New Delhi.

The conference will be attended by about 1000 delegates. EoI is invited from professional Event Managers (EM), with significant experience in arranging high profile meetings in Vigyan Bhawan. The eligibility criteria, details of activities and presentation requirement are given as under:

1. **Eligibility criteria** for the participating Event Managers, requiring the documentary evidences-
 - 1.1 **EMD** of Rs. 50,000/- in form of DD/FDR/BG in favour of The Director, CSIR-CIMFR.
 - 1.2 Introduction of the Event Manager and its national/international accreditation
 - 1.3 Experience for organizing at least **ten** national/international conferences/exhibition/seminars for the Government organizations/PSUs/government funded academic institutions/registered technical learned societies, in **last five years**.
 - 1.4 At least **ten** past performance certificates/appreciation letters received in last five years from the aforesaid bodies stated at serial no - 1.3.
 - 1.5 Total turnover not less than Rs. **15 crore** in last **3 years** with audited accounts.
 - 1.6 Proper and valid GST registration
 - 1.7 Proper and valid registration as Event Manager
 - 1.8 Position of Staff and men power available with the firm
 - 1.9 Special expertise for such events/exhibition/conference.
 - 1.10 Rate quoted in the Price Bid by the Event Manager for undertaking the various activities for the smooth functioning of the event.

The tender document, completed in all respect, should be submitted in two bid system. The **Part 1- Technical Bid** comprising of information listed from 1.1 to 1.9 and the **Part 2- Price Bid** comprising the information mentioned in 1.11. Both the bids should be sealed in two separate envelopes superscribing as Technical and Price Bids. The outer cover should mention the following address-

The Director,
CSIR-Central Institute of Mining and Fuel Research
Barwa Road
Dhanbad-826015
Jharkhand

The tender document should be submitted latest by 10:00 a.m.(IST), 20th March 2018 in the office of Administrative Officer, CSIR-CIMFR. This office is not responsible for delay in receipt of tender. Incomplete tenders will be summarily rejected.

2. Activities to be undertaken by the Event Manager for the **International Conference and Exhibition on Energy and Environment: Challenges and Opportunities (ENCO-2019)** during February 20-22, 2019 at Vigyan Bhawan, New Delhi:

1. Required Permission/NOC/Ministry clearances for foreign delegates, venues and cultural programme.
2. Administrative clearance for all events.
3. Financial Planning and Budgeting.
4. Publicity and dissemination.
5. Website management and coordination
6. Exhibition layout design and coordination.
7. Printing/designing/mailing of different activities.
8. Conference material.
9. Secretarial Services.
10. Audio-video arrangements (for inaugural, paper presentation and valedictory).
11. Registration assistance and conference hall assistance.
12. Signage (posters, hoardings, name plates).
13. Photography and videography.
14. Snacks and Lunch arrangement at venue.
15. Booking of dinner at respective hotels/Manekshaw Centre.
16. Facilitation of transportation and accommodation
17. Cultural programme selection and booking of venue
18. City sightseeing, if any
19. Sponsors counter arrangement and booth management
20. Anchoring/compere
21. Online abstract handling

22. Management of online review of papers
 23. Printing and designing of proceedings, souvenir, brochure, circulars, programme book etc.
 24. Mass mailing/communication with authors, reviewers, participants, delegates etc.
 25. Correspondence with sponsors.
 26. Managing visa matters for foreign delegates.
 27. Any other activities required for successful organization of the event.
3. Technically qualified Event Managers will be required to present their business profile and strategy for undertaking the international seminar on 20th March 2018 at 11:30 a.m. onwards at CSIR-CIMFR Headquarters, Dhanbad, which will be evaluated by a Committee constituted by the Competent Authority.