

FORMAT OF THE CONFERENCE PLANNER:

India Conference Planning Guide

2018-2019

CONFERENCE PLANNER

ICPB is interested in bringing out a digital MICE Planner to serve as a ready reckoner for a conference organizer looking for suitable venues for their events.

Objective: The proposed MICE Planner would cover detailed information about the conventions venues / meeting hotels and facilities available at important cities / destinations in the country. The planner will include information on venues / halls with minimum capacity for 500 pax and above across the country.

Scope of work -

- Compiling through research, authentic information on the various venues and facilities for organizing conferences, incentives & events in India.
- Designing the digital planner, a user friendly experience.
- Submitting the final version for uploading on ICPB website and duplicating for distribution through pen drive.
- The cost of duplicating 100 pen drives to be quoted separately.
- Five copies to be printed with appropriate paper for cover and inner pages.

Planner content

India: - Generic Information about the country as a whole.

Map indicating convention cities (both existing and upcoming)

Map indicating air connectivity with other countries, and domestic connectivity.

Regions to be covered

All metros and tier II

All state capitals

All cities with international flight connectivity

Heritage Hotels / venues for meetings

- **Convention Cities with Exhibition facilities** – With map and generic write-up, with attractions for post tours
- **Convention / Exhibition Hotels**
- **Convention / Exhibition Venues** – With Accommodation / without accommodation

Information to be included:

- Size / Capacity of meeting facilities at each of the venues / hotels with 500 pax. And above capacity in the main hall.
- Exhibition Area (both fixed and flexible)
- Breakaway Rooms (minimum 2 per venue)
- Sound proofing in Halls
- Simultaneous translation facilities
- Parking space (for 2/4/6 wheelers)
- Fire Safety (in-built and approvals)
- Symbols of facilities
- Internet Backbone (WI-FI)
- Business centre
- USPs
- Accommodation (nos. / type)
- Nearby retail facilities
- Any Other

Incentives:

Separate Sections giving brief write-ups / information to be included/ with USPs of venues apart from details as above. Also include India's incentive experience, State Calendar of Events etc.

Convention Support Services:

Brief write-up should be included giving details of support services with lists of important vendors vis. Banners, Gifts, Badges, Av Rentals, Ground Transportation, Stand Design, Tent Rentals and decorators, Freight Forwarders and Computer Rentals etc.

ICPB Members:

This section to include members of the Bureau with their contact details.

India Tourism Offices:

Domestic / Overseas

Upcoming projects:

New upcoming convention centers / exhibition venues.

The bidder will have to indicate methodology for collection of data for the proposed planner.

The agency will ensure authentic information and will be responsible for all content.

Notes :

1. The agencies shortlisted would be required to make their presentation before the Committee / Governing Board of the Bureau.
2. Entire data collected in original would be property of the Bureau.
3. Format for inclusion of facilities is placed below at annexure -A
4. Proposal should contain both financial and technical bids separately in two sealed envelopes.
5. The selection will be based on agency scoring highest total marks on technical and financial parameters (technical weight 70 / financial 30).
6. The quality of planner is expected to be of International standards.
7. Any value additions and suggestions towards its content are welcomed.

Eligibility Criteria

Any agency – Media house, research / consultancy firm etc that is conversant with the MICE facilities in India may apply.

Perpetration of Bid

The proposal is to be submitted on two bids basis i.e. Technical Bid (with supporting annexures) & Financial Bid. The Bid needs to be submitted in ONE Large sealed overall Bid envelope containing two separate sealed covers – one each for the Technical and Financial bid.

The EMD of Rs. 5,000/- & Tender fee of Rs. 1,000/- (in favour of 'India Convention Promotion Bureau') should be placed with the Technical bid. A covering letter in the form of undertaking (on the letterhead of bidder organisation) confirming their eligibility along with documentary proof for each specific requirement must be submitted by the bidder for prequalification criteria.

The financial & technical bid envelopes are to be placed in one covering envelope on which '**MICE Planner**' is to be super scribed and addressed to:

Kumud Sharma

Deputy Manager

India Convention Promotion Bureau

Sponsored by Ministry of Tourism

Room No 233 A, The Ashok

Chanakya Puri, New Delhi 110021

+91 11 26873612, 26112264, 26110101/ extn 3186

Email- connect@icpb.in / Web- www.icpb.in

**Criteria for Evaluation of Technical Proposal:
Criterion breakup with marks:**

A	Profile and technical knowledge of the MICE industry in India	20
B	In-house design team	10
C	Experience in digital publications	20
D	Profile of research team	20

Technical Format		
Sl. No.	Particular	
1.	Name of the firm	
2.	Address / Office in Delhi	
3.	E-mail	
4.	Telephone	
5.	Name of Contact person with telephone/mobile number	
6.	Date of establishment of Firm (enclose evidence)	
7.	Total work experience (in years) and technical knowledge	
8.	Date of establishment of Firm / agency (enclose evidence)	
9.	Details of Income Tax Registration : Enclose	
10.	Photocopy of PAN	
11.	GST Registration	
12.	Processing fee Rs. 1000/- (Cheque details)	
13.	EMD (refundable) Rs.- 5,000/- (Cheque details)	

Financial Bid:

Amount in words and figures, giving breakup clearly indicating the tax component

S.No.	Description Amount	Rs.
(a)	Cost for content development	
(b)	Cost for designing digital version of planner	
(c)	Cost of replicating 100 pen drives	
	Total (Amount in words & numerical)	

Signature

Name

Name of Firm & address..... (Seal)

Method of Selection:

In deciding the final selection of the Organization, the technical quality of the proposal will be given a weightage of 70% on the basis of criteria for evaluation. The price bids of only those Organizations who qualify technically will be opened. The proposal with the lowest cost will be given a financial score of 100 and the other proposals will be given the financial scores that are inversely proportional to their prices. The financial proposal shall be allocated a weightage of 30%.

The highest marks scored on technical & financial parameters will decide the agency for selection to handle the assignment.

Terms of payment

Payment to be released after completion of the work.

Time period for completion

Three months

Important information

- a) Period of validity of the Tender is 60 days from the closing date of the proposal.
- b) ICPB reserves the right to reject or accept any or all the bids in part or full without assigning any reason whatsoever.
- c) The bids should be clear in all respects. Conditional, erroneous and incomplete bids will be rejected outright.
- d) ICPB reserves its right to summarily reject offer received from any agency on national security considerations, without any intimation to the bidder.
- e) ICPB reserves the right to place an order for the full or part quantities under any items of work under scope of work.
- f) Agencies submitting proposals will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- g) ICPB reserves its right not to accept bids from agencies resorting to unethical practices or on whom investigation/enquiry proceedings have been initiated by Government Investigating Agencies / Vigilance Cell.
- h) Any amendments / corrigendum to the RFP document would be uploaded on the official website of ICPB, www.icpb.in
- i) The agency would indemnify ICPB against any claim of copyright violation / plagiarism, etc.

Interested agencies may submit bids as per the requirements stipulated in this document latest by 17:30 hrs on 31st July 2018.

Applications received against the earlier RFP on the subject (Last date of which was 30th December 2017) will be considered and applicants need not apply afresh.

The bid should be addressed to:

Kumud Sharma

Deputy Manager

India Convention Promotion Bureau

Sponsored by Ministry of Tourism

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Format for Convention Hotels / Venues

1. **Name of Venue / Hotel etc.**
2. **Postal Address**
 - Telephone
 - Fax
 - E-mail
 - Website
3. **Property Highlights:** A brief write-up to include unique features of the property. Distance from airport / Railway Station etc. Accommodation facilities should be given as per the following format :-
 - **Total Rooms**
 - Single / Twin
 - Suites
 - Executive Floor Rooms
4. **Pictures** – Only four coloured high resolution photographs to be included for each of the property:-
 - Exterior of the Building
 - Meeting Room / Conventions Hall
 - Guest Room / VIP Room
 - Reception area
 - Incentive pictures

5. **Convention Rooms –**

Name of Hall	Area (Sq. Mt.)	Ceiling Height (mt)	Capacity (in pax.)				Break Away Rooms
			Theatre	Class Room	U-Shape	Banquet	

- 6.
- Past Events**
- (List of 5-6 Successful events)

Name of Event**Country / Origin****Date** **PAX**

- 7.
- Any other information required to be included :**