

REQUEST FOR PROPOSAL (RFP)

Selection of Official Transportation Agency for ICPB's Flagship Event – 15th Convention India Conclave (CIC) 2026

1. INTRODUCTION

India Convention Promotion Bureau (ICPB) invites proposals from eligible ICPB member organizations for providing comprehensive transportation services for the 15th Convention India Conclave (CIC) 2026 scheduled to be held from 19–21 August 2026.

The selected agency shall be responsible for managing transportation requirements for invited speakers, dignitaries, hosted buyers, ICPB officials, Governing Board members, delegates and other approved participants associated with the CIC.

2. SCOPE OF WORK

The selected agency shall provide the following services:

A. Airport Transfers:

- Provide approximately 100 airport transfers (arrival and departure) for invited speakers, dignitaries, hosted buyers, ICPB officials and other approved delegates.
- Coordinate guest arrival and departure schedules with the ICPB Secretariat.
- Ensure deployment of well-maintained, air-conditioned vehicles with professional chauffeurs.
- Establish airport facilitation and meet-and-greet arrangements, where required.
- Monitor flight schedules and adjust transportation arrangements in case of delays or schedule changes.

B. Shuttle Services (Preferably 5 Urbania):

- Provide dedicated shuttle services between designated hotels and the event venue during the Conclave period.
- Operate shuttle services as per schedules approved by ICPB.
- Ensure adequate vehicle deployment to facilitate seamless delegate movement.
- Maintain standby vehicles for emergency requirements.

C. VIP Transportation:

- Provide a fleet of approximately 10 premium vehicles for VIPs, Chief Guests, Government Officials, International Speakers and ICPB Office Bearers, as directed.
- Vehicles must be available on an exclusive-use basis during the event period.
- Drivers should be professionally trained, appropriately attired and familiar with event protocols.

D. Coordination Support Staff

Deploy a minimum of ten (10) trained support personnel for coordination duties at:

- Event Venue
- Designated Hotels
- Airport, if required

Support staff shall assist in:

- Guest movement coordination
- Vehicle dispatch management
- Arrival and departure assistance
- Communication with delegates and drivers
- Real-time reporting to the ICPB Secretariat

E. Operational Management:

- Establish a dedicated control room/helpdesk throughout the event period.
- Provide 24x7 coordination support during the operational period.
- Share real-time vehicle movement reports and deployment status.
- Ensure contingency planning for traffic disruptions and emergency requirements.

3. ELIGIBILITY CRITERIA:

The applicant agency must:

- Be ICPB member.
- Be registered under applicable laws and possess valid GST Registration.
- Have a minimum of three years' experience in providing transportation services for conferences, conventions, exhibitions, government events or corporate events.
- Demonstrate experience in managing transportation logistics for events involving a minimum of 300 participants.
- Possess an adequate fleet network and operational infrastructure.
- Have the capability to deploy trained manpower and dedicated event coordinators.
- Submit details of key clients and major events serviced during the last three years.

4. EVALUATION CRITERIA:

Proposals shall be evaluated on the basis of:

- Compliance with eligibility requirements.
- Experience and track record in event transportation management.
- Quality and availability of vehicle fleet.
- Experience in handling VIP transportation.
- Quality of operational support and manpower deployment.
- Availability of dedicated account management team.
- Commercial competitiveness.
- References and past performance.
- ICPB reserves the right to seek additional information, negotiate terms and accept or reject any proposal without assigning any reason.

5. REPORTING AND ACCOUNT MANAGEMENT:

- Assign a dedicated Project Manager as a single point of contact.
- Submit transportation schedules and deployment plans in advance.
- Provide daily operational reports during the event period.
- Maintain complete records of vehicle utilization and staff deployment.
- Ensure prompt response to transportation requirements during operational hours and emergencies.

6. PAYMENT TERMS:

- ICPB GST Number must be reflected in all invoices.
- Invoices shall be supported by:
 - i. Vehicle deployment records
 - ii. Duty slips
 - iii. Staff deployment details
 - iv. Approved transportation schedules
 - v. Utilization reports
- Payments shall be processed as per ICPB's approved accounting procedures and timelines.

7. PROPOSAL SUBMISSION REQUIREMENTS: Interested agencies should submit:

- **Technical Bid:**
 - Company Profile.
 - ICPB Membership Details.
 - GST Registration Certificate.
 - Details of fleet strength and vehicle categories.
 - Details of major conferences/events serviced.
 - Details of key clients.
 - Proposed transportation management plan.
 - Details of support staff and coordination team.
- **Financial Bid: Clearly indicating:**
 - Airport Transfer Rates (vehicle-wise).
 - Shuttle Service Rates (vehicle-wise).
 - VIP Vehicle Rates.
 - Support Staff Charges.
 - Standby Vehicle Charges.
 - Any additional charges, if applicable.

8. CONTRACT PERIOD:

The appointment shall be valid from the date of issuance of the Letter of Appointment until submission and settlement of all event-related transportation requirements and final accounts.

9. TERMINATION:

ICPB reserves the right to terminate the contract by giving 30 days' written notice without assigning any reason.

10. SUBMISSION DEADLINE:

Interested ICPB Members are invited to submit their proposals in two parts, namely Technical Bid and Financial Bid, in separate sealed envelopes enclosed within a single outer sealed envelope superscribed:

"Proposal for Appointment as Official Transportation Agency for ICPB's Flagship Event – 15th Convention India Conclave (CIC) 2026"

The complete proposal should reach the ICPB Office on or before 6:00 PM, Monday, 10th July 2026 at the following address:

The Executive Director
India Convention Promotion Bureau (ICPB)
Room No. 233-A, The Ashok Hotel
Niti Marg, Chanakyapuri
New Delhi – 110021

11. DISCLAIMER

ICPB reserves the right to accept or reject any proposal, wholly or partially, without assigning any reason whatsoever and shall not be liable for any expenses incurred by applicants in the preparation and submission of their proposals.