



## **National Centre for Polar and Ocean Research**

(Ministry of Earth Sciences, Govt of India)  
Headland, Sada, Vasco-Da-Gama, Goa 403804

### **REQUEST FOR PROPOSAL (RFP)**

For hiring Professional Conference Organizer (PCO) for

**XLVI Antarctic Treaty Consultative Meeting  
and  
XXVI Committee for Environmental Protection**

Kochi, Kerala | May 20-30, 2024

#### **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.*

## 1. Background and Overview:

The National Centre for Polar and Ocean Research, an autonomous research institute under the Ministry of Earth Sciences and the Government of India (NCPOR-MoES), will be hosting the 46th Antarctic Treaty Consultative Meeting (ATCM) and the 26th Committee for Environmental Protection Meeting (CEPM) in Kochi, India from May 20th to 30th, 2024. These events demonstrate India's commitment to the Antarctic Treaty System and its growing importance within the Antarctic community. The ATCM will bring together global participants to discuss important topics related to Antarctic research and governance. It is expected that over 350 delegates from 50+ countries will attend this two-week meeting, which will be held at the Grand Hyatt Kochi Bolgatty and the Lulu Bolgatty International Convention Centre, offering exceptional amenities for all attendees.

### 1.1. Kochi, India: The Host City

Kochi, a captivating blend of history and modernity on the Malabar Coast, proudly welcomes the XLVI Antarctic Treaty Consultative Meeting (ATCM) and XXVI Committee for Environmental Protection (CEP). With bustling markets, and serene backdrops, Kochi sets the stage for global discussions on Antarctic research and governance, embodying India's commitment to international collaboration.

### 1.2. India's Commitment to Antarctica

India has been a Consultative Party to the Antarctic Treaty since 1983 and has undertaken extensive research in the Antarctic region. The country maintains two year-round research stations, Maitri and Bharati, in East Antarctica. Hosting ATCM demonstrates continued Indian commitment to Antarctic research, as well as its role as a proactive stakeholder in the Antarctic Treaty System.

## 2. Role of the Service Provider

The role of the Professional Conference Organizer (PCO) in facilitating the XLVI Antarctic Treaty Consultative Meeting (ATCM) and XXVI Committee for Environmental Protection (CEP) is pivotal and demands meticulous organization and creative execution. The successful organization of the ATCM in India heavily relies on the comprehensive event management skills of the PCO. Key elements such as branding, decor, logistical support, and execution of cultural programs are integral to creating an engaging and smoothly running event. The agency must demonstrate a proven track record in handling large-scale, multifaceted events, reflecting expertise in accommodating diverse international delegations.

The PCO will be responsible for providing a variety of services as outlined by the Host Country Secretariat (HCS). This will involve establishing branding and decorations that align with the conference's thematic elements, arranging seating, coordinating registration and information services, managing exhibition setups, and ensuring proper signage and entry gate branding. In addition, organizing cultural programs and transportation services falls within the scope of the PCO's responsibilities.

The PCO's role is crucial, as they provide experienced coordinators and personnel for each meeting room. This ensures that all aspects of the event run smoothly without interruption. These individuals should be highly skilled in event management and able to handle the constantly changing needs of an international conference of this magnitude.

From the onset of the planning stages, the PCO will work closely with the HCS, adapting to the evolving requirements of the event and ensuring that every detail is meticulously planned and executed. This is essential for aligning the event's logistical, aesthetic, and functional aspects with the overarching goals of the ATCM and CEP.

### 3. Spatial Arrangement Overview

The "Lulu Bolgatty International Convention Centre" - our chosen conference venue in Kochi - offers an array of fully furnished halls and rooms across two floors, accessible by elevators and multiple staircases. These versatile spaces, each uniquely dimensioned, have been meticulously designed to accommodate the upcoming meetings. The event sessions may be concurrently held in several of these well-equipped halls and rooms, facilitating seamless parallel discussions (Table 1).

SI No	Hall/ Room	Purpose	Area (sq. mts) / Dimension LxBxH (m)	Duration
1	Liwa (Hall-1)	ATCM Plenary Sessions and Working Groups	2419 / (59 X 41 X 8)	18-30 May 2024
2	Liwa Lobby (Hall-1B)	Coffee Area/Public Internet Area/ Exhibition	632/ (73 x 12)	18-30 May 2024
3	Vembanad (Hall-2)	CEP Plenary Sessions and Working Groups	1815 / (55 X 33 X 8)	18-30 May 2024
4	Vembanad Lobby (Hall-2B)	Coffee Area/Public Internet Area / Lunch	1100/ (110 x 10)	18-30 May 2024
5	Grand Ballroom III (Hall-3)	Antarctic Treaty Secretariat / Printing	240 / (11.2 X 21.4 X 7)	<b>12-31 May 2024</b>
6	Grand Ballroom II (Hall-4)	Office - Rapporteurs	235 / (11 X 21.4 X 7)	<b>12-31 May 2024</b>
7	Grand Ballroom I (Hall-5)	Host Country Secretariate	231 / (10.8 X 21.4 X 7)	<b>12-31 May 2024</b>
8	Grand Salon (Hall-6)	Office - Heads of Delegation	228 / (16.1 X 14.2 X 5)	18-30 May 2024

9	Nattika I (Room-1)	Additional Meeting Room (Bureau meeting)	128/ (14.3 X 8.8 X 5)	18-30 May 2024
10	Nattika II (Room-2)	Additional Meeting Room (Contact Groups)	102/ (12.4 X 8.8 X 5)	18-30 May 2024
11	Diwan	Additional Meeting Room (Small Groups Sessions)	82 / (9 x 9.1 x 5)	18-30 May 2024
12	Atelier 1 -(Room - 3)	Office CEP Chairperson	74/ (10.3 X 7.2 X 4.6)	18-30 May 2024
13	Living Room - (Room-4)	Business Centre	59/ (8.2 X 7.2 X 5.4)	18-30 May 2024
14	Atelier 3 (Room-5)	Office - ATCM Chairperson	62 / (9.1 x 6.9 x 4)	18-30 May 2024
15	Library ( Room-6)	ATCM Working Group 1	49 / (7.1 X 6.9 X 4)	18-30 May 2024
16	Atelier 2 (Room-7)	ATCM Working Group 2	41/ (6.9 X 6 X 4)	18-30 May 2024
17	Green Room 1 (Room-8)	Translation Office	40/	18-30 May 2024
18	Green Room 2 (Room-9)	LOC/ Store	40/	18-30 May 2024

Annexure IV contains schematic layout plans for each of the halls and rooms. PCO services are only needed during specific dates. It's important to note that seating arrangements within the halls/rooms may be subject to change based on requirements.

## Responsibilities of the Service Provider

The selected PCO bears the crucial responsibility of ensuring comprehensive preparation of all event services (excluding those related to IT and AV) well in advance of the commencement of the event. This entails meticulous setup of various aspects such as 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.

A 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 preemptively addressing any potential issues to ensure minimal disruption to the event. The ability to resolve unforeseen challenges swiftly and effectively is paramount. The PCO is responsible for the post-event breakdown process. This involves dismantling all setups, including decor, exhibition stands, and registration areas, in a manner that ensures the premises are left in their original condition. This process should be carried out efficiently and carefully to avoid any damage to the venue.

The PCO must work in close collaboration with the Host Country Secretariat (HCS) to ensure that all logistical elements, such as seating arrangements, cultural program setup, and transportation services, are executed flawlessly. The PCO will play a pivotal role in the success of the event, requiring a harmonious blend of organizational expertise, creative vision, and operational efficiency.

## 4. Deliverables

To arrange and coordinate the Antarctic Treaty Consultative Meeting on a grand scale, spanning across a sprawling venue comprising 18 diverse halls and rooms spread over two levels, accommodating a multinational gathering of approximately 350 participants, and necessitating an array of services, the imperative is evident. These components are delineated in the ensuing subheads for clarity.

**5.1 Venue Branding and Aesthetics:**

Large-scale, high-quality branded materials for stages, delegate tables, and general venue areas. Custom branding elements include foam board prints, vinyl standees, and table branding. Floral arrangements and large planters for stage decoration and general venue ambiance. Outdoor branding with banners and 3D text installations for effective visual communication and impact.

**5.2 Meeting Space Setup:**

Elevated stages/platforms for dignitaries, equipped with carpets and capable of supporting significant weight. Provision of furniture including sofas, center tables, and chairs as per comfort and design specifications. Specialized setups for Large Meeting Room, Medium Meeting Rooms, and Small Meeting Rooms, each with specific branding, floral, and furniture requirements.

**5.3 Registration and Information Services:**

Professionally designed branding for registration and information desks. Equipment and materials for registration and information dissemination including PCs, printers, and delegate kits. Creation and distribution of ID cards for delegates and coordination of registration processes.

**5.4 Technical and Equipment Provision:**

Supply and management of technical equipment such as backlit display boards and digital signage for high-visibility information dissemination.

**5.5 Cultural Programmes, Gala Dinners and Delegate Engagement:**

Organization of cultural programs to showcase the host country's heritage and gala dinner at different venue. Arrangement of sightseeing tours and social activities for delegate engagement and networking.

**5.6 Accommodation and Transportation:**

Coordination of hotel bookings and transport logistics for delegates, including cars and AC buses as required. Ensuring high standards of hospitality and smooth transport services for the duration of the conference.

**5.7 Staffing and Support Services:**

Provision of adequate and skilled staffing for all event areas, ensuring seamless operations and immediate responsiveness to any arising needs. Coordination with various stakeholders for an integrated event experience.

**5.8 Exhibition Area setup:**

Setup of exhibition areas with printed posters, display boards, and multimedia displays to highlight the Antarctic program and related themes.

**5.9 Stationery and Office Supplies:**

Comprehensive supply of stationery items tailored for ATS, translators/interpreters, rapporteurs, and print office needs. Ensuring all necessary office supplies are readily available and replenished as needed.

Each of these above-listed requirements will be elaborated upon in Annexure-IV that provide detailed specifications and quantities for all items and services required.

**Table. 2** Summary of Foreseen list of requirements at designated places as per the specifications mentioned in the Annexure IV

<b>Particulars</b>	<b>Hall-1 Liwa ATCM</b>	<b>Hall-2 Vembanad CEP</b>	<b>Hall 3, 4 &amp; 5 GBR3 ATS, Rapporte ur, HCS</b>	<b>Hall-6 GrandSalon HoD</b>	<b>Room 1,2 &amp;10 Bureau Meeting, Contact and Small group</b>	<b>Room 3,5,6,7 Atelier 1,2,3 &amp; Library</b>	<b>Registration &amp; Information Desk Group Photo Foyer Area</b>	<b>Outdoor Area</b>	<b>Total</b>
Designing, printing and Installation of Large branding on Main stage  20 feet x 11.5 feet	1	1							2
Designing, printing and Installation of Branding on Top (Chairman) Table, Foam board (5mm) Printed with frame attached to the front of Chairman table  18 feet x 2.5 feet	1	1		1					3
Designing, printing and Installation of Branding on Delegate Tables, Foam Board (5mm) Printed with Frame attached to the Front of Delegates table  72 feet x 2.5 feet	2	2							4
Designing, printing and Installation of Branding on Delegate Tables, Foam Board (5mm) Printed with Frame attached to the Front of Delegates table  36 feet x 2.5 feet				2					2



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Particulars	Hall-1 Liwa ATCM	Hall-2 Vembanad CEP	Hall 3, 4 & 5 GBR3 ATS, Rapporteur, HCS	Hall-6 GrandSalon HoD	Room 1,2 &10 Bureau Meeting, Contact and Small group	Room 3,5,6,7 Atelier 1,2,3 & Library	Registration & Information Desk Group Photo Foyer Area	Outdoor Area	Total
Digital Kiosk Signages minimum 43 Inch							10		10
Designing, printing and Installation of Large Banner  30 feet x 12 feet								1	1
Designing, printing and Installation Branding with 3D text cut out made of Acrylic/ply board, installed on a riser (2 feet Height) With text written #ATCM 46 INDIA  15 feet x 3feet								2	2
Designing, printing and Installation Branding with ATCM logo cut out made of Acrylic/ply board, installed on a riser (2 feet Height)  8 feet x 8 feet								2	2
Floral arrangement on Elevated stage/ Platform for Chairman.  10 feet x 2 feet	2	2							4
Floral arrangement on Delegate floor  15 feet x 5 feet				1					1
Floral arrangement on Delegate floor  40 feet x 6 feet	1	1							2

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TERMS AND CONDITIONS

GUIDELINES

Following are the guidelines to provide a comprehensive understanding of the procedures and requirements that govern the submission and evaluation of proposals. By participating in this process, bidders acknowledge their commitment to comply with these terms, ensuring a fair and transparent evaluation process. We encourage bidders to carefully review and understand these terms before submitting their proposals. The successful bidder will be required to enter into a contract with NCPOR, which shall incorporate the terms and conditions outlined in this RFP document. Bidders are advised to consider these terms not only for the proposal stage but also for the entire project duration. The alignment of contract terms with those of this RFP is intended to maintain consistency and ensure seamless execution.

1. IMPORTANT DEADLINES:

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

Last date of submitting queries on RFP	5 January 2024
Pre-bid Meeting for clarification*	12 January 2024
Last Date for submission of Proposal (Technical & Financial Bid)	22 January 2024 before 17:00 Hrs IST

***Note: Prior to the pre-bid meeting, it is imperative that interested parties formally submit their consent to participate in this bid.***

***For any queries email: [loc-atcm46@ncpor.res.in](mailto:loc-atcm46@ncpor.res.in)***

2. EVALUATION OF PROPOSAL / BID:

Proposal(s) complete in all respect 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 Annexure I). Bidders must provide copies of the documents to support their eligibility. Failure to submit the relevant document(s) will result in disqualification from further process of evaluation.

SL. No.	Eligibility Criteria	Mandatory Documents in Support
1.	The bidder must be a duly constituted entity under Indian Laws.	Certificate of Incorporation issued by the Registrar of Companies/Partnership deed/any such document issued by a competent authority.
2.	The bidder must have a successful track record of organizing professional conferences/ events	Work orders and work completion certificates in physical or electronic formats for past events organized
3.	The bidder must have organized Conferences for Government of India Departments/ Organizations and Associations.	Work orders and work completion certificates 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.	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. Should have annual turnover above 1 Cr at least once in the last 3 financial years.	Copies of turnover details for the last three years including Profit and Loss statement certified by CA and Audited Balance sheet till March 2023. Relaxation can be given in turnover limit during COVID-19 years 2020-2021.

## 2.2. Step 2: The Techno-Commercial Evaluation

This process will adhere to the Combined Quality cum Cost Based System (CQCCBS). 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 75% 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 75% shall not be considered.

### 2.2.2. Techno-Commercial Section-B:

An in-person presentation outlining a comprehensive implementation strategy for successfully organization of events/ meetings. This includes support for branding, decor, logistical support, and cultural programs. Assessment by an expert panel comprising management and technical experts.

The “Combined Quality cum Cost Based System” (CQCCBS) 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><math>B = [(T/T_{high}) * (1-X)] + [(C_{low}/C) * X]</math></b>
Where,
C = Evaluated Bid Price
C <sub>low</sub> = the lowest of all Evaluated Bid Prices among responsive Bids
T = the total Technical Score awarded to the Bid
T <sub>high</sub> = the Technical Score achieved by the Bid that was scored best among all responsive Bids
X = weightage for the total quoted Cost shall be 20%

## 3. HOW TO APPLY

### 3.1. Earnest Money Deposit:

- 3.1.1. The bidder shall submit an Earnest Money Deposit (EMD) of ₹ 2,00,000/- (Rupees Two Lakhs Only) in the form of Insurance Surety Bonds/ Account Payee Demand Draft/ Fixed Deposit Receipt/ Bank Transfer Receipt in favour of NCPOR/ 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 NCPOR/ Goa 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.

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.

### 3.2. Submission of Proposal / Bid:

- 3.2.1. **The proposal/ bid cover/ envelop must** be addressed to the Director, National Centre for Polar and Ocean Research, Headland, Sada, Vasco-Da-Gama, Goa



403804. This should be clearly marked as a **“Proposal for Professional Conference Organizers for ATCM 2024”**. This cover must contain an introductory letter on the letterhead addressed to Director, National Centre for Polar and Ocean Research 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 authorised signatory) and EMD of requisite amount. Proposal not accompanying EMD 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.

## 4. AWARD OF CONTRACT & PAYMENT TERMS

Responsive Bidders meeting the Eligibility Criteria shall be evaluated on the basis Combined Quality cum Cost Based System (CQCCBS) on their Techno-Commercial Scores. The Bidder with highest score shall be awarded the contract for providing ***“Services for various domains, including managing meeting registration, setting up information and tourism desks, implementing Branding and Signage resonating with the conference's theme, arranging furniture and decor, provisioning electrical equipment, materials, and stationery, coordinating manpower, and organizing the logistics for vehicles and other crucial services indispensable for the successful XLVI Antarctic Treaty Consultative Meeting and XXVI Committee for Environmental Protection”*** 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, 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 10% of the total agreed cost and formalize a contract with NCPOR.
- 4.3. In terms of payment, the successful bidder will receive an advance payment of twenty percent (20%) of the total financial bid amount, which will be processed 60 (sixty) days before the scheduled date of the event. This advance shall be released on extension of the validity of the EMD amount or resubmission of the EMD amount with a validity period of 45 days beyond the conclusion of the event. The remaining balance of the total financial bid amount will be disbursed within 30 days after the conclusion of the event upon submission of the final invoice. All payments will be subject to applicable Tax Deducted at Source (TDS) as per the prevailing rules at the time of payment.

## 5. GENERAL TERMS & CONDITIONS

- 5.1. **Receipt of Bids:** NCPOR shall not be held responsible for any instances of non-receipt of proposal, particularly due to factors such as postal delays or holidays. 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, National Centre for Polar and Ocean Research, Ministry of Earth Sciences, Government of India, Headland Sada, Vasco-da-Gama, Goa 403 804, India
- 5.3. Bids received over email or in unsealed or open or torn envelopes or addressed to anyone other than Director, NCPOR shall be summarily rejected.
- 5.4. **RFP Modification:** NCPOR retains the right to make alterations to the Request for Proposal (RFP), and notifications regarding such changes will be posted on the official NCPOR 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 NCPOR reserves the prerogative to waive certain RFP requirements under specific circumstances.
- 5.6. **RFP Cancellation:** NCPOR 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:** NCPOR 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. NCPOR 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 NCPOR, 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 Goa.
- 5.12. **Liquidated Damages and Compensation Clause:** The appointed Agency shall professionally perform its obligations. In case of delay in the execution of the assigned work to the Professional Conference Organizer (PCO), NCPOR 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 NCPOR may annul the project and shall be free to get it done from other agencies at the risk and costs of the appointed agencies. NCPOR may debar and blacklist these PCOs 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 ATCM-2024 Organizing committee / 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 NCPOR.
- 5.12.6. NCPOR 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 PCO rendering services that are not at par leading to termination of the contract. NCPOR may also recover the extra expenses that need to be borne by NCPOR in case PCO 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 NCPOR may take a decision to cancel the contract with immediate effect, and/or debar the bidder from bidding prospectively in this and all other tender procedures for a period to be decided by the NCPOR and take any other action as deemed necessary.
  - 5.13.1. The penalty with respect to its time period and quality of products shall be quantified by the NCPOR at its own discretion/satisfaction.
  - 5.13.2. It would be first and foremost the responsibility of the contractor to ensure that the services are being provided satisfactorily and contract is executed as per agreed terms and conditions.
  - 5.13.3. In case of delayed or unsatisfactory services/ arrangements the NCPOR may impose a penalty of ₹ 1 lakh **per instance**
- 5.14. By participating in this process, 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.

## Annexure I

Hiring Professional Conference Organizer (PCO) for  
XLVI ATCM & XXVI CEP

**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.	(Yes / No)	1. 2. 3. 4. ...
2. Bidder has successfully organized professional conferences / meetings/ events, including branding, decor, logistical support, and cultural programs.	(Yes / No)	1. 2. 3. 4. ...
3. Bidder has organized Conferences for Government of India Departments/ Organizations and Associations.	(Yes / No)	1. 2. 3. 4. ...
4. Bidder has not 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. ...

Hiring Professional Conference Organizer (PCO) for  
XLVI ATCM & XXVI CEP  
**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 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 authorised signatory of the bidder/ company.

[1] Serial Number	[2] Suggested Item(s)	[3] Suggeste d Quantity	[4] Quoted Quantity	[5] Unit Rate (₹)	[6] Amount (₹) [4] x [5]	[7] Tax Rate (%)	[8] Tax Amount (₹) [6] x [(%)]	[9] Total Amount (₹) [6] + [8]
0	Example Item - XX	10	12	₹ 50.00	₹ 600.00	15%	₹ 90.00	₹ 690.00
BS-0	<b>Branding and Signage</b>							
BS-1	Designing, printing and Installation of Large branding on Main stage 20 feet x 11.5 feet	2						

**ANNEXURE-II**

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

BS-2	Designing, printing and Installation of Branding on Top (Chairman) Table, Foam board (5mm) Printed with frame attached to the front of Chairman table  18 feet x 2.5 feet	3						
BS-3	Designing, printing and Installation of Branding on Delegate Tables, Foam Board (5mm) Printed with Frame attached to the Front of Delegates table  72 feet x 2.5feet	4						
BS-4	Designing, printing and Installation of Branding on Delegate Tables, Foam Board (5mm) Printed with Frame attached to the Front of Delegates table  36 feet x 2.5feet	2						
BS-5	Designing, printing and Installation of Branding on Delegate Tables, Foam Board (5mm) Printed with Frame attached to the Front of Delegates table  30 feet x 2.5 feet	2						
BS-6	Designing, printing and Installation of Branding on Delegate Tables, Foam Board (5mm) Printed with Frame attached to the Front of Delegates table  12 feet x 2.5 feet	1						
BS-7	Designing, printing and Installation of Branding for "Information Desk" on front of the table covering 3 sides. 6 feet x 2.5 feet	1						

**ANNEXURE-II**

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

BS-8	Designing, printing and Installation of Large backdrop for Group Photo 30 feet x 12 feet	1						
BS-9	Designing, printing and Installation of Standee made of MDF Board / Ply with Stand.  7 feet x 3 feet	16						
BS-10	Designing, printing and Installation of Standee made of MDF Board/ Ply with Stand. 6 feet x 3 feet	29						
BS-11	Designing posters of multiple sizes (as mentioned below) with given content, printing on 5mm thick Foam Board and mounting the same at various locations and at various heights including necessary support/framework/binding etc., to hold the poster in place.  Multiple size 6 feet x 4 feet, 5 feet x 5 feet, 4 feet x 6 feet	15						
BS-12	Backlit Display Board 6 feet x 4 feet	10						
BS-13	Digital Kiosk Signages minimum 43 Inch	10						
BS-14	Designing, printing and Installation of Large Banner 30 feet x 12 feet	1						

**ANNEXURE-II**

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

BS-15	Designing, printing and Installation Branding with 3D text cut out made of Acrylic/ply board, installed on a riser (2 feet Height) With text written #ATCM 46 INDIA  15 feet x 3feet	2						
BS-16	Designing, printing, and Installation Branding with ATCM logo cut out made of Acrylic/ply board, installed on a riser (2 feet Height)  6 feet x 6 feet	2						
<b>FD-0</b>	<b>Furniture and Decor</b>							
FD-1	Carpeted Steps /platform 30 feet (width) x 1.5 feet (height) x 6 feet (Length)	1						
FD-2	Elevated Stage/Platform with carpet for Top (Chairman) Table 40 feet x 20 feet x 1 feet	2						
FD-3	Floral arrangement on Elevated stage/ Platform for Chairman.  10 feet x 2 feet	4						
FD-4	Floral arrangement on Delegate floor 15 feet x 5 feet	1						
FD-5	Floral arrangement on Delegate floor 40 feet x 6 feet	2						
FD-6	Extra Large Planters	20						
FD-7	Large Planters	24						
FD-8	Medium Planters	8						



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**ANNEXURE-II**

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

FD-9	Sofa Set 5-seater (3-1-1) Upholstery Fabric	3						
FD-10	Sofa -3-seater Upholstery Fabric	4						
FD-11	Centre table for Sofa 3 feet x 1.5 feet	3						
<i>EE-0</i>	<b>Electrical Equipment</b>							
EE-1	Silent Generator 125 KVA	6						
EE-2	Refrigerator (minimum 200 lts)	3						
EE-3	RGB Par can Lights	50						
EE-4	Mirchi LED lights	500						
<i>MS-0</i>	<b>Materials and Stationery</b>							
MS-1	ID card for Delegates	575						
MS-2	Queue Manager Pillar Set	4						
MS-3	Pigeonhole	74						

**ANNEXURE-II**

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

MS-4	Delegate Kit  Containing the below items A durable branded Laptop Bag-pack, 500ml to 700ml insulated steel water bottle with conference branding, 32gb USB pen drive with all conference details, Writing Pad/Diary, Basic Stationary - Pen, Pencil, Eraser, Small Memento: Indian artefact, Design and Print of Brochure / Booklet, Invitation Cards (Design and Print) with Envelops for Icebreaker, Inaugural Session, Dinner & Cultural events.	575						
MS-5	Stationary (As per Annexure IV)	As per Annexure IV						
MC-0	<b>Manpower and Coordination</b>							
MC-1	Manpower requirements as Registration Coordinators, Events Coordinators, and Information Desk Personnel. 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.	12						
TS-0	<b>Transportation Services*</b>							
TS-1	Premium SUV Vehicle INNOVA CRYSTA - Local Daily package of 80 kms with 8 hours duty							
TS-2	Premium SUV Vehicle INNOVA CRYSTA - Extra mileage charges beyond 80 kms in Rs/km							

**ANNEXURE-II**

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

TS-3	Premium SUV Vehicle INNOVA CRYSTA - Extra duty hours beyond 8 hours in Rs/hour							
TS-4	SUV Vehicle Maruti Suzuki Ertiga - Local Daily package of 80 kms with 8 hours duty							
TS-5	SUV Vehicle Maruti Suzuki Ertiga - Extra mileage charges beyond 80 kms in Rs/km							
TS-6	SUV Vehicle Maruti Suzuki Ertiga - Extra duty hours beyond 8 hours in Rs/hour							
TS-7	Sedan Vehicle Maruti Suzuki Swift Dzire - Local Daily package of 80 kms with 8 hours duty							
TS-8	Sedan Vehicle Maruti Suzuki Swift Dzire - Extra mileage charges beyond 80 kms in Rs/km							
TS-9	Sedan Vehicle Maruti Suzuki Swift Dzire - Extra duty hours beyond 8 hours in Rs/hour							
TS-10	Volvo AC bus of 36 seating capacity - Local Daily package of 80 kms with 8 hours duty							
TS-11	Volvo AC bus of 36 seating capacity - Extra mileage charges beyond 80 kms in Rs/km							
TS-12	Volvo AC bus of 36 seating capacity - Extra duty hours beyond 8 hours in Rs/hour							

- 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 with the quoted quantity.

**ANNEXURE-II**

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

- *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 worked out by calculating the tax amount for each line item.*
- *Col-9. Total: Sum up the total amounts of each line items, 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.*
- *\* Suggested Quantity for different transportation services will be informed to the PCO closer to the event.*

**(Bidders Signature & the Seal of the Company)**

## Annexure III

Hiring Professional Conference Organizer (PCO) for  
XLVI ATCM & XXVI CEP

**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.
<b>Section-A</b>			
1.	<p>Verifiable experience in delivering successful international conference services regarding branding, decor, logistical support, cultural programs etc.</p> <ul style="list-style-type: none"> <li>10 Marks for &gt;10 number of International Conferences</li> <li>08 Marks for 6-10 number of International Conferences</li> <li>05 Marks for 2-5 number of International Conferences</li> </ul>	Not to be filled.	1. 2. 3. 4. -. -. -. -
2.	<p>Verifiable experience in delivering successful international conference services regarding branding, decor, logistical support, cultural programs etc.</p> <ul style="list-style-type: none"> <li>10 Marks for &gt;10 number of National Conferences</li> <li>08 Marks for 6-10 number of National Conferences</li> <li>05 Marks for 2-5 number of National Conferences</li> </ul>	Not to be filled.	1. 2. 3. 4. -. -. -. -
3.	<p>Average Turnover for last three years.</p> <ul style="list-style-type: none"> <li>10 Marks for turnover greater than Rs. 5Cr.</li> <li>08 Marks for turnover greater than Rs. 3Cr.</li> <li>05 Marks for turnover greater than Rs. 1Cr.</li> </ul>	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"> <li>10 Marks for 25 events or more.</li> <li>08 Marks for more than 15 events.</li> <li>05 Marks for less than 15 events.</li> </ul>	Not to be filled.	1. 2. 3. 4. -. -
5.	<p>Relevant event for Government of India Departments/ PSUs / Autonomous / Inter Govt / Organizations and Associations for the last three years till 15 November 2023</p> <ul style="list-style-type: none"> <li>10 Marks for more than 10 events.</li> <li>08 Marks for more than 5 events.</li> <li>05 Marks for less than 3 events</li> </ul>	Not to be filled.	1. 2. 3. 4. -. -
<b>Score of Section-A (1 to 4)</b> <ul style="list-style-type: none"> <li>Score greater than 75% within the range of maximum and minimum scores of all eligible bidders will be invited for an in-person presentation.</li> </ul>		Not to be filled.	Not to be filled.

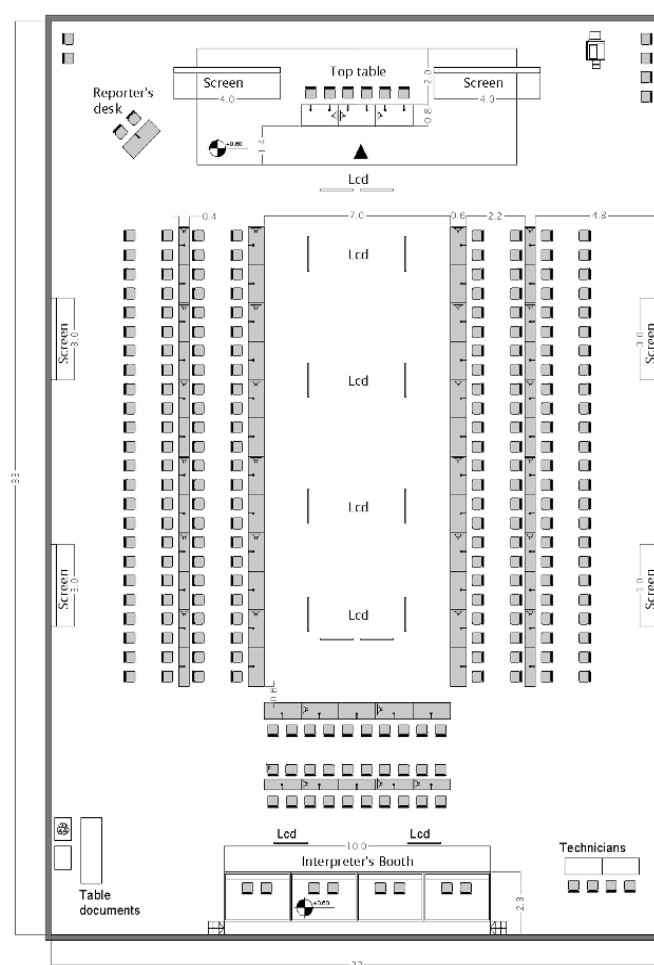
<b>Section-B (In-Person Presentation)</b>			
6.	Understanding and comprehension of event needs, a holistic work plan, and the conceptualization of the meeting's execution.  ▪ <i>Max Marks: 20</i>	Not to be filled.	Not to be filled.
7.	Innovative best solutions for the smooth and successful execution of the meeting.  ▪ <i>Max Marks: 10</i>	Not to be filled.	Not to be filled.
8.	Appropriate technology Utilization.  ▪ <i>Max Marks: 05</i>	Not to be filled.	Not to be filled.
9.	Core Team Structure - Including Details and Single Point of Contact (SPOC), Event Manager.  ▪ <i>Max Marks: 05</i>	Not to be filled.	Not to be filled.
10.	Key Components and Elements to Be Deployed for the Event.  ▪ <i>Max Marks: 05</i>	Not to be filled.	Not to be filled.
11.	Selection and arrangements for branding, decor, logistical support, and cultural programs.  ▪ <i>Max Marks: 05</i>	Not to be filled.	Not to be filled.
<b>Score of Section-B (6 to 11)</b>  ▪ <i>Maximum Marks 50. Based on assessment by an expert panel.</i>		Not to be filled.	Not to be filled.
<b>Section-C (Total Cost as per BOQ)</b>			
12.	Total Quoted Commercial Value as per BOQ Annexure-II (Sealed Cover)	Not to be filled	Not to be filled.
<b>Total Score of Section-A, Section-B and Section-C (1 – 12)</b>  ▪ <i>Combined Quality cum Cost Based Score (CQCCBS) with 80% weightage for quality (Section A &amp; B) and 20% for cost (Section C)</i>		Not to be filled.	Not to be filled.

## ANNEXURE IV

These are the detail of requirements for all the major halls for the 46th ATCM meetings. This document is prepared to give a basic understanding of the requirements for the planning and execution of the event.

## 1. Requirements for ATCM working group meeting - (LIWA) - HALL 1

Large Meeting Room 1 serves as the main hub for ATCM's Plenary and Working Group meetings. The room is designed to accommodate delegates from consultative parties, non-consultative parties, ATCM Observers, and Experts, including a top table for the Chair (six people). A schematic layout for Large Meeting Room 1 is shown in Fig.1



REFERENCES			
	AC Sockets X2		Recycle Bin
	AC Sockets X1		LAN
	Level		CCTV
	Microphone		Projector

**Fig. 1.** Large Meeting Room 1 (Plenary, ATCM Working Groups)

Specific branding and decor requirements for Large Meeting Room 1 are listed in Table. 3

Table 3. Requirements at Large Meeting Room-1 - ATCM working group meeting (LIWA)

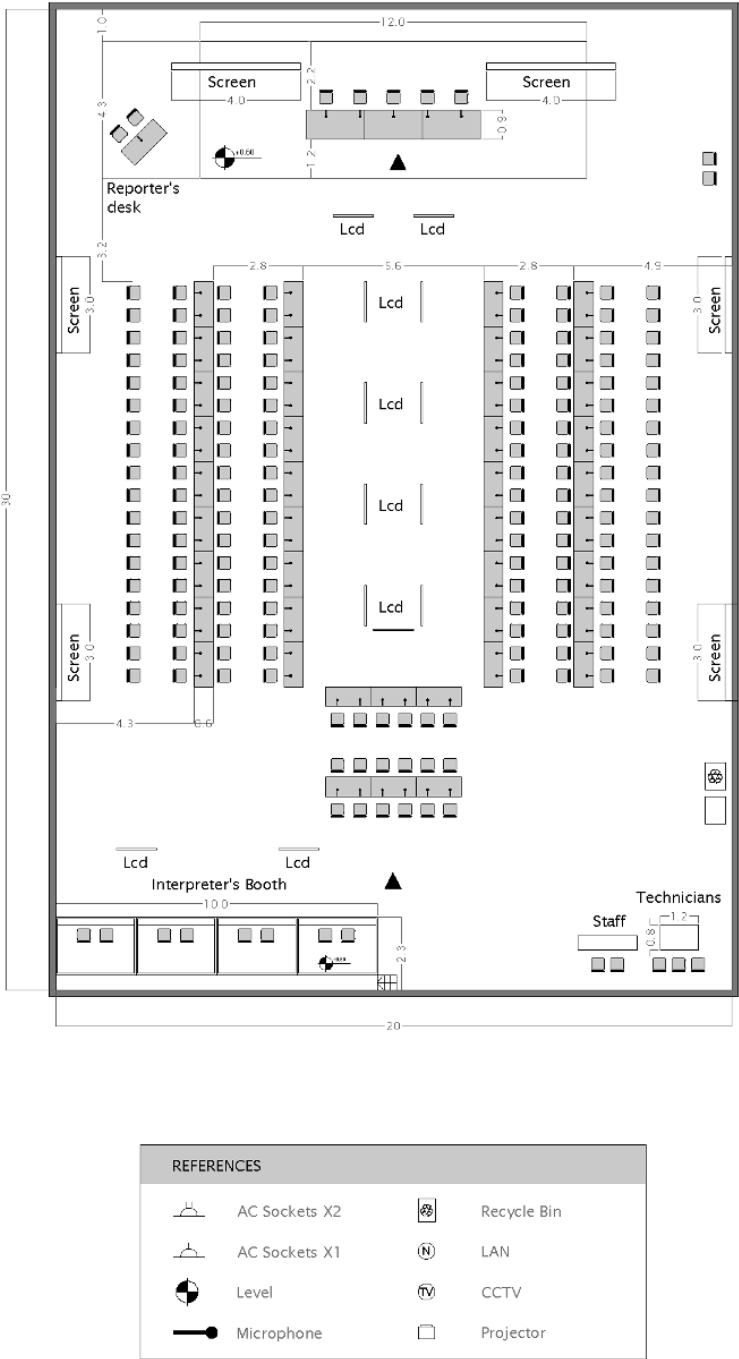
Sl. No.	Particulars	Size	Quantity	Remarks
1	Designing, printing and Installation of Large branding on Main stage	20 feet x 11.5 feet	1	High quality print on Star Flex. print mounted on wooden ply, resting in between the two large LED panels. The frame should be properly secured to the stage.
2	Designing, printing and Installation of Branding on Top (Chairman) Table, Foam board (5mm) Printed with frame	18 feet x 2.5 feet	1	High Quality Print on Foam Board (5mm) mounted on wooden frame, to be attached to the front of Chairman table
3	Designing, printing and Installation of Branding on Delegate Tables, Foam Board (5mm) Printed with Frame	72 feet x 2.5feet 30 feet x 2.5 feet	2 1	High Quality Print on Foam Board (5mm) mounted on wooden frame, to be attached to the front of Delegate table.
4	Elevated Stage/Platform with carpet for Top (Chairman) Table	40 feet x 20 feet x 1 feet	1	The stage has to be extremely stable and should be able to carry weight of tables, branding, PC, chairs, and minimum 15 people
5	Designing, printing and Installation of Standee made of MDF Board / Ply with Stand.	7 feet x 3 feet	8	High Quality Print on Star Flex mounted on MDF board or Wooden Ply, with a stand
6	Floral arrangement on Elevated stage/ Platform for Chairman.	10 feet x 2 feet	2	Natural flowers arranged as array either in pots or on floor on both the sides of the Chair table. The flowers have to be changed as and when they fade.
7	Floral arrangement on Delegate floor	40 feet x 6 feet	1	Natural flowers arranged as array either in pots or on floor in a rectangular format inside the Delegate Table Area.
8	Extra Large Planters		10	Large planters with tall Areca palm or similar kind of plants.
9	Silent Generator 125 KVA		3	2 level power backups for sound, light and LED wall



*\* Please note that all the setup should be completed by 16:00 on 19 May 2024*

**2. Requirements for CEP Meeting - (Vembanad) - HALL 2**

Large Meeting Room 2 functions as the primary space for the Committee for Environmental Protection (CEP) Meetings in the first week and ATCM Working Groups in the second week. A schematic layout for Large Meeting Room 2 is provided in Fig. 2.



**Fig. 2.** Large Meeting Room 2 (CEP and ATCM Working Groups)

Specific requirements for Large Meeting Room 2 are listed in Table. 4.

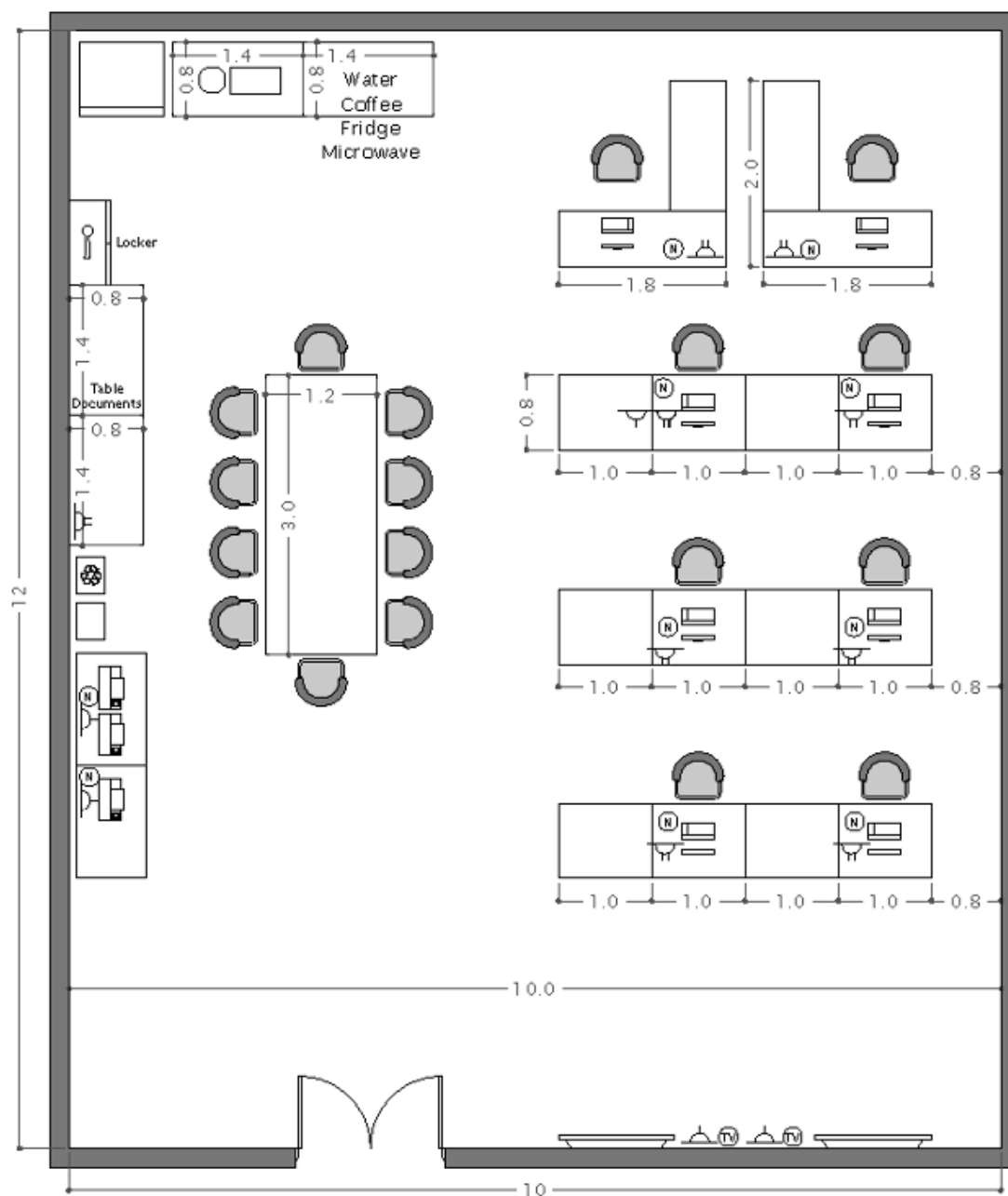
Table 4. Requirements at Large Meeting Room-2 - (Vembanad)

Sl. No.	Particulars	Size	Quantity	Remarks
1	Designing, printing and Installation of Large branding on Main stage	20 feet x 11.5 feet	1	High quality print on Star Flex. print mounted on wooden ply, resting in between the two large LED panels. The frame should be properly secured to the stage.
2	Designing, printing and Installation of Branding on Top (Chairman) Table, Foam board (5mm) Printed with frame	18 feet x 2.5 feet	1	High Quality Print on Foam Board (5mm) mounted on wooden frame, to be attached to the front of Chairman table
3	Designing, printing and Installation of Branding on Delegate Tables, Foam Board (5mm) Printed with Frame	72 feet x 2.5feet 30 feet x 2.5 feet	2 1	High Quality Print on Foam Board (5mm) mounted on wooden frame, to be attached to the front of Delegate table.
4	Elevated Stage/Platform with carpet for Top (Chairman) Table	40 feet x 20 feet x 1 feet	1	The stage has to be extremely stable and should be able to carry weight of tables, branding, PC, chairs, and minimum 15 people
5	Designing, printing and Installation of Standee made of MDF Board/ Ply with Stand.	7 feet x 3 feet	8	High Quality Print on Star Flex mounted on MDF board or Wooden Ply, with a stand
6	Floral arrangement on Elevated stage/ Platform for Chairman.	10 feet x 2 feet	2	Natural flowers arranged as array either in pots or on floor on both the sides of the Chair table. The flowers have to be changed as and when they fade.
7	Floral arrangement on Delegate floor	40 feet x 6 feet	1	Natural flowers arranged as array either in pots or on floor in a rectangular format inside the Delegate Table Area.
8	Extra Large Planters		10	Large planters with tall Areca palm or similar kind of plants.
9	Silent Generator 125 KVA		3	2 level power backups for sound, light and LED wall

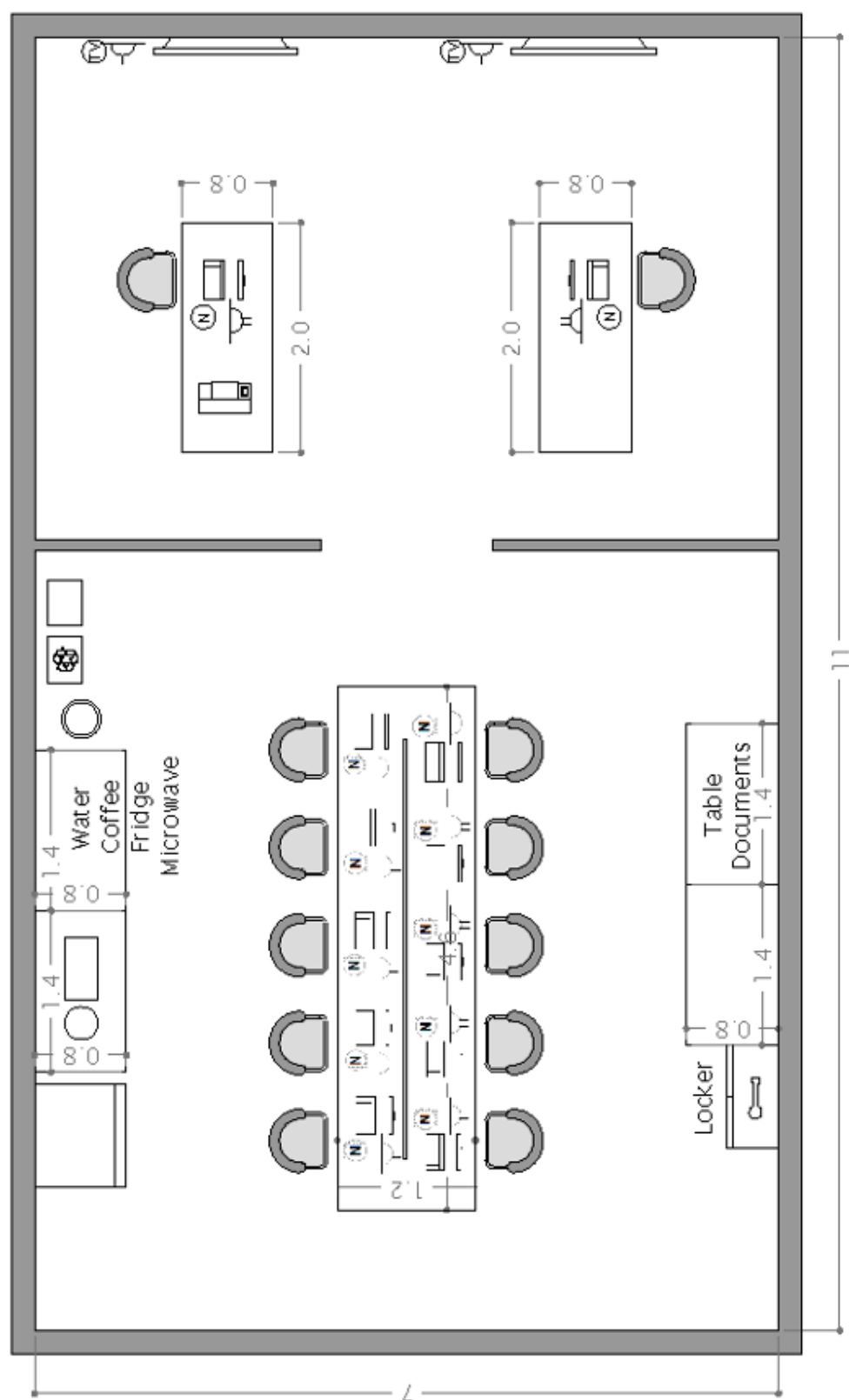
*\*Please note that all the setup should be completed by 16:00 on 19 May 2024*

### 3. Requirements for ATS Office, Rapporteurs Room, HCS Office - (Grand Ball Room) - HALL 3, 4, & 5

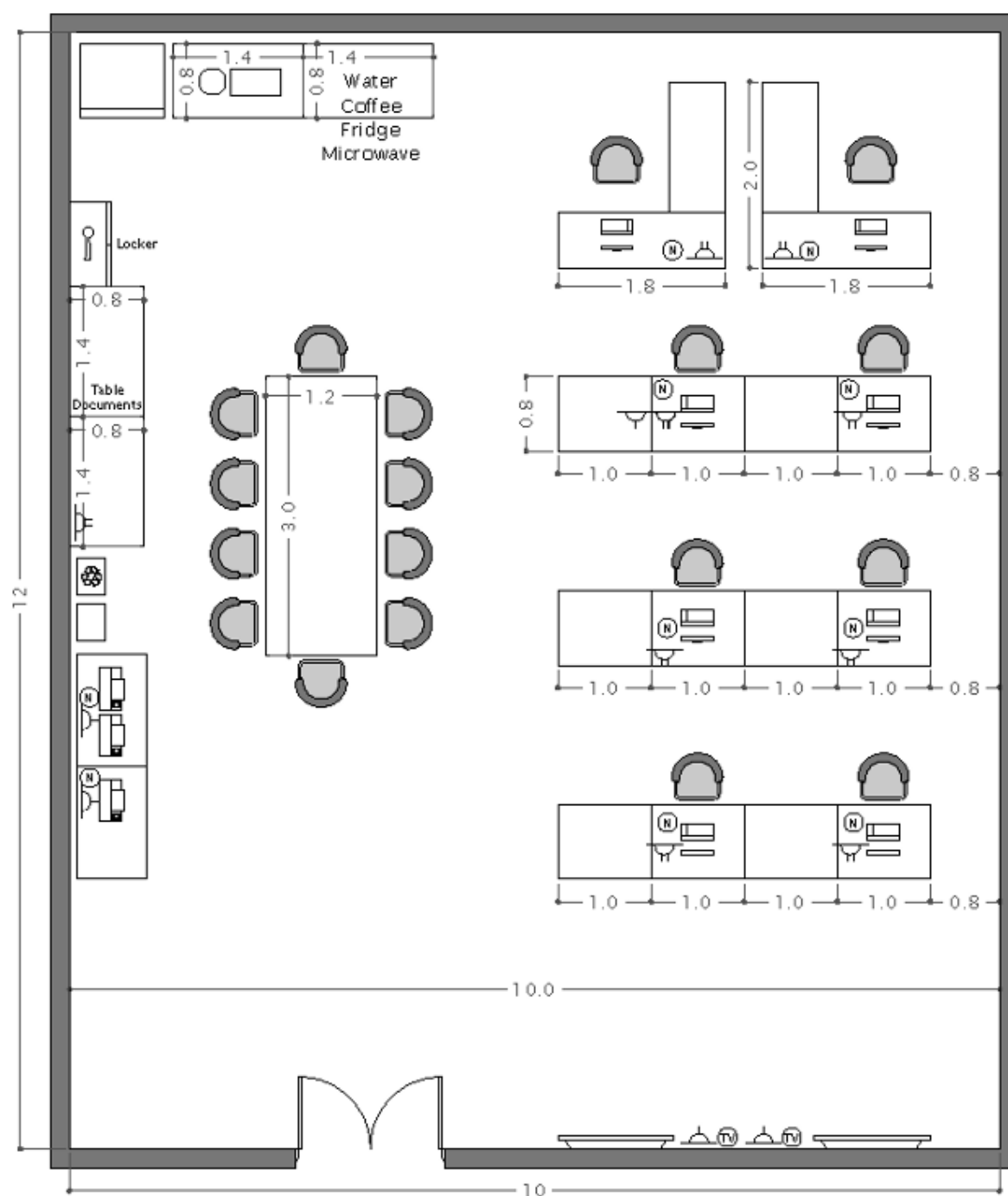
Hall 3,4,5 will be used for ATS Staff, Rapporteurs Room and HCS staff respectively. A schematic layout for Hall 3,4,5 is shown below. Specific requirements for all 3 Halls are listed in Table 4. All these requirements will be required a few days prior to the ATCM schedule. A schematic layout for all 3 rooms is provided in Fig. 3,4, and 5



**Fig 3.** ATS Office Room



**Fig 4.** Rapporteurs Room



**Fig 5.** HCS Office Room

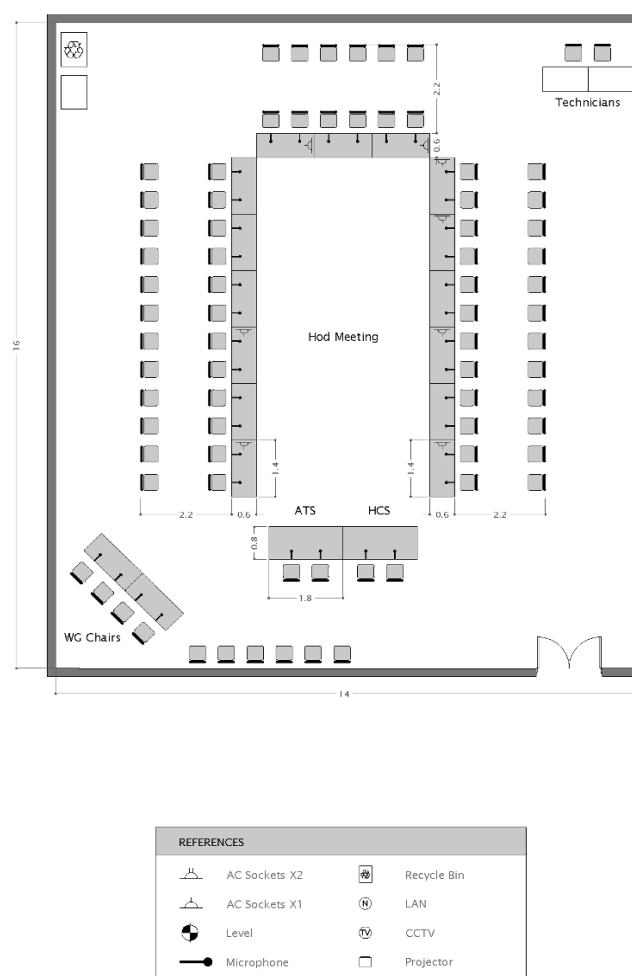
Specific requirements for all 3 meeting rooms are listed in Table. 5.

Table 5. Requirements at Hall 3,4 &amp;5 - Grand Ball Room

Sl. No.	Particulars	Size	Quantity	Remarks
1	Designing, printing and Installation of Standee made of MDF Board/ Ply with Stand.	6 feet x 3 feet	6	High Quality Print on Star Flex mounted on MDF board or Wooden Ply, with a stand
2	Large Planters		12	Large planters with tall Areca plant or similar kind of plants.
3	Sofa Set 5 seater ( 3-1-1) Upholstery: Fabric		3	Comfortable 3-1-1 , 5 seater sofa, preferably in Grey, Creme, Beige Colours. (1 in each room)
4	Centre table for Sofa	3 feet x 1.5 feet	3	Large Wooden or Glass top table (1 in each room)
5	Refrigerator	Minimum 200 lts	3	Minimum 200 lts with Frost Free & Inbuilt stabilizer facility (1 in each room)

#### 4. Requirements for Heads of Delegation - (Grand Salon) - HALL 6

The Medium Meeting Room will have 33 seats at the front row (for each of the Consultative Parties Heads of Delegation (29), the ATCM Chair and Head of the HCS (2), and ATS (2)) + one per delegation at the second row. There will be a separate table for the WG and CEP Chairs (4 seats). A schematic layout for the Medium Meeting room is shown in Fig. 6.



**Fig. 6.** Medium Meeting Room (Heads of Delegation)

Specific Requirements for Medium Meeting Room are listed in Table. 6.

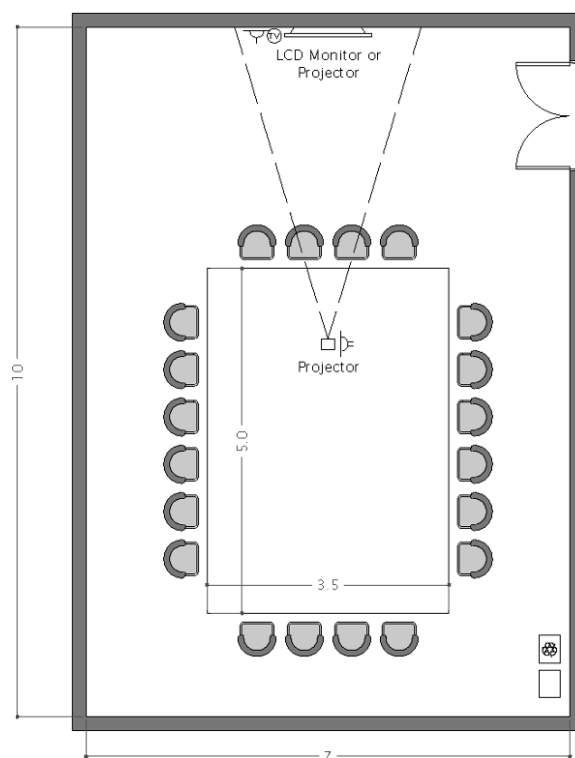
Table 6. Requirements at Hall 6 - Grand Salon

Sl. No.	Particulars	Size / Area	Quantity	Remarks
1	Designing, printing and Installation of Branding on Delegate Tables, Foam Board (5mm) Printed with Frame	36 feet x 2.5feet	2	High Quality Print on Foam Board (5mm) mounted on wooden frame, to be attached to the front of Delegate table.
		18 feet x 2.5 feet	1	
		12 feet x 2.5 feet	1	

2	Designing, printing and Installation of Standee made of MDF Board/ Ply with Stand.	6 feet x 3 feet	6	High Quality Print on Star Flex mounted on MDF board or Wooden Ply, with a stand
3	Floral arrangement on Delegate floor	15 feet x 5 feet	1	Natural flowers arranged as array either in pots or on floor in a rectangular format inside the Delegate Table Area.
4	Large Planters		4	Large planters with tall Areca plant or similar kind of plants.

### 5. Requirements for Bureau Meeting, Contact and Small Group (Nattika 1, 2 and Diwan) - ROOM 1, 2, & 10

Room 1,2,& 10 will be used for Contact Groups and Legal Drafting Groups. A schematic layout for Rooms 1, 2, and 10 is shown in Fig. 7.



**Fig. 7** Small Meeting Rooms 1, 2 and 10 (Contact Groups)



Specific Requirements for Small Meeting Rooms (Combined requirement list for the three rooms) is listed in Table 7.

Table 7. Requirements at Small Meeting Rooms 1, 2 and 3. - (Natika 1,2 and Diwan)

Sl. No.	Particulars	Size / Area	Quantity	Remarks
1	Designing, printing and Installation of Standee made of MDF Board/ Ply with Stand.	6 feet x 3 feet	9	High Quality Print on Star Flex mounted on MDF board or Wooden Ply, with a stand
2	Large Planters		8	Large planters with tall Areca or similar kind of plants.

## 6. Requirements for ATCM, CEP Chair and working group meeting - (Atelier 1, 2, 3 and Diwan) - ROOM 3,5,6,7

Schematic layout for Small Offices 1, 2, 3, and 4 is shown in Fig. 8. Specific requirements are listed in Table 8.

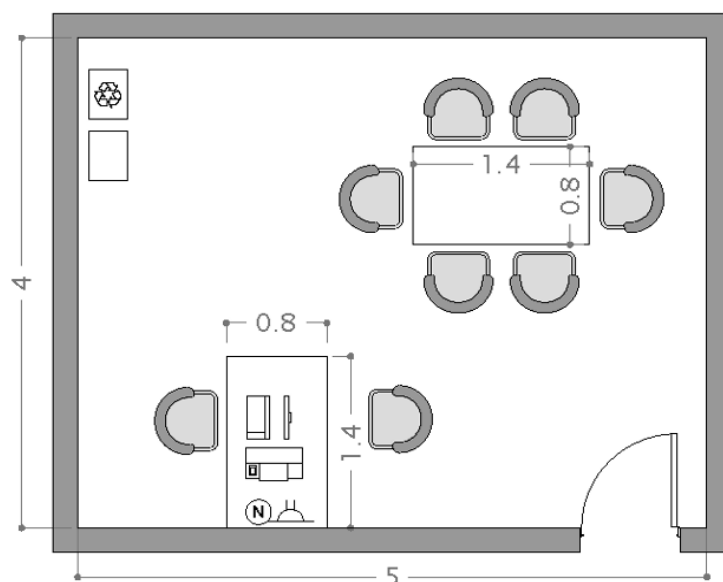


Fig. 8 Room 3,5,6 & 7

Specific Requirements for Rooms 3,5,6 & 7 is listed in Table 8.

Table 8. Requirements at Rooms 3,5,6 & 7

Sl. No.	Particulars	Size / Area	Quantity	Remarks
1	Designing, printing and Installation of Standee made of MDF Board/ Ply with Stand.	6 feet x 3 feet	8	High Quality Print on Star Flex mounted on MDF board or Wooden Ply, with a stand
2	Sofa -3 seater Upholstery Fabric		4	Comfortable 3 seater sofa, preferably in Grey, Creme, Beige Colours.
3	Medium size Planters		8	Large planters with tall Areca or similar kind of plants.

## 7. Requirements for Registration and Information Desk

The PCO is responsible for setting up and managing an Information and Registration Desk for the Antarctic Treaty Consultative Meeting (ATCM). This includes the installation of at least two work terminals with double monitors for participant registration and data verification, and an additional terminal for picture-taking and special badge printing. A minimum of four staff members, proficient in English and ideally with some knowledge of Spanish, French, Russian, are required for terminal operations, handling inquiries, badge distribution, and providing information post-registration. The desk will utilize the AT Contact Database-managed online registration system and must offer continuous registration support, particularly in the mornings. Staff training provided by the ATS staff is mandatory two days prior to on-site registration. The PCO must ensure efficient operation of the desk, coordination with ATS and HCS, and maintain a bulletin board for delegate notices. The registration desk will consist of Table, PC, Printers, Delegate kits etc, while the information desk will consist of Table, PC, Information Pamphlets, etc. An example of the format of badges for delegates is shown in Fig. 9. Specific Requirements for Registration and Information Desk are listed in Table 9.



**Fig. 9** An example of badge to be printed for the delegates. Notice the use of big fonts and specific colours: HoD (red), Delegate (blue), Organisation (grey), Visitor (violet).

Table 9. Requirements for Registration and Information Desk.

Sl. No.	Particulars	Size / Area	Quantity	Remarks
1	Designing, printing and Installation of Branding on Registration Desk on front of the table, covering 3 sides.	12 feet x 2.5 feet	1	The Branding should be a combination of foam board/ wooden ply and PoP with attractive designs. The Desk should have Printed Name clearly readable written as “Registration Desk”.
2	Designing, printing and Installation of Branding for Information Desk on front of the table covering 3 sides.	6 feet x 2.5 feet	1	The Branding should be a combination of foam board/ Wooden ply and PoP with some attractive designs. The Desk should have Printed Name clearly readable written as “Information Desk”.
3	ID card for Delegates	10cm x 7 cm	575	The Laminated badge should have a colour distinction for different groups (HoDs, Delegates, Organisation and Visitors).
4	Queue Manager Pillar Set	Length 2m	4	Queue Manager Pillar Set to create a barrier. ( Golden Color)
5	Pegion hole		1	Made of Metal or Wood. There should be at least <b>74 pigeon holes</b> (one per delegation, including Parties, Observers, Expert organizations, HCS and AT Secretariat) located in a place readily accessible to delegates. They are used for distributing invitations to functions, leaflets, CDs and other materials. Pigeon holes should be clearly labelled by alphabetical order.

6	Delegate Kit		575	Delegate kits should consist of 1) A durable branded Laptop Bag-packs 2) 500ml to 700ml insulated steel water bottle with conference branding, 3) 32gb USB pen drive with all conference details. 4) Writing Pad/Diary 5) Basic Stationary - Pen, Pencil, Eraser. 6) Small Memento: Indian artefact 7) Design and Print of Brochure / Booklet 8) Invitation Cards (Design and Print) with Envelops for a) Icebreaker b) Inaugural Session c) Dinner & Cultural events.
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### 8. Requirements for Large Branding for Group Photograph.

A group photographs of the Heads of Delegation of the ATCM and a group picture of the CEP delegates are required to be taken during the meeting. A large size backdrop with the Meeting branding is required for the same. Specific Requirements is listed in Table 10.

Table 10. Requirements for Large branding for Group Photograph.

Sl. No.	Particulars	Size / Area	Quantity	Remarks
1	Designing, printing and Installation of Large backdrop	30 feet x 12 feet	1	High Quality Print on Star flex or Foam Board with wooden ply for support to be installed in the foyer area.

2	Carpeted Steps /platform	30 feet (width) x 1.5 feet (height) x 6 feet (Length)	1	Carpeted two steps platform with each step of 0.75 feet height and 3 feet in length and 30 feet in width needs to be installed in front of the Backdrop. The steps platform should be extremely sturdy to take weight off more than 100 Delegates at a given time.
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## 9. Requirements for Installation of Exhibition Area.

Exhibition highlighting the Indian Antarctic program, Antarctic Treaty, and India Landscapes/ Monuments will be on display in the LIWA foyer area, and other multiple places. Digital display, Backlight Panel, Printed boards etc., with information will be required. Specific Requirements are listed in Table 11.

Table 11. Requirements for Installation of Exhibition Area.

Sl. No.	Particulars	Size / Area	Quantity	Remarks
1	Designing posters of multiple sizes (as mentioned below) with given content, printing on 5mm thick Foam Board and mounting the same at various locations and at various heights including necessary support/framework/bin ding etc., to hold the poster in place	Multiple size (6 feet x 4 feet) (5 feet x 5 feet) (4 feet x 6 feet)	15	High Quality Print on Star flex or Foam Board with wooden ply for support to be installed in the foyer area.
2	Backlit Display Board	6 feet x 4 feet	10	High Quality Print, Acrylic based backlight display board.
3	Digital Kiosk Signages	43-inch minimum display size	10	LED screen, with looping and Automatic play system, update and add programme with USB, Android or any other operating system.

## 10. Requirements of Outdoor Branding:

Outdoor branding will consist of installing large Banners and text and logo cutouts to create a Conference branding and ambiance. Specific Requirements are listed in Table 12.

Table 12. Requirements for Outdoor Branding.

Sl. No.	Particulars	Size / Area	Quantity	Remarks
1	Designing, printing and Installation of Large Banner	30 feet x 12 feet	1	High Quality Print on Star flex wooden/ metal frame for support to be installed at the Entrance to Auditorium (Outside)
2	Designing, printing and Installation Branding with 3D text and logo cut out made of Acrylic/ply board, installed on a riser (2 feet Height)	15 feet x 3feet	2	3D cutout Text (#ATCM 46 INDIA) and 46th ATCM logo cutout installed on riser of 2.5 feet. The installation should also be well lit.
	With text written #ATCM 46 INDIA	6 feet x 6 feet	2	
	Designing, printing and Installation Branding with ATCM logo cut out made of Acrylic/ply board, installed on a riser (2 feet Height)	6 feet x 6 feet		
3	RGB Par Can lights		50	Outdoor lighting in the Lawn area and on the Convention centre.
4	Mirchi LED lights		500	Series lights to be put around in the Lawn area, and around the trees.

## 11. Requirements of Stationary Supply.

List of stationery required by ATS, Chairs, Print Office, Translators & Rapporteurs

- Cardboard A4 file Folders (multiple colours) - - 60 Qty
- Notebooks (small) - 30 Qty
- Post-it notes - regular size (73mm x 73 mm) - 20 Qty
- Post-it notes - small size - 10 Qty
- Post-it flags (multicolour) - 6 sets
- Pencils – (No 1 and 2) - 6 Dozens
- Pencil sharpeners - 10
- Ball pens – blue, black and red - 5 dozen each
- Permanent marker Pens - 10 set
- Staplers with staples - 20 Qty (4)
- Scotch Tape – 2 dozen
- Scissors (large) - 10
- Scissors (small) - 10
- Paper knives/cutters - 10
- Erasers (soft) - 5 dozen
- Paper clips (binder medium) - 10 dozen
- Rubber bands - 10 box
- Hole punchers - 10
- Packaging tape- 10 rolls
- Large Whiteboard + whiteboard markers with Stand - 10 Qty

## 12. Requirements of vehicles (Car/ AC Busses)

Transportation services for transporting Officials, Delegates and Volunteers from Airport, Hotels, and other location to the venue is required during the entire conference duration. Specific requirements are listed in Table 13.

Table 13. Requirements for Transportation.

Sl. No.	Particulars	Vehicle	Remarks
1	Premium SUV Vehicle	INNOVA CRYSTA	Local Daily package of 80 kms with 8 hours duty. Provision for Extra mileage beyond 80 kms and Extra duty beyond 8 hours as per actuals.
2	SUV Vehicle	Maruti Suzuki Ertiga	Local Daily package of 80 kms with 8 hours duty. Provision for Extra mileage beyond 80 kms and Extra duty beyond 8 hours as per actuals.

3	Sedan Vehicle	Maruti Suzuki Swift Dzire	Local Daily package of 80 kms with 8 hours duty. Provision for Extra mileage beyond 80 kms and Extra duty beyond 8 hours as per actuals.
4	AC bus of 36 seating capacity	Volvo	Local Daily package of 80 kms with 8 hours duty. Provision for Extra mileage beyond 80 kms and Extra duty beyond 8 hours as per actuals.