



02/07/2019

Expression of Interest (Eol) Notice

1. Sealed Eols are invited from reputed PCO firms for undertaking all works related to Professional Conference Organiserforan upcoming International Event “THE FOUTEEN SESSION OF THE CONFERENCE OF THE PARTIES (UNCCD COP14)” during 1st – 14th September 2019at India Expo Centre& Mart, Greater Noida, Uttar Pradesh.

2. The timelines are as mentioned below:

| | |
|--|------------|
| Online availability of Eol document | 02/07/2019 |
| Last date for submission of Eolin Hard Copy only to AGM (IT) IEML, Greater Noida | 08/07/2019 |

3. High level deliverables include;

- (i) Execution of all works as per timelines and given specifications to the entire satisfaction of UN organisation and the Ministry of Environment Forest and Climate change(referred as Client hereinafter)
- (ii) Indemnifying IEML against any action due to any deficiency in any of their services. Any decision of the client resulting into any financial implicationsdue to deficiency in service by PCO will be entirely borne by the PCO.

4. Expression of Interest is required at this stage and only shortlisted parties shall be provided detailed RFP for giving their financial quote.

5. IEML reserves the right to reject the Eol submitted by the party without assigning any reason.

6. All other conditions relevant to Eol process can be seen in instructions given in EolDocument. For further details, please log on to www.indiaexpomart.com.

7. Interested parties to submit their respective Eols as per the format in Annexures mentioned in the end of the document, in sealed envelopes at the below mentioned address

Asst. General Manager
(Information Technology)
India Exposition Mart Limited (IEML),
Plot No. 23-25 & 27-29, Knowledge Park II, Greater Noida
Gautam Budh Nagar- 201306
E-mail Id: it@indiaexpocentre.com
Telephone No.: 0120 – 2328011
Tel. No: 0120-2328011-20, 2002 (Ext.) Fax No.: 0120-2328010



Expression of Interest for **Professional Conference Organiser** for **“THE FOUTEEN SESSION OF THE CONFERENCE OF THE PARTIES (UNCCD COP14)”** during **1st – 14th September 2019** at India Expo Centre & Mart, Greater Noida, Uttar Pradesh.

EOI No.: 02/IEML /COP 14/2019-20 **Date :02/07/2019**



1.1 About IEML

India Exposition Mart Ltd (IEML) was established with an overarching objective of improving the exports of handicrafts/ cottage sector products from India by offering dedicated display spaces to the Indian exporters. In view of export enhancement of the cottage sector, committee of secretaries headed by Cabinet Secretary approved the project for setting up of India Expo Mart & Centre in April 1999 based on the themes of upcoming centralized export centres in Dallas, Atlanta, Los Angeles, Utrecht in the Netherlands and Shanghai, China. India Expo Mart & Centre is India's first state of the art project for cottage sector wherein Round 'O' Clock International Marketing has been conceptualized. IEML is one of the most modern, largest, integrated and multipurpose exhibition & convention centre in India.

Registration and Other Details

| Particulars | Description |
|--|---|
| Corporate Identification Number | U99999DL2001PLC110396 |
| Registration Date | 12/04/2001 |
| Name of Company | India Exposition Mart Limited |
| Category/Sub-category of the company | Public Company Limited by shares/ Indian Non-Government Company |
| Address of the registered office and contact details | Plot No. 1, 210, Atlantic Plaza, 2 nd Floor, Local Shopping Centre, Mayur Vihar, Phase-1, Delhi-110091 |
| Whether listed company | No |

1.2 About Project

UNCCD COP are held under the scientific sponsorship of the United Nation Organization and are being organized as per the statute of UNCCD. The UNCCD COP14 will be hosted by India in Delhi National Capital Region, India during 01st Sept – 14th Sept 2019.

India, as the lead country, has assumed the overall responsibility for organizing this event.

India had entered the bidding process for organizing this prestigious Land Desertification Congress during the UNCCD COP13 held at China in 2017 and won it with overwhelming support of the global Land Desertification community. COP14 will take place exactly two years since the last Conference held on 6-16 September 2017 in Ordos in the People's Republic of China

Over 5,000 representatives from over 196 countries drawn from national, regional and



local governments, science and research communities, the private sector, international and non-governmental organizations and all forms media will address these issues during the two-week event.

The Ministry of Environment, Forest and Climate Change of India is hosting the Conference and announced the new COP dates following further consultations with the secretariat of the Convention to ensure the greatest success of the Conference.

The Congress will be organized under the theme “To control and reverse further loss of productive land from desertification, land degradation and drought”. The Congress is expected to be a huge event with participation of 5000+ delegates.

There will be a major exhibition termed as Technology Fair, which will be organized along with the Congress. The exhibitors will be from diverse geoscientific and related organizations/institutes, members of industry and vendors associated with mining, mineral exploration and geoscience related industries from around the world

For Projected Dimension of the Congress, please refer to Annexure-1. Contents of Annexures 1 are for reference by the bidders for understanding the overall scope of the services and submitting their EOI.

1.3 CONGRESS NAME, VENUE AND DATES

The name of the Congress to be organized and which is the subject matter of this EOI is the “The fourteenth session of the Conference of the Parties” to be held at India Exposition Mart Limited (IEML), Greater Noida, Uttar Pradesh 201306 from 28th Aug – 15th Sept 2019.

All correspondence regarding this work may be addressed to:

Asst. General Manager

(Information Technology)

India Exposition Mart Limited (IEML),

Plot No. 23-25 & 27-29, Knowledge Park II, Greater Noida

Gautam Budh Nagar- 201306

E-mail Id: it@indiaexpocentre.com

Telephone No.: 0120 – 2328011

1.4 Eligibility for submission of EOI

Agencies/firms fulfilling the following minimum criteria are hereby invited to submit



EOI for undertaking the proposed assignment

- I. Applicant should be an active member of Indian Convention Promotion Business (ICPB) or Indian Exhibition Industry Association (IEIA), Segment PCO.
- II. Applicant should be a registered company, a registered partnership firm or an LLP and should be in existence in the business for at least 5 years in India.
- III. Applicant should have undertaken PCO work of at least 5 large National or International events of delegates > 500.
- IV. Applicant should have average turnover of minimum Rs5.0 crore each year during the preceding three financial year i.e. 2016-17, 2017-18 and 2018-19 towards business of PCO for conferences.
- V. Applicant should have preferably completed 3 projects in Government sector
- VI. Applicant should not be blacklisted during last three financial years in any State/central Govt. or PSU due to unsatisfactory performance, breach of general or specific Instruction, corrupt/fraudulent practices or any other unethical business practices

1.4 Process of appointment

- I. IEMML will shortlist the suitable agencies on the basis of details provided in EOI and subsequent consultation if necessary.
- II. The short-listed agencies will submit the technical and financial quote in tender (RFP) document as per details provided therein.
- III. The agencies bid will be evaluated and accepted by IEMML, considering the technical and financial quotes.
- IV. IEMML reserve the right to accept and/or reject any bid without assigning any reason.

1.5 Scope of Work

The tenderers can submit their EOI for the scope of work outlined in Annexure-1.

The setup time for the event is from 23 August to 28 August 2019. PCO will provide their services from 13 Aug 2019 – 20 Sept 2019



1.6 Other Information

The agency will have to submit an undertaking stating that “They undertake not to take up any other assignment during the period beginning 13 August 2019 to the closure of the event and commit full time and undivided attention to this assignment.



ANNEXURE -A

Pre-qualification compliance checklist

| S.No | Qualification Criteria | Supporting documents to be submitted | Compliance [Y/N] |
|------|---|---|------------------|
| 1 | Applicant should be member of Indian Convention Promotion Bureau (ICPB) ,IEIA - Segment PCO | Copy of Membership certificate | |
| 2 | Applicant should be a registered company, a registered partnership firm or an LLP and should be in existence in the business for at least 7 years in India. | Copy of the Certificate of Incorporation for a company or registered partnership deed of the firm | |
| 3 | Average turnover of minimum Rs. 5 crore each year during the preceding three financial year i.e. 2016-17, 2017-18 and 2018-19 towards business of PCO for conferences. | Proof of which is to be submitted in the form of audited/certified balance sheets and income statements | |
| 4 | Applicant should not be blacklisted by during last three financial years in any State/central Govt. or PSU due to unsatisfactory performance, breach of general or specific Instruction, corrupt/fraudulent practices or any other unethical business practices | Company Secretary certified document/self certified document | |
| 5 | Applicant should have undertaken PCO work of at least 5 large National or International events of delegates> 500 | Self Certified list of works along with copy of work order | |



ANNEXURE -B

About Organization

Provide here a brief (two pages) description / profile of your organization for this assignment.]

