



14/02/2024

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR HIRING OF PROFESSIONAL CONFERENCE ORGANIZER (PCO) FOR ORGANIZING 27th INTERNATIONAL CONGRESS ON GLASS DURING JANUARY 2025

1. The ICG-2025 secretariat invites Expression of Interest (EOI) from qualified and experienced PCOs for organizing the 27th International Congress on Glass (ICG - 2025) to be held during January 20 - 24, 2025 in India at Kolkata.
2. Expression of Interest is required at this stage and only shortlisted parties shall be provided detailed Request for Proposal (RFP) for giving their financial quote.
3. ICG-2025 secretariat reserves the right to reject the EOI submitted by the party without assigning any reason.
4. All other conditions relevant to the EOI process can be seen in the Terms of Reference. Interested parties meeting the eligibility criteria may send their EOI along with required documents and information to the **Conference President**, Organizing Core Committee, ICG-2025, CSIR-Central Glass & Ceramic Research Institute (CSIR-CGRI), 196, Raja S.C. Mullick Road, Kolkata-700032, either through email to icg2025-secretariat@cgcri.res.in or icg2025.secretariat@gmail.com or by hard copy to the mentioned address by 15:00 hrs of 06.03.2024.
5. For preliminary details about the event please visit <http://icg2025.co.in/>

Mr. Sitendu Mandal
Conference President
Organizing Core Committee, ICG-2025
CSIR-Central Glass & Ceramic Research Institute
196, Raja S.C. Mullick Road, Kolkata-700032



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EOI No. 1/ CGCRI/ICG-2024

1. About Project

The international congress on glass (ICG) is a prestigious periodical international conference, which is organized in every three-year time frame under the aegis of International Commission on Glass. The International Commission on Glass is a non-profit international Society of national scientific and technical organizations with particular interests in glass science and technology. It was founded in 1933 and has grown to become the recognized world-wide organization in the field of glass with presently 37-member organizations bringing together the world's most respected universities, scientific institutions, companies of the glass industry and allied organizations. India has won the bid for hosting prestigious International Congress on Glass 2025 (ICG-2025) in India. This is the second time, India has been conferred with the responsibility to host such a mega event after 39 years of the first ICG Congress, which was held in the year of 1986 at New Delhi, India and was inaugurated by the then President of India Shri Giani Jail Singh.

The ICG-2025 will be hosted at Kolkata during 20-24 January 2025. It is expected that more than 600 delegates comprising of Academia, Researchers, industry leaders, exhibitors from the leading glass industries across the globe including about 350 foreign delegates will participate. Provision for exhibition of industry products will be provided for displaying products/technologies of Indian and foreign companies. We need to arrange multiple halls (about 5) for conducting parallel technical sessions simultaneously and for display of technical posters presentations. Necessary

arrangements to be made for arranging food, accommodation and transportation for the delegates. The scope of the work for the PCO will be provided in detail below.

2. Terms of Reference (TOR)

This EoI is for hiring of a Professional Conference Organizer (PCO) for organizing the 27th International Congress on Glass during January 20-24, 2025 in Kolkata, India. The Professional Conference Organizer has been henceforth referred to as PCO/party on behalf of the CSIR-Central Glass and Ceramic Research Institute, Kolkata, which is henceforth referred to as 'the Client'. The PCO is proposed to be engaged for assisting the client for in organizing the 27th International Congress on Glass on a turnkey basis. The major description of duties and responsibilities of the PCO is mentioned in Section I.

Section I

1.1 Scope of work

The PCO should offer complete end-to-end organizing and management services in consultation with the Local Organizing Committee of the Conference/Congress for organizing ICG-2025. ICG-2025 will run over 5 days commencing from January 20 to January 24, 2025 (both days inclusive). However, the related activities prior to, during and after the Congress are likely to spread over a couple of months. The preparatory/run up activities and activities pertaining to the main event requires involvement of the PCO on a turnkey basis.

1.2 Basic objectives

The scope of work is largely centered with the following objectives:

- Conference promotion
- Accommodation management (negotiation with hotels, contract finalization online room Booking, delegate communication & assistance, rooming list)
- Sponsorship management
- Registration management including providing registration kits to the delegates/ participants
- Scientific programme liaison
- Vendor management
- Conference gifts and memento

- Local sightseeing, pre & post-conference tours
- Banquet management
- Clearance assistance (government departments, police, fire, airport authorization etc.)
- Hospitality (airport help desk, pick-up/ drop-off, car/bus arrangement)
- Venue set-up assistance (planning & layout, ambience, standee, stage & backdrop, wall & Panel branding, signage, trade area, registration & other service desk, digital/physical poster area. AV & other digital set-up - scientific hall, registration area, - lunch & dinner entry, - workshop entry, business lounge)
- Set-up management (photography/video/logistic supports (computers, laptops, printers, scanners, cultural program/ entertainment)
- Post conference (payment follow-up/ final accounting/feedback collection/report preparation)

1.3 Project Management:

The PCO has to attend to the following activities:

- Venue Management
- Transportation facilitation and coordination with delegates
- Coordination with website design team for adhering to Milestones and timelines (opening and closing dates for submission, registration and related/other activities viz. publication dates etc.)
- Design of the congress
- Liaison with website management team for seamless transfer of details
- Coordination with Technical team for Management of Poster Presentations
- Post-event program management
- Congress on-site Management and Secretariat Services
- Accommodation for liaising with resorts/ hotels
- Exhibition set up
- Sponsorship
- Social functions
- Secretarial Support and working closely with the core group of ICG2025
- Marketing and Promotion
- Any other Miscellaneous activity related to implementation

These are some indicative points. However, the PCO may incorporate all other necessary items which are required for the successful organization of the event. All permissions and clearances are to be obtained as per the rule of the land and Events specification.

Section II

2.1. Proposal for EOI are invited from parties meeting following eligibility criteria

- I. 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.
- II. Applicant should have undertaken work as PCO for at least 5 International events of more than 500 delegates during the last 5 years.
- III. Applicant should have an average turnover of minimum Rs. 5 crore during the preceding five financial years i.e. 2018-19, 2019-20, 2020-21, 2021-22 and 2022-23 towards business of PCO for conferences.
- IV. Applicant should not be blacklisted during last five 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.
- V. Should have zonal infrastructure/ office premises in Kolkata.

2.2 EOI Submission

In order to make it easier, consistent and ensure that each EOI receives full consideration, the following format should be followed while preparing the EOI document:

- a) Title page with a title of the EOI, bidder's name and address, contact person and contact details such as telephone (mobile as well as landline), fax no. and email details, neatly and legibly written on it.
- b) An introductory letter addressed to the Conference President, Organizing Core Committee, ICG-2025, CSIR-Central Glass & Ceramic Research Institute (CSIR-CGCR), 196, Raja S.C. Mullick Road, Kolkata-700032 identifying full details of the bidder and signed by the bidder or the person or persons authorized to sign the EOI on behalf of the bidder and the statements made in the EOI
- c) Any EOI received after the deadline for submission shall not be accepted and returned unopened to the bidder.
- d) Table of contents including page numbers
- e) Summary of the key features and highlights of the EOI
- f) Summary of experience of conferences/exhibitions (05 international level conferences)
- g) Details of project team suitability & experience. The bidder should provide a list of personnel proposed to be deployed for the assignment, outlining specifically the qualifications and experience of each person relevant to this project and each member's role and responsibility in the organizing the exhibition.
- h) Infrastructure (Office establishment) with documentary proof
- i) Turnover of last five years (2018-19, 2019-20, 2020-21, 2021-22 and 2022-23). Audited statement to be attached

- j) Concept & implementation schedule, approach and methodology, which inter alia, should include the following: a) This should reflect the complete knowledge and holistic understanding of the requirements of the assignment and methodology to address the same. b) Detailed description of how planning and implementation of this assignment would be approached and conducted. c) Bidder's specific and detailed expectations including his own role and support expected, if any, (operational & technical) throughout the conference and exhibition. d) Copy of EPF Registration, Service Tax Registration & PAN card, failing to produce these will result in rejection of the application.

2.3 Calendar of Events

S.No.	Milestones	Date and Time
1	Advertisement of Expression of Interest (EOI)	14/02/2024
2	Last Date of submitting EOI	06/03/2024 3.00 pm
3	Opening of EOI responses	07/03/2024 11 am
4	Presentation by Bidders	To be decided later

2.4. Opening of EOI

EOIs will be opened by the Evaluation Committee (EC) constituted by the competent authority of CSIR-CGCRI for the purpose in the presence of bidder's representatives, who choose to attend. The bidder's representatives who are present shall sign a register evidencing their attendance.

2.5. Preliminary examination of EOI

Preliminary scrutiny will be made to determine whether the EOI is complete, as per the procedure outlined in this EOI, whether the documents have been properly signed, and whether the EOIs are generally in order.

2.6. Presentation by the bidders

The shortlisted bidders shall make a presentation of their EOI including their understanding/concept of the ICG-2025. Time and venue for presentation will be intimated after preliminary evaluation of EOIs.

2.7. Selection and evaluation criteria

The EC will evaluate the EOI on a set number of criteria as decided by the Competent Authority.

2.8 Acceptance of EOI

This EOI should not be construed as an agreement to assign the job of PCO. Local/ Core Organizing Committee, ICG-2025 is not bound to enter into a contract with the bidder who submits the EOI. EOIs will only be assessed in terms of the evaluation criteria mentioned above.