

RFP No.: 16/04/GPU/2026-ISA

Country: India  
Issued on: 17/04/2026

**Request for Proposal**  
**for**  
**Selection of an Event Management Agency to Manage the**  
**Bharat Renewable Energy Summit and Expo 2026**



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## Section 1. Letter of Invitation

The International Solar Alliance (ISA) hereby invites you to submit a Proposal to this Request for Proposal (RfP) for the above-referenced subject. This RFP includes the following documents and the General Terms and Conditions of Contract which is inserted in the Bid Data Sheet (BDS):

- Section 1: This Letter of Invitation
- Section 2: Instruction to Bidders
- Section 3: Bid Data Sheet (BDS)
- Section 4: Evaluation Criteria
- Section 5: Terms of Reference
- Section 6: Returnable Bidding Forms
  
- Form A: Technical Proposal Submission Form
- Form B: Bidder Information Form
- Form C: Joint Venture/Consortium/Association Information Form
- Form D: Qualification Form
- Form E: Format of Technical Proposal
- Form F: Financial Proposal Submission Form
- Form G: Financial Proposal Form
- Form H: Proposal Security Form
- Form I: Additional information to be provided

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Please acknowledge receipt of this RFP by sending an email to [procurement@isa.int](mailto:procurement@isa.int), indicating whether you intend to submit a Proposal or otherwise. You may send the Technical Proposal and the Financial Proposal files separately. The financial proposal shall be encrypted with password and clearly labelled. Any Amendments to the RFP will be notified on ISA Website. Should you require further clarifications, kindly communicate with the contact person/s identified in the attached Bid Data Sheet as the focal point for queries on this RfP.

ISA looks forward to receiving your Proposal and thank you in advance for your interest in ISA procurement opportunities.

Issued by: ISA Procurement Unit



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Name: Vishal Pratap

Date: 17/04/2026

## Section 2. Instruction to Bidders

General Provisions	
1. Introduction	<p>1.1 Bidders shall adhere to all the requirements of this RFP, including any amendments in writing by ISA.</p> <p>1.2 Any Proposal submitted will be regarded as an offer by the Bidder and does not constitute or imply the acceptance of the Proposal by ISA. ISA is under no obligation to award a contract to any Bidder as a result of this RFP.</p>
2. Fraud & Corruption, Gifts and Hospitality	<p>2.1 ISA strictly enforces a policy of zero tolerance on proscribed practices, including fraud, corruption, collusion, unethical or unprofessional practices, and obstruction of ISA vendors and requires all bidders/vendors observe the highest standard of ethics during the procurement process and contract implementation.</p> <p>2.2 Bidders/vendors shall not offer gifts or hospitality of any kind to ISA staff members including recreational trips to sporting or cultural events, theme parks or offers of holidays, transportation, or invitations to extravagant lunches or dinners.</p> <p>2.3 In pursuance of this policy, ISA</p> <ul style="list-style-type: none"> <li>a) Shall reject a proposal if it determines that the selected bidder has engaged in any corrupt or fraudulent practices in competing for the contract in question;</li> <li>b) Shall declare a vendor ineligible, either indefinitely or for a stated period of time, to be awarded a contract if at any time it determines that the vendor has engaged in any corrupt or fraudulent practices in competing for, or in executing a ISA contract.</li> </ul> <p>2.4 All Bidders must adhere to the ISA Supplier Code of Conduct, which may be found at <a href="#">ISA Supplier Code of Conducts.pdf</a></p>
3. Eligibility	<p>3.1 A vendor should not be suspended, debarred, or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization or by the Government of India. Vendors are therefore required to disclose to ISA whether they are subject to any sanction or temporary suspension imposed by these organizations.</p> <p>3.2 It is the Bidder's responsibility to ensure that its employees, joint venture members, sub-contractors, service providers, suppliers and/or their employees meet the eligibility requirements as established by ISA.</p>
4. Conflict of Interests	<p>4.1 Bidders must strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Without limitation on the generality of the above, Bidders, and any of their</p>

	<p>affiliates, shall be considered to have a conflict of interest with one or more parties in this solicitation process, if they:</p> <ul style="list-style-type: none"> <li>a) Are or have been associated in the past, with a firm or any of its affiliates which have been engaged by ISA to provide services for the preparation of the design, specifications, Terms of Reference, cost analysis/estimation, and other documents to be used for the procurement of the goods and services in this selection process;</li> <li>b) Were involved in the preparation and/or design of the programme/project related to the services requested under this RFP; or</li> <li>c) Are found to be in conflict for any other reason, as may be established by, or at the discretion of ISA.</li> </ul> <p>4.2 In the event of any uncertainty in the interpretation of a potential conflict of interest, Bidders must disclose to ISA, and seek ISA's confirmation on whether or not such a conflict exists. The ISA shall have the discretion to disqualify or proceed with a bidder where there is a probable conflict of interest subject to further evaluation and review of various factors such as access to sensitive information which may confer unfair advantage as against other bidders. The decision on a probable conflict of interest shall be made in the best interest of the work of the ISA.</p> <p>4.3 Similarly, the Bidders must disclose in their proposal their knowledge of the following:</p> <ul style="list-style-type: none"> <li>a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel are family members of ISA staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving services under this RFP; and</li> <li>b) All other circumstances that could potentially lead to actual or perceived conflict of interest, collusion or unfair competition practices.</li> </ul> <p>Failure to disclose such information may result in the rejection of the proposal or proposals affected by the non-disclosure.</p> <p>4.4 The eligibility of Bidders that are wholly or partly owned by the Government shall be subject to ISA's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFP, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the Proposal.</p>
<b>Preparation of Proposals</b>	
5. General Considerations	5.1 In preparing the Proposal(s), the Bidder is expected to examine the RFP in detail. Material deficiencies in providing the information

	<p>requested in the RFP may result in rejection of the Proposal.</p> <p>5.2 The Bidder will not be permitted to take advantage of any errors or omissions in the RFP. Should such errors or omissions be discovered, the Bidder must notify the ISA.</p>
6. Cost of Preparation of Proposal	6.1 The Bidder shall bear any and all costs related to the preparation and/or submission of the Proposal(s), regardless of whether its Proposal was selected or not. ISA shall not be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.
7. Language	7.1 The Proposal(s), as well as any and all related correspondence exchanged by the Bidder and ISA, shall be written in the language(s) specified in the BDS.
8. Documents Comprising the Proposal	<p>8.1 Each Proposal shall comprise the following documents:</p> <ul style="list-style-type: none"> <li>a) Documents establishing the eligibility and qualifications of the Bidder;</li> <li>b) Technical Proposal;</li> <li>c) Financial Proposal;</li> <li>d) Proposal Security, if required by BDS;</li> <li>e) Any attachments and/or appendices to the Proposal.</li> </ul>
9. Documents Establishing the Eligibility and Qualifications of the Bidder	9.1 The Bidder shall furnish documentary evidence of its status as an eligible and qualified vendor, using the Forms provided under Section 6 and providing documents required in those forms. In order to award a contract to a Bidder, its qualifications must be documented to ISA's satisfaction.
10. Technical Proposal Format and Content	<p>10.1 The Bidder is required to submit a Technical Proposal using the Standard Forms and templates provided in Section 6 of the RfP.</p> <p>10.2 The Technical Proposal shall not include any price or financial information. A Technical Proposal containing material financial information may be declared non-responsive.</p> <p>10.3 Samples of items, when required as per Section 5, shall be provided within the time specified and unless otherwise specified by ISA, and at no expense to ISA.</p> <p>10.4 When applicable and required as per Section 5, the Bidder shall describe the necessary training programme available for the maintenance and operation of the services and/or equipment offered as well as the cost to the ISA. Unless otherwise specified, such training as well as training materials shall be provided in the language of the Bid as specified in the BDS.</p>

<p>11. Financial Proposals</p>	<p>11.1 The Financial Proposal shall be prepared using the Standard Form provided in Section 6 of the RFP. It shall list all major cost components associated with the services, and the detailed breakdown of such costs.</p> <p>11.2 Any output and activities described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, as well as in the final total price.</p> <p>11.3 Prices and other financial information must not be disclosed in any other place except in the financial proposal.</p>
<p>12. Proposal Security</p>	<p>12.1 A Proposal Security, if required by BDS, shall be provided in the amount and form indicated in the BDS. The Proposal Security shall be valid up to thirty (30) days after the final date of validity of the Proposal.</p> <p>12.2 The Proposal Security shall be included along with the Technical Proposal. If Proposal Security is required by the RFP but is not found along with the Technical Proposal, the Proposal shall be rejected.</p> <p>12.3 If the Proposal Security amount or its validity period is found to be less than what is required by ISA, ISA shall reject the Proposal.</p> <p>12.4 In the event an electronic submission is allowed in the BDS, Bidders shall include a copy of the Bid Security in their proposal and the original of the Proposal Security must be sent via courier or hand delivery as per the instructions in BDS.</p> <p>12.5 The Proposal Security may be forfeited by ISA, and the Proposal rejected, in the event of any one or combination, of the following conditions:</p> <ul style="list-style-type: none"> <li>a) If the Bidder withdraws its offer during the period of the Proposal Validity specified in the BDS, or;</li> <li>b) In the event that the successful Bidder fails: <ul style="list-style-type: none"> <li>i. to sign the Contract after ISA has issued an award; or</li> <li>ii. to furnish the Performance Security, insurances, or other documents that ISA may require as a condition precedent to the effectivity of the contract that may be awarded to the Bidder.</li> </ul> </li> </ul>
<p>13. Currencies</p>	<p>13.1 All prices shall be quoted in the currency or currencies indicated in the BDS. Where Proposals are quoted in different currencies, for the purposes of comparison of all Proposals:</p> <ul style="list-style-type: none"> <li>a) ISA will convert the currency quoted in the Proposal into the ISA preferred currency, in accordance with the prevailing UN operational rate of exchange on the last day of submission of Proposals; and</li> <li>b) In the event that ISA selects a proposal for award that is quoted in a currency different from the preferred currency in the BDS, ISA shall reserve the right to award the contract in the currency</li> </ul>

	<p>of ISA's preference, using the conversion method specified above.</p>
<p>14. Joint Venture, Consortium or Association</p>	<p>14.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal(s), they shall confirm in their Proposal(s) that:</p> <ul style="list-style-type: none"> <li>a) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal(s); and</li> <li>b) if they are awarded the contract, the contract shall be entered into, by and between ISA and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</li> </ul> <p>14.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of ISA.</p> <p>14.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 15 herein.</p> <p>14.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by ISA.</p> <p>14.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <ul style="list-style-type: none"> <li>a) Those that were undertaken together by the JV, Consortium or Association; and</li> <li>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</li> </ul> <p>14.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>JV, Consortium or Associations are encouraged for high value, multi-sectoral requirements when the spectrum of expertise and resources required may not be available within one firm.</p>
<p>15. Only One Proposal</p>	<p>15.1 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p> <p>15.2 Proposals submitted by two (2) or more Bidders shall all be rejected if</p>

	<p>they are found to have any of the following:</p> <ul style="list-style-type: none"> <li>a) they have at least one controlling partner, director or shareholder in common; or</li> <li>b) any one of them receive or have received any direct or indirect subsidy from the other/s; or</li> <li>c) they have the same legal representative for purposes of this RFP; or</li> <li>d) they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about, or influence on the Proposal of, another Bidder regarding this RFP process;</li> <li>e) they are subcontractors to each other's Proposal, or a subcontractor to one Proposal also submits another Proposal under its name as lead Bidder; or</li> <li>f) some key personnel proposed to be in the team of one Bidder participates in more than one Proposal received for this RFP process. This condition relating to the personnel, does not apply to subcontractors being included in more than one Proposal.</li> </ul>
<p>16.Proposal Validity Period</p>	<p>16.1 Proposals shall remain valid for the period specified in the BDS, commencing on the Deadline for Submission of Proposals. A Proposal valid for a shorter period may be rejected by ISA and rendered non-responsive.</p> <p>16.2 During the Proposal validity period, the Bidder shall maintain its original Proposal without any change, including the availability of the Key Personnel, the proposed rates and the total price.</p>
<p>17.Extension of Proposal Validity Period</p>	<p>17.1 In exceptional circumstances, prior to the expiration of the proposal validity period, ISA may request Bidders to extend the period of validity of their Proposals. The request and the responses shall be made in writing, and shall be considered integral to the Proposal.</p> <p>17.2 If the Bidder agrees to extend the validity of its Proposal, it shall be done without any change in the original Proposal.</p> <p>17.3 The Bidder has the right to refuse to extend the validity of its Proposal, and in which case, such Proposal will not be further evaluated.</p>
<p>18.Clarification of Proposal</p>	<p>18.1 Bidders may request clarifications on any of the RFP documents no later than the date indicated in the BDS. Any request for clarification must be sent in writing in the manner indicated in the BDS. If inquiries are sent other than specified channel, even if they are sent to an ISA staff member, ISA shall have no obligation to respond or confirm that the query was officially received.</p> <p>18.2 ISA will provide the responses to clarifications through the method specified in the BDS.</p> <p>18.3 ISA shall endeavour to provide responses to clarifications in an expeditious manner, but any delay in such response shall not cause an</p>

	<p>obligation on the part of ISA to extend the submission date of the Proposals, unless ISA deems that such an extension is justified and necessary.</p>
19.Amendment of Proposals	<p>19.1 At any time prior to the deadline of Proposal submission, ISA may for any reason, such as in response to a clarification requested by a Bidder, modify the RFP in the form of an amendment to the RFP. Amendments will be made available to all prospective bidders.</p> <p>19.2 If the amendment is substantial, ISA may extend the Deadline for submission of proposal to give the Bidders reasonable time to incorporate the amendment into their Proposals.</p>
20.Alternative Proposals	<p>20.1 Unless otherwise specified in the BDS, alternative proposals shall not be considered. If submission of alternative proposal is allowed by BDS, a Bidder may submit an alternative proposal, but only if it also submits a proposal conforming to the RFP requirements. ISA shall only consider the alternative proposal offered by the Bidder whose conforming proposal ranked the highest as per the specified evaluation method. Where the conditions for its acceptance are met, or justifications are clearly established, ISA reserves the right to award a contract based on an alternative proposal.</p> <p>20.2 If multiple/alternative proposals are being submitted, they must be clearly marked as “Main Proposal” and “Alternative Proposal”</p>
21.Pre-Bid Conference	<p>21.1 When appropriate, a Bidder’s conference will be conducted at the date, time and location specified in the BDS. All Bidders are encouraged to attend. Non-attendance, however, shall not result in disqualification of an interested Bidder. Minutes of the Bidder’s conference will be sent to all the participants of the pre-bid conference. No verbal statement made during the conference shall modify the terms and conditions of the RFP, unless specifically incorporated in the Minutes of the Bidder’s Conference or issued/posted as an amendment to RFP.</p>
<p><b>Submission and Opening of Proposals</b></p>	
22.Submission	<p>22.1 The Bidder shall submit a duly signed and complete Proposal(s) comprising the documents and forms in accordance with the requirements in the BDS. The submission shall be in the manner specified in the BDS.</p> <p>22.2 The Proposal(s) shall be signed by the Bidder or person(s) duly authorized to commit the Bidder. The authorization shall be communicated through a Power of Attorney or any other document evidencing such authorization issued by the legal representative of the bidding entity, accompanying the Proposal.</p> <p>22.3 Bidders must be aware that the mere act of submission of a Proposal, in and of itself, implies that the Bidder fully accepts the ISA General Contract Terms and Conditions. <a href="#">ISA GTBs.pdf</a></p>

23. Email Submission	<p>23.1 Email submission, if allowed or specified in the BDS, shall be governed as follows:</p> <ul style="list-style-type: none"> <li>a) Electronic files that form part of the proposal must be in accordance with the format and requirements indicated in BDS;</li> <li>b) The Technical Proposal and the Financial Proposal files MUST BE COMPLETELY SEPARATE. The financial proposal shall be encrypted with password and clearly labelled. The files must be sent to the dedicated email address specified in the BDS.</li> <li>c) The password for opening the Financial Proposal should be provided only upon request of ISA. ISA will request password only from bidders whose Technical Proposal has been found to be technically responsive. Failure to provide correct password may result in the proposal being rejected.</li> </ul>
24. Deadline for Submission of Proposals and Late Proposals	<p>24.1 Complete Proposals must be received by ISA in the manner, and no later than the date and time, specified in the BDS. ISA shall only recognize the date and time that the bid was received by ISA.</p> <p>24.2 ISA shall not consider any Proposal that is submitted after the deadline for the submission of Proposals.</p>
25. Withdrawal, Substitution, and Modification of Proposals	<p>25.1 A Bidder may withdraw, substitute or modify its Proposal after it has been submitted at any time prior to the deadline for submission.</p> <p>25.2 Manual and Email submissions: A bidder may withdraw, substitute or modify its Proposal by sending a written notice to ISA, duly signed by an authorized representative, and shall include a copy of the authorization (or a Power of Attorney). The corresponding substitution or modification of the Proposal, if any, must accompany the respective written notice. All notices must be submitted in the same manner as specified for submission of proposals, by clearly marking them as "WITHDRAWAL" "SUBSTITUTION," or "MODIFICATION"</p> <p>25.3 Proposals requested to be withdrawn shall be returned unopened to the Bidders, only for manual submissions. For online submissions, bids will be disregarded by ISA.</p>
26. Proposal Opening	<p>26.1 There is no public bid opening for RFPs. ISA shall open the Proposals in the presence of an ad-hoc committee formed by ISA, consisting of at least two (2) members.</p>
<b>Evaluation of Proposals</b>	
27. Confidentiality	<p>27.1 Information relating to the examination, evaluation, and comparison of Proposals, and the recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process, even after publication of the contract award.</p> <p>27.2 Any effort by a Bidder or anyone on behalf of the Bidder to influence ISA in the examination, evaluation and comparison of the Proposals or contract award decisions may, at ISA's decision, result in the rejection</p>

	<p>of its Proposal and may be subject to the application of prevailing ISA vendor sanctions procedures.</p>
<p>28.Evaluation of Proposals</p>	<p>28.1 The Bidder is not permitted to alter or modify its Proposal in any way after the proposal submission deadline except as permitted under Clause 24 of this RFP. ISA will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p> <p>28.2 Evaluation of proposals is made of the following steps:</p> <ol style="list-style-type: none"> <li>a) Preliminary Examination</li> <li>b) Minimum Eligibility and Qualification (if pre-qualification is not done)</li> <li>c) Evaluation of Technical Proposals</li> <li>d) Evaluation of Financial Proposals</li> </ol>
<p>29.Preliminary Examination</p>	<p>29.1 ISA shall examine the Proposals to determine whether they are complete with respect to minimum documentary requirements, whether the documents have been properly signed, and whether the Proposals are generally in order, among other indicators that may be used at this stage. ISA reserves the right to reject any Proposal at this stage.</p>
<p>30.Evaluation of Eligibility and Qualification</p>	<p>30.1 Eligibility and Qualification of the Bidder will be evaluated against the Minimum Eligibility/Qualification requirements specified in the Section 4 (Evaluation Criteria).</p> <p>30.2 In general terms, vendors that meet the following criteria may be considered qualified:</p> <ol style="list-style-type: none"> <li>a) They are not included in the UN Security Council 1267/1989 Committee's list of terrorists and terrorist financiers.</li> <li>b) They have a good financial standing and have access to adequate financial resources to perform the contract and all existing commercial commitments;</li> <li>c) They have the necessary similar experience, technical expertise, production capacity where applicable, quality certifications, quality assurance procedures and other resources applicable to the provision of the services required;</li> <li>d) They are able to comply fully with ISA General Terms and Conditions of Contract;</li> <li>e) They do not have a consistent history of court/arbitral award decisions against the Bidder; and</li> <li>f) They have a record of timely and satisfactory performance with their clients.</li> <li>g) The bidder should provide credentials, through adequate references or documentation. Past experience of working with ISA and/or with multilateral/international organizations will be</li> </ol>

	<p>an added advantage.</p>
<p>31. Evaluation of Technical and Financial Proposals</p>	<p>31.1 The evaluation team shall review and evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and other RFP documents, applying the evaluation criteria, sub-criteria, and point system specified in the Section 4 (Evaluation Criteria). A Proposal shall be rendered non-responsive at the technical evaluation stage if it fails to achieve the minimum technical score indicated in the BDS. When necessary and if stated in the BDS, ISA will invite technically responsive bidders for a presentation related to their technical proposals. The conditions for the presentation shall be provided in the bid document where required.</p> <p>31.2 In the second stage, only the Financial Proposals of those Bidders who achieve the minimum technical score will be opened for evaluation. The Financial Proposals corresponding to Technical Proposals that were rendered non-responsive shall remain unopened, and, in the case of manual submission, be returned to the Bidder unopened. For emailed Proposals submissions, ISA will not request for the password of the Financial Proposals of bidders whose Technical Proposal were found not responsive.</p> <p>31.3 The evaluation method that applies for this RFP shall be as indicated in the BDS. For this RFP, the evaluation method shall be combined scoring method which will be based on a combination of the technical and financial score. The formula for the rating of the Proposals will be as follows:</p> <p><b>Rating the Technical Proposal (TP):</b></p> $\text{TP Rating} = (\text{Total Score Obtained by the Offer} / \text{Max. Obtainable Score for TP}) \times 100$ <p><b>Rating the Financial Proposal (FP):</b></p> $\text{FP Rating} = (\text{Lowest Priced Offer} / \text{Price of the Offer Being Reviewed}) \times 100$ <p><b>Total Combined Score:</b></p> $\text{Combined Score} = (\text{TP Rating}) \times (\text{Weightage of TP}) + (\text{FP Rating}) \times (\text{Weightage of FP})$ <p>For this RFP, the weightage of the Technical Proposal shall be 70 per cent, and the weightage of the Financial Proposal shall be 30 per cent.</p>
<p>32. Due Diligence</p>	<p>32.1 ISA reserves the right to undertake a due diligence exercise, also called post qualification, aimed at determining to its satisfaction, the validity of the information provided by the Bidder. Such exercise shall be fully documented and may include, but need not be limited to, all or any combination of the following:</p> <ol style="list-style-type: none"> <li>a) Verification of accuracy, correctness and authenticity of information provided by the Bidder;</li> <li>b) Validation of extent of compliance to the RFP requirements and</li> </ol>

	<p>evaluation criteria based on what has so far been found by the evaluation team;</p> <ul style="list-style-type: none"> <li>c) Inquiry and reference checking with Government entities with jurisdiction on the Bidder, or with previous clients, or any other entity that may have done business with the Bidder;</li> <li>d) Inquiry and reference checking with previous clients on the performance on on-going or contracts completed, including physical inspections of previous works, as necessary;</li> <li>e) Physical inspection of the Bidder’s offices, branches or other places where business transpires, with or without notice to the Bidder;</li> <li>f) Other means that ISA may deem appropriate, at any stage within the selection process, prior to awarding the contract.</li> </ul>
<p>33. Clarification of Proposals</p>	<p>33.1 To assist in the examination, evaluation and comparison of Proposals, ISA may, at its discretion, ask any Bidder for a clarification of its Proposal.</p> <p>33.2 ISA’s request for clarification and the response shall be in writing and no change in the prices or substance of the Proposal shall be sought, offered, or permitted, except to provide clarification, and confirm the correction of any arithmetic errors discovered by ISA in the evaluation of the Proposals, in accordance with RFP.</p> <p>33.3 Any unsolicited clarification submitted by a Bidder in respect to its Proposal, which is not a response to a request by ISA, shall not be considered during the review and evaluation of the Proposals.</p>
<p>34. Responsiveness of Proposal</p>	<p>34.1 ISA’s determination of a Proposal’s responsiveness will be based on the contents of the Proposal itself. A substantially responsive Proposal is one that conforms to all the terms, conditions, Terms of Reference and other requirements of the RFP without material deviation, reservation, or omission.</p> <p>34.2 If a Proposal is not substantially responsive, it shall be rejected by ISA and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.</p>
<p>35. Non-conformities, Reparable Errors and Omissions</p>	<p>35.1 Provided that a Proposal is substantially responsive, ISA may waive any non-conformities or omissions in the Proposal that, in the opinion of ISA, do not constitute a material deviation.</p> <p>35.2 ISA may request the Bidder to submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the Proposal related to documentation requirements. Such omission shall not be related to any aspect of the price of the Proposal. Failure of the Bidder to comply with the request may result in the rejection of its Proposal.</p> <p>35.3 For Financial Proposal that has been opened, ISA shall check and correct arithmetical errors as follows:</p>

	<p>a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of ISA there is an obvious misplacement of the decimal point in the unit price; in which case the line item total as quoted shall govern and the unit price shall be corrected;</p> <p>b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail, and the total shall be corrected; and</p> <p>c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.</p> <p>35.4 If the Bidder does not accept the correction of errors made by ISA, its Proposal shall be rejected.</p>
<b>Award of Contract</b>	
36.Right to Accept, Reject, Any or All Proposals	36.1 ISA reserves the right to accept or reject any Proposal, to render any or all of the Proposals as non-responsive, and to reject all Proposals at any time prior to award of contract, without incurring any liability, or obligation to inform the affected Bidder(s) of the grounds for ISA’s action. ISA shall not be obliged to award the contract to the lowest priced offer.
37.Award Criteria	37.1 Prior to expiration of the proposal validity, ISA shall award the contract to the qualified Bidder based on the award criteria indicated in the BDS.
38.Right to Vary Requirements at the Time of Award	38.1 At the time of award of Contract, ISA reserves the right to vary the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.
39.Contract Signature	39.1 Within fifteen (15) days from the date of receipt of the Contract, the successful Bidder shall sign and date the Contract and return it to ISA. Failure to do so may constitute sufficient grounds for the annulment of the award, and forfeiture of the Proposal Security, if any, and on which event, ISA may award the Contract to the Second Ranked Bidder or call for new Proposals.
40.Performance Security	40.1 A performance security, if required in BDS, shall be provided in the amount specified in BDS. Within fifteen (15) days of the contract signature by both parties. Where a performance security is required, the receipt of the performance security by ISA shall be a condition for rendering the contract effective.

<p>41. Bank Guarantee for Advanced Payment</p>	<p>41.1 Except when the interests of ISA so require, it is ISA's preference to make no advance payment(s) (i.e., payments without having received any outputs). If an advance payment is allowed as per BDS, and exceeds 20% of the total contract price, or USD 30,000, whichever is less, the Bidder shall submit a Bank Guarantee in the full amount of the advance payment.</p>
<p>42. Liquidated Damages</p>	<p>42.1 If specified in BDS, ISA shall apply Liquidated Damages resulting from the Contractor's delays or breach of its obligations as per the Contract.</p>
<p>43. Payment Provisions</p>	<p>43.1 Payment will be made only upon ISA's acceptance of the work performed. The terms of payment shall be within thirty (30) days, after receipt of invoice and certification of acceptance of work issued by the proper authority in ISA with direct supervision of the Contractor. Payment will be affected by bank transfer in the currency of contract.</p>
<p>44. Other Provisions</p>	<p>44.1 ISA may withdraw the RFP at any time by providing written notice to the bidder in any case in which the mandate of ISA applicable to the performance of the Contract or the funding of ISA applicable to the RFP is curtailed or terminated, whether in whole or in part.</p> <p>44.2 The ISA is striving to achieve gender parity in all its activities. In this regard, female-owned organizations and/or teams with significant gender diversity are strongly encouraged to submit a proposal.</p> <p>44.3 The ISA recognizes the importance of valuing diversity and promoting inclusion in all our work programs and partnerships. The ISA strives to engage with organizations and/or teams that reflect its geographical representation and diversity.</p>

### Section 3. Bid Data Sheet

The following data for the services to be procured shall complement, supplement, or amend the provisions in the Request for Proposals. In the case of a conflict between the Instructions to Bidders, the Data Sheet, and other annexes or references attached to the Data Sheet, the provisions in the Data Sheet shall prevail.

BD S No .	Ref. to Section .2	Data	Specific Instructions / Requirements
1	7	Language of the Proposal	English
2		Submitting Proposals for Parts or sub-parts of the TOR (partial bids)	Not Allowed
3	20	Alternative Proposals	Shall be considered.
4	21	Pre-proposal conference	April 30, 2026, 2:00 PM – 3:00 PM (IST) Pre-Bid Meeting Link: <a href="https://teams.microsoft.com/meet/42436154729668?p=i6nnZmaSbfXXXfZLIU">https://teams.microsoft.com/meet/42436154729668?p=i6nnZmaSbfXXXfZLIU</a>
5	16	Proposal Validity Period	90 days
6	12	Bid Security (Earnest Money Deposit)	INR 10,00,000 To be submitted in the form of bank guarantee or Insurance Surety Bonds (ISB)
7	41	Advanced Payment upon signing of contract	Allowed up to a maximum of 15% of the estimated event management fee against bank guarantee This provision overrides the general provision specified under Section 2.
8	42	Liquidated Damages	Will be imposed as follows: 0.5% of the event expenditure estimated to be managed by the Bidder per day of delay <ul style="list-style-type: none"> <li>Max. number of days of delay - 10 (5% of event expenditure estimated to be managed by the Bidder) after which ISA</li> </ul>

			<p>may terminate the contract after issuing a show cause notice.</p> <ul style="list-style-type: none"> <li>• Timelines of activities against which liquidated damages shall be realised will be mutually decided in writing between organisers and the selected bidder. To enable this draft timeline will be submitted by the bidder within 10 working days from award of contract.</li> </ul>
9	40	Performance Security	<p>Required in the amount of INR 2,00,00,000</p> <p>To be submitted in the form of bank guarantee or Insurance Surety Bonds (ISB)</p>
10	13	Currency of Proposal	Indian Rupee
11	18	Deadline for submitting requests for clarifications/questions	5 days before the submission deadline
12	18	Contact Details for submitting clarifications/questions	<p><b>Focal Person in ISA:</b> Procurement Unit</p> <p><b>E-mail:</b> <a href="mailto:procurement@isa.int">procurement@isa.int</a> and CC to <a href="mailto:gpu@isa.int">gpu@isa.int</a></p> <p><b>Address:</b> International Solar Alliance, 3rd Floor, Surya Bhawan, NISE Campus, Gwal Pahari, Gurugram, Haryana - 122003, India</p>
13	18, 19 and 21	Manner of Disseminating Supplemental Information to the RfP and responses/clarifications to queries	<p>Direct communication to prospective Proposers by email</p> <p><b>E-mail:</b> <a href="mailto:procurement@isa.int">procurement@isa.int</a> and CC to <a href="mailto:gpu@isa.int">gpu@isa.int</a></p>
14	24	Deadline for Submission	<b>11 May 2026 - 11.00 PM (Indian Standard Time)</b>
15	22 and 23	Allowable Manner of Submitting Proposals	Submission by email
16	22	Proposal Submission Address	<b>E-mail:</b> <a href="mailto:procurement@isa.int">procurement@isa.int</a>
17	22	Electronic submission (email) requirements	<ul style="list-style-type: none"> <li>▪ <b>Format:</b> PDF files only</li> <li>▪ File names must be maximum 60 characters long and must not contain any letter or special character other than from Latin alphabet/keyboard.</li> </ul>

			<ul style="list-style-type: none"> <li>▪ All files must be free of viruses and not corrupted.</li> <li>▪ Password for financial proposal <b><u>MUST NOT</u></b> be provided to ISA until requested by ISA</li> <li>▪ Max. File Size per transmission: 20 MB</li> </ul>
18	28 37	Evaluation Method for the Award of Contract	<p>Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals respectively</p> <p>The minimum technical score required to pass is 70%.</p>
19		Expected date for commencement of Contract	18 May 2026
20		Maximum expected duration of contract	The Project deliverables are expected to be completed within 6 (Six) months from the commencement of the contract.
21	37	ISA will award the contract to:	One Proposer Only
22		Type of Contract	Services contract
23		Other Information Related to the RfP	<p>Bidders are urged to submit all relevant data and information supporting their qualification and eligibility for participating in the bid in a structured manner.</p> <p><b>Important:</b> Bidders shall be deemed to have committed to raising a Minimum Sponsorship and Exhibitor Fee of INR 10 Crores (Rupees Ten Crores). Funds raised from Ministries and Agencies of Government of India, State Governments (including its departments and agencies), bodies under MNRE's administrative control (SECI, IREDA, NIWE, etc.), and other Indian Public Sector Undertakings (PSUs) shall NOT be counted towards this Minimum Sponsorship target.</p> <p>If the selected bidder exceeds the Minimum Sponsorship and Exhibitor Fee target, an incentive to the tune of 10% of amount raised in excess of the target shall be paid to the bidder. If the selected bidder fails to raise the Minimum Sponsorship target, the fixed management fee shall be reduced on a pro-rata basis, and the shortfall shall be recovered from the Performance Security deposited by the bidder and/or any payments due to the bidder.</p>

## Section 4. Evaluation Criteria

### Preliminary Examination Criteria

Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements as per below criteria on a Yes/No basis:

- Appropriate signatures
- Power of Attorney
- Minimum documents provided
- Technical and Financial Proposals submitted separately
- Bid Validity
- Bid Security submitted as per RFP requirements with compliant validity period

### Minimum Eligibility and Qualification Criteria

Eligibility and Qualification will be evaluated on Pass/Fail basis.

Subject	Criteria	Document Submission requirement
<b>ELIGIBILITY</b>		
Legal Status	The bidder is an entity/firm registered in India for at least 3 years as on 1 April 2026, and having at least 25 full-time employees based in India. JV/Consortium is allowed under this contract. However, the lead entity will be responsible for the overall delivery of the project as specified in the scope of work.	Form B: Bidder Information Form
Eligibility	Bidder is not suspended, nor debarred, nor otherwise identified as ineligible by any UN Organization, ADB or the World Bank Group or any other international Organization or by the Government of India in accordance with ITB clause 3.	Form A: Technical Proposal Submission Form
Conflict of Interest	No conflicts of interest in accordance with clause 4.	Form A: Technical Proposal Submission Form
Bankruptcy	Not declared bankruptcy, not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the Bidder that could impair its operations in the foreseeable future.	Form A: Technical Proposal Submission Form
<b>QUALIFICATION</b>		
History of Non-Performing	Non-performance of a contract did not occur as a result of contractor default for the last 3 years.	Form D: Qualification Form

Contracts <sup>1</sup>		
Litigation History	No consistent history of court/arbitral award decisions against the Bidder for the last 3 years.	Form D: Qualification Form
Previous Experience	The bidder has completed at least 3 projects of similar turnover over the past 5 years, including development of website, apps and other IT platforms, such as MIS systems for the event.  The bidder must submit a proof of completion, along with details of how the past project compares to the scope of work under the RFP.	Form D: Qualification Form (Previous Relevant Experience)
Financial Standing	Minimum average annual turnover of INR 50 crore over the last 3 years in India  Latest 3 years Audited Financial Statement – income statement and balance sheet to indicate Its financial stability, liquidity, credit standing, and market reputation, etc.	Form D: Qualification Form
	Bidder must demonstrate the current soundness of its financial standing and indicate its prospective long-term profitability.	Form D: Qualification Form

Technical Proposal of Bidders who passes the minimum eligibility criteria will only be evaluated.

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<sup>1</sup> Non-performance, as decided by ISA, shall include all contracts where (a) non-performance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Non-performance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Non-performance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the Bidder have been exhausted.

## Technical Evaluation Criteria

Summary of Technical Proposal Evaluation Forms		Points Obtainable
1.	Bidder's qualification, capacity and experience	400
2.	Management Structure and Key Personnel	300
3.	Proposed Methodology, Approach and Implementation Plan	300
<b>Total</b>		<b>1000</b>

Section 1. Bidder's qualification, capacity and experience		Points obtainable
1.1	<p>Lead bidder's total experience in undertaking event management projects:</p> <ul style="list-style-type: none"> <li>• 5 – 10 years: 20 points</li> <li>• 10 – 15 years: 40 points</li> <li>• 15 - 20 years: 60 points</li> <li>• More than 20 years: 75 points</li> </ul> <p><b>Document submission requirement:</b> The bidder must submit a list of past projects managed by the lead bidder and the dates for the event.</p>	75
1.2	<p>Number of large-scale event management projects (2,000+ registered delegates and 10,000 sq. m. exhibition) undertaken by the lead bidder in the last 5 years:</p> <ul style="list-style-type: none"> <li>• 3 – 4 projects: 100 points</li> <li>• 5 - 7 projects: 200 points</li> <li>• More than 7 projects: 300 points</li> </ul> <p><b>Document submission requirement:</b> The bidder must submit a proof of completion, along with details of how the past project compares to the scope of work under the RFP. (Refer Form D)</p>	300
1.3	<p>Number of large-scale event management projects undertaken by the bidder in the last 5 years for the Government of India or any Intergovernmental Organisation (UN, World Bank, ISA, etc.):</p> <ul style="list-style-type: none"> <li>• Less than 3 projects: 10 points</li> <li>• 3 – 5 projects: 15 points</li> <li>• 6 – 8 projects: 20 points</li> <li>• More than 8 projects: 25 points</li> </ul>	25

	<b>Document submission requirement:</b> The bidder must submit a list of past projects managed by the lead bidder and the dates for the event.	
<b>Total Section 1</b>		<b>400</b>

<b>Section 2. Management Structure and Key Personnel</b>		<b>Points obtainable</b>
3.1	<p>Robustness of the manpower plan submitted by the bidder, with particular emphasis on how it addresses:</p> <ul style="list-style-type: none"> <li>• Management and reporting structure of the team</li> <li>• Estimated number of personnel proposed to be deployed under each Manager</li> <li>• Various types of roles and skillsets required under each Manager</li> <li>• Manpower optimization plan</li> </ul>	75
3.2	<p>Experience and profile of the Project Director:</p> <ul style="list-style-type: none"> <li>• 15 – 20 years of experience: 25 points</li> <li>• 21 – 25 years of experience: 50 points</li> <li>• More than 25 years of experience: 75 points</li> </ul>	75
3.3	<p>Experience and profile of the various Managers:</p> <ul style="list-style-type: none"> <li>• Conference Manager</li> <li>• Commercial Manager</li> <li>• Exhibition Floor Manager</li> <li>• Logistics Manager</li> <li>• PR and Outreach Manager</li> <li>• IT and Operations Manager</li> </ul> <p>For each of the staff positions listed above, points would be awarded based on the demonstration of relevant experience in their respective roles:</p> <ul style="list-style-type: none"> <li>• 8 – 10 years of experience: 10 points</li> <li>• 11 – 15 years of experience: 15 points</li> <li>• 16 – 20 years of experience: 20 points</li> <li>• More than 20 years of experience: 25 points</li> </ul>	150
<b>Total Section 2</b>		<b>300</b>

*\*Resource will be expected to travel to ISA Secretariat or MNRE offices as and when required and no travelling allowances will be provided.*

Section 3. Proposed Methodology, Approach and Implementation Plan		Points obtainable
2.1	<p>Presentation by the bidder to the Technical Evaluation Committee on aspects, including, but not limited to:</p> <ul style="list-style-type: none"> <li>• Bidder’s understanding about past sessions of RE-INVEST, ICGH, and ISA Assembly</li> <li>• Bidder’s understanding of the Bharat Renewable Energy Summit and Expo 2026</li> <li>• Plans for execution of the event, including the proposed approach and methodology, concept designs, mock-ups, layouts and walkthroughs of the event venue (Floor plans of the exhibition halls and convention centre may be access on ITPO’s website - <a href="https://www.itpo.gov.in">https://www.itpo.gov.in</a>)</li> <li>• Proposed workplan, timelines, and deliverables for the event</li> <li>• Innovative measures / Technological interventions proposed to improve the eco-friendliness and sustainability aspects of the event</li> </ul>	200
2.2	<p>Quality of the innovative media and outreach plan proposed by the bidder</p> <p><b>Document submission requirement:</b> The bidder must submit a tentative media and outreach plan as part of the technical proposal. (Refer Form I)</p>	50
2.3	<p>Digital solutions proposed to be implemented:</p> <ul style="list-style-type: none"> <li>• Interactive and highly-functional website for the event and an app to be used by the delegates and attendees</li> <li>• MIS system for efficient and transparent recording, documentation and transparent reporting to the management</li> </ul> <p><b>Document submission requirement:</b> The bidders are requested to submit case studies of similar digital solutions having been deployed by them in any previous events managed by them.</p>	50
<b>Total Section 3</b>		<b>300</b>

The Technical Proposals (TP) shall be rated using the following formula:

$$\text{TP Rating} = \frac{\text{Total score obtained by the Bidder}}{\text{Maximum obtainable score for TP}} \times 100$$

In this case, the maximum obtainable score shall be 1,000.

Along with the technical bid, the Bidders shall also be requested to submit a rate card with unit costs of commonly used items that shall be used by the organisers to process the reimbursements.

### Financial Evaluation Criteria

It is envisaged that the selected Bidder shall be compensated with an event management fee calculated based on the overall event expenditure managed by the selected Bidder. At present, the overall event

expenditure to be managed by the Bidder is estimated as INR 40 crore. The Bidders are invited to quote, as part of their financial bid, a percentage/rate (say M%) which shall be used to determine the event management fee.

Please note that the overall event expenditure managed by the Bidder does not include the expenditure toward booking of venues at Bharat Mandapam and the cost of disseminating through the Central Bureau of Communications (CBC) which shall be directly done by the organisers.

For evaluation of these bids and selection of the 'Lowest Priced Offer', the **overall event expenditure to be managed by the Bidder shall be considered as INR 40 crore**. The bidder with the lowest Event Management Fee i.e., M% of 40,00,00,000 shall be identified as the 'Lowest Priced Offer'.

Bidders are expected to quote a realistic and competitive Event Management Fee. Any financial bid that is found to be abnormally low in comparison to the scope of work and prevailing market standards may be rejected at the sole discretion of the Authority.

The Financial Proposals (FP) shall be rated using the following formula:

$$\text{FP Rating} = \frac{\text{Lowest Priced Offer}}{\text{Price of the Offer being reviewed}} \times 100$$

Payment of the Event Management Fee to the selected bidder shall be done in accordance with the Engagement Modality and Payment Schedule specified under Section 5 of this document.

### Total Combined Score

The combined score for each qualified bidder shall be evaluated as follows:

$$\text{Combined Score} = \{(TP \text{ Rating} \times \text{Weightage of TP}) + (FP \text{ Rating} \times \text{Weightage of FP})\}$$

In this case, the weightage of TP shall be 70%, and the weightage of FP shall be 30%.

The bid obtaining the highest Combined Score shall be invited to discuss the unit costs submitted by them under Form I of their proposal. The unit costs shall be compared with benchmark costs determined by the organisers based on their past event experiences and market survey.

In case an agreement is not reached between the organisers and the highest scoring bidder on these unit costs, the bidder with the next high combined score can be approached to match the benchmark costs as far as possible.

**The bidder thus identified shall be selected as the winner** – hereinafter referred to as “the Agency”.

## Section 5. Terms of Reference

### Background and Context

The International Solar Alliance (ISA) is a treaty-based intergovernmental organisation launched jointly by India and France in 2015 on the sidelines of COP21 in Paris, with a mandate to accelerate the deployment of solar energy across member countries and mobilise significant investments toward this goal; ISA is headquartered in Gurugram, India. India currently holds the Presidency of the ISA Assembly with France as Co-President. This stewardship underscores India's central role in shaping ISA's agenda on energy access, energy security, and energy transition.

The Ministry of New and Renewable Energy (MNRE), Government of India, in collaboration with the International Solar Alliance (ISA), is organising the Bharat Renewable Energy Summit and Expo 2026 (BRE Summit 2026 – formerly RE-INVEST) alongside the International Conference on Green Hydrogen (ICGH), and the Ninth session of the ISA Assembly. These flagship platforms convene Heads of State, Ministers, policymakers, industry leaders, investors, innovators, and international organisations to advance international cooperation on the clean energy transition, investment mobilisation, and technology deployment.

Over successive editions, these gatherings have expanded in scale, scope, and international significance, reinforcing India's leadership in the global renewable energy landscape. The upcoming BRE Summit 2026 is expected to draw thousands of delegates from India and abroad, including high-level dignitaries, technical experts, exhibitors, and media representatives.

RE-INVEST 2024 was hosted as the flagship global renewable energy investment summit by the Government of India in Gandhinagar, bringing together over 10,000 delegates, 200+ international speakers, partner countries, state governments, multilateral institutions, and the private sector. The three-day event operated at a massive scale, generating investment commitments exceeding INR 32 lakh crore, with pledges covering hundreds of gigawatts of renewable capacity and positioning India as one of the world's largest and most attractive renewable energy markets.

ICGH 2025 was convened by the Government of India at Bharat Mandapam, New Delhi, bringing together senior Union Ministers, global hydrogen alliances, international organisations, industry leaders, researchers, and financial institutions to advance the green hydrogen agenda. The two-day event had a global scope, serving as a central platform for aligning policy, technology, financing, and infrastructure pathways under India's National Green Hydrogen Mission while strengthening international collaboration across the full hydrogen value chain.

The Eighth Session of the ISA Assembly was a major global forum, bringing together representatives from 137 countries, including over 550 delegates and 30 ministers and vice-ministers, underscoring ISA's truly worldwide reach. The event focused on advancing inclusive, large-scale solar deployment, particularly across the Global South, and reinforcing ISA's role as a central platform for international cooperation on solar energy ahead of global climate negotiations.

BRE 2026 will bring together the next editions of these events, hosting thematic conference sessions on topics of relevance and a large-scale exhibition showcasing the latest innovations, products, and solutions across the renewable energy ecosystem.

Given the magnitude of participation, the multi-venue operations, and the need for seamless delegate experience, the events require comprehensive professional support across conferencing, exhibition management, branding, logistics, technical operations, hospitality, and stakeholder coordination. Ensuring the highest standards of execution is essential to uphold the credibility and international stature of these global engagements.

The event shall be hosted at the Bharat Mandapam complex at Pragati Maidan, New Delhi between 2 and 5 November 2026. The venues at Bharat Mandapam have been booked for the event by the organisers, and the tentative assignment of these venues have been detailed below:

1. All Halls, Auditoriums and Rooms at the Bharat Mandapam Convention Centre may be used to host technical and policy sessions, plenaries, and bilateral meetings for VIP delegates. Some of the rooms shall also be utilized to set up facilities such as VIP lounge, speaker lounge, dining spaces, etc.
2. The Open Air Auditorium may be used as a Media Centre
3. Exhibition Halls 2 GF, 3 GF, 4 GF, 5 GF and 14 GF may be used as exhibition space for the event. Cumulative floor area for the exhibition halls is 32,500 sq. m.
4. Exhibition Halls 2 FF and 14 FF may be used for setting up office spaces for delegations and as meeting rooms.
5. Open spaces around the Exhibition Halls may be used as demonstration areas and to host a multi-cuisine food court for visitors and exhibitors.

Floor plans of the exhibition halls and the convention centre may be accessed on ITPO's website - <https://www.itpo.gov.in>

### Objective

The objective of this RFP is to select and engage a qualified, experienced, and innovative event management agency to support the planning, coordination, and execution of the conferences and exhibitions associated with BRE Summit 2026.

The Agency will be responsible for delivering end-to-end services, including venue management, technical infrastructure, logistics, registration systems, exhibition coordination, media engagement, branding, and visitor experience, as outlined in the detailed scope of work. The engagement is aimed at ensuring a world-class, seamless, secure, and sustainable event that reflects India's leadership in renewable energy and provides a productive platform for international collaboration.

### Engagement Modality

The Agency shall be responsible for delivering the work as specified in the Scope of Work and as per the schedule of deliverables defined in the following sections. For facilitating these activities, the Agency shall be compensated in the following manner:

1. For the items in the Scope of Work identified as "Reimbursable", the Agency shall be required to carry out the work and seek reimbursement of costs from the organisers.
  - a. The Agency shall be reimbursed as per the unit costs of commonly used items submitted in the Rate Card as part of their bid in response to this RFP, and as per the actual usage of these items.
  - b. The Agency shall be required to submit valid proof of expenditure (original invoices along with proof of payment) and photographs wherever applicable in support of their reimbursement request.
  - c. For ensuring availability of working capital with the Agency, the Agency may submit requests for reimbursements when the cumulative reimbursement amount under the request surpasses INR 3 crore.
  - d. Reimbursement of expenditure incurred within +/- 15 days of the event shall be reimbursed only after completion of the event.
  - e. In case the Agency seeks to add more elements to the Rate Card at a later stage, proposals for the same may be presented to a committee constituted by the organisers.
2. The Agency shall be paid an event management fee as per the schedule and milestones

specified in the following sections.

- a. All such payments corresponding to milestones prior to the event dates shall be done assuming the event expenditure managed by the bidder as INR 40 crore.
- b. Post completion of the event the organisers shall ascertain the actual event expenditure managed by the bidder. For this purpose, the Agency must maintain clear records, accounts and documentation allowing the organisers to expeditiously calculate the actual event expenditure.

**Please note that** the event expenditure managed by the Agency shall not include cost of booking the venues, procurement and placement of media through the Central Bureau of Communications (CBC), and other such activities implemented directly by the organisers.

- c. Accordingly, if actual event expenditure facilitated by the Agency deviates from the estimated INR 40 crore, the total event management fee to be paid to the Agency shall be adjusted as follows:

- i. If the actual event expenditure facilitated by the Agency exceeds INR 40 crore, the Agency shall receive (M% of INR 40 crore) + (M%/2 of expenditure in excess of INR 40 crore) as the event management fee. Here, M% refers to the percentage/rate quoted by the Agency as part of their Financial Bid.

**For example,** If the actual event expenditure facilitated by the Agency is INR 45 crore, the total event management fee payout shall be of M% of INR 40 crore + M%/2 of INR 5 crore.

- ii. If the actual event expenditure facilitated by the Agency is less than INR 40 crore, the Agency shall receive M% of actual event expenditure as the event management fee.

- d. The payments to the Agency against the post-event milestones shall be adjusted accordingly to ensure that the entire eligible amount is paid out to the Agency before closure of the contract.

3. Further, the Agency shall be entitled to receive an incentive of 10 per cent of the sponsorship and exhibitor fees raised by them in excess of the Minimum Sponsorship and Exhibitor Fee target of INR 10 crore, subject to the following:

- a. Funds raised from Ministries and Agencies of Government of India, State Governments (including its departments and agencies), bodies under MNRE's administrative control (SECI, IREDA, NIWE, etc.), and other Indian Public Sector Undertakings (PSUs) shall NOT be counted towards this Minimum Sponsorship and Exhibitor Fee target.

- b. In case the Agency fails to meet the Minimum Sponsorship and Exhibitor Fee target, the event management fee eligibility of the Agency shall be reduced on a pro-rata basis. For example, the Agency is able to raise only INR 8 crore, the event management fee eligibility shall be reduced by 20%. In such cases, the shortfall shall be recovered from the Performance Security deposited by the bidder and/or any payments due to the bidder.

### Scope of Work

The scope of work under this contract shall be divided into three packages:

#### PACKAGE A: CONFERENCES

##### A.1. Conference Venue Management & Infrastructure:

1. Fabrication and Readying of Venue:

The Agency shall be responsible for:

- Preparation of layouts and designs for all conference venues, meeting rooms, dining rooms, and pre-function areas within the Bharat Mandapam Convention Centre. ***[Cost to be met from Event Management Fee]***
- Fabrication of stage including all associated structures and accessories, such as trusses with lights, supports, steps/ramps, handrails, cable trays, etc. ***[Reimbursable as per Rate Card]***
- Laying appropriate carpeting in all venues, and placement of equipment, furniture and stationery within the rooms. ***[Reimbursable as per Rate Card]***
- Placement of floral arrangements, country flags, and other aesthetic elements befitting the standards of a global event. ***[Reimbursable as per Rate Card]***

Bidders are encouraged to refer pictures and videos from the past editions of RE-INVEST, ICGH and ISA Assembly to better understand and visualize the requirements of the event.

## 2. **Audio-Visuals:**

The Agency shall be responsible for:

- Setting up of high-definition LED walls in the larger conference venues, and large-size screens or projectors with screens in the smaller conference venues. ***[Reimbursable as per Rate Card]***
- Setting up of audio equipment, including microphones, speakers, audio-video consoles with live streaming capabilities, etc. in all conference venues. ***[Reimbursable on presentation of final itemized invoices]***
- Placement of supporting equipment, such as comfort monitors, cameras for teleconferencing, tracking PTZ cameras etc., and accessories, such as cabling, power supply units, etc. in all conference venues. ***[Reimbursable as per Rate Card]***
- Providing live interpretation services through an IT/technological solution while maintaining the need for in-person interpretation as low as possible. ***[Reimbursable on presentation of final itemized invoices]***

## 3. **Gifts for speakers:**

The Agency shall be responsible for:

- Identifying, curating, and proposing multiple suitable gift options for conference speakers, along with detailed specifications and indicative cost per unit for each option, and presenting them to the organisers for selection. ***[Cost to be met from Event Management Fee]***
- Incorporating feedback/revisions as may be suggested by the organisers and procuring the selected and approved items in required quantities and within the agreed timelines. ***[Reimbursable as per costs approved by the organisers]***
- Storing and distributing the gift items to speakers at the conference sessions in accordance with the protocol and instructions issued by the organisers, while maintaining detailed records of all gift items and their movement to and from the store. ***[Cost to be met from Event Management Fee]***

## 4. **Bilateral Meeting Rooms, VIP Lounges and Dining Spaces:**

The Agency shall be responsible for:

- Readyng the Meeting Rooms, VIP Lounges and Dining Spaces as specified under point A.1.1 above.
- Deploying staff to manage booking and reservation of Meeting Rooms, ensure controlled access to the Meeting Rooms, VIP Lounges and Dining Spaces, and supervise catering services in these spaces. ***[Cost to be met from Event Management Fee]***

5. **Branding & Signage:**

The Agency shall be responsible for:

- Preparation of branding materials, including, but not limited to vinyl flexes, 3D logos and lettering and branded selfie points, and their placement at suitable places within the Bharat Mandapam Convention Centre. ***[Reimbursable as per Rate Card]***
- Procurement and placement of digital standees outside each Room/Hall at the Convention Centre for identification of the venue and displaying of schedule of events planned to be held at that venue. ***[Reimbursable as per Rate Card]***
- Preparation and placement of signages at suitable places in the Convention Centre to direct attendee and delegates to the various venues, and to the Exhibition. ***[Reimbursable as per Rate Card]***
- Development of creatives for all branding, signages and standees shall be done by the Media team deployed by the Agency for this project as specified under these Scope of Work. ***[Cost to be met from Event Management Fee]***

6. **Utilities Management:**

The Agency shall be responsible for:

- Deployment of sufficient number of diesel generator sets including fuel, UPS systems and reliable switchover equipment to ensure uninterrupted power supply at the venue. Redundancies must be provided for critical equipment, such as lights, the AV consoles, etc. ***[Reimbursable as per Rate Card]***
- Providing reliable high-speed internet over Wi-Fi for all delegates and attendees at the Convention Centre. Additionally, dedicated internet connections must be made available at the AV consoles for facilitating live streaming of the events. ***[Reimbursable on presentation of final itemized invoices]***
- Making suitable arrangements at the Convention Centre for drinking water and sanitation services for the delegates and attendees. Daily sanitization of the venue and all furniture and equipment must be carried out. ***[Cost to be met from Event Management Fee]***
- Ensuring air conditioning is operational within all rooms and halls of the Convention Centre and that pleasant temperatures are maintained. ***[Cost to be met from Event Management Fee – All utility bills, including any electricity charges, raised by ITPO shall be settled by the organisers directly]***

7. **Manpower:**

The Agency must deploy:

- At least one dedicated coordinator for each conference venue at the Bharat Mandapam Convention Centre who shall be responsible for supervising the setting up of the venues and for managing the operations at that venue on the event days. ***[Cost to be met from Event Management Fee]***
- At least one dedicated coordinator to oversee all the Dining Areas at the Bharat

Mandapam Convention Centre, their set up and operations on the event days. ***[Cost to be met from Event Management Fee]***

- At least one dedicated coordinator to supervise the setting up of and operations at all Bilateral Meeting Rooms and VIP Lounges at the Bharat Mandapam Convention Centre. The coordinator shall also be responsible for managing the reservation system for the Meeting Rooms and ensuring controlled access to the Meeting Rooms and Lounges. ***[Cost to be met from Event Management Fee]***
- Sufficient number of staff in a central team that can satisfactorily address all technical and coordination issues at all venues in the Convention Centre. This central team must include IT technicians, electricians, carpenters/fabricators, housekeeping staff, general labourers, and any other professionals that might be needed to troubleshoot issues and provide assistance wherever needed. ***[Cost to be met from Event Management Fee]***
- Ushers with good English speaking skills to assist delegates and participants at the venue, assist the event organisers with general coordination work, and any other non-specialised work that may need to be completed. ***[Reimbursable as per Rate Card]***
- Security officials with necessary equipment at various places in the Convention Centre to ensure that only authorized personnel are granted access to controlled and restricted zones, such as closed-door sessions, lounges, VIP dining spaces, etc. ***[Cost to be met from Event Management Fee]***
- A dedicated Conference Manager with at least 8 years of relevant experience who shall be the single-point-of-contact for the organising team. The Conference Manager shall be responsible for management of and coordination between all staff resources specified above. ***[Cost to be met from Event Management Fee]***

The Agency must ensure that all staff members are smartly dressed for carrying out the work assigned to them. Ushers and coordinators shall be required to wear distinct uniforms or other forms of identification allowing them to be easily identified by the delegates, attendees and event organisers. ***[Cost of uniforms (preferably polo shirts) shall be reimbursed as per Rate Card]***

## **PACKAGE B: EXHIBITION**

### **B.1 Commercial Management:**

#### **1. Receiving Expression of Interests:**

The Agency shall be responsible for:

- Marketing the event to potential exhibitors and sponsors. All communication materials and collaterals (brochures, flyers, emailers, etc.) to be used for marketing purposes shall be presented to the organisers for their approval. ***[Cost to be met from Event Management Fee]***
- Communicating with potential exhibitors and sponsors, addressing their queries, and receiving their expressions of interest. ***[Cost to be met from Event Management Fee]***
- Maintaining a Customer Relationship Management (CRM) system for reporting to the organisers on a periodic basis, assisting the organisers in reviewing the Expressions of Interest received, and getting the approval/validation from the organisers. ***[Cost to be met from Event Management Fee]***
- Coordinating with the organisers for timely generation of invoices for realizing the exhibitor fee / sponsorship fee. ***[Cost to be met from Event Management Fee]***

The schedule of sponsorship fees and exhibitors fees has been included in the following section. Additionally, at a later stage, the organisers shall also specify a separate schedule of charges for supply of power and internet services to the exhibitors which shall be followed by the Agency for billing.

## 2. Exhibitor Coordination:

The Agency shall be responsible for:

- Development of an Exhibitors Manual providing all necessary information, including general instructions, safety guidelines, contact details of relevant officials, etc. ***[Cost to be met from Event Management Fee]***
- Appointment of Account Executives who shall communicate and coordinate with the exhibitors and sponsors, and facilitate their participation at the exhibition. The Account Executives shall be the single-point-of-contact for the exhibitors. ***[Cost to be met from Event Management Fee]***
- Assisting the organisers in coordinating with Ministries and Agencies of Government of India, State Governments (including its departments and agencies), bodies under MNRE's administrative control (SECI, IREDA, NIWE, etc.), and other Indian Public Sector Undertakings (PSUs) that intend to participate in the event as sponsors or exhibitors. Account Executives must also be assigned for these categories of sponsors and exhibitors. ***[Cost to be met from Event Management Fee]***
- Deploying a competent and experienced Commercial Manager with at least 8 years of relevant experience who shall be the dedicated single-point-of-contact for the organisers on all matters related to the commercial aspects of the Exhibition. The Commercial Manager shall periodically report to the organising committee about the status of uptake of exhibition space, associated financial statistics, and present challenges faced by them or the exhibitors. ***[Cost to be met from Event Management Fee]***

## B.2. Exhibition Venue Management & Infrastructure:

### 1. Selection and mapping of Exhibitors:

The Agency shall be responsible for:

- Generating suggested floor plans of the exhibition venue and suggested exhibitor fees based on the placement of the space within the Exhibition venue. ***[Cost to be met from Event Management Fee]***
- Allocation of floor space to exhibitors as and when their expression of interest gets approved/ validated by the organisers. ***[Cost to be met from Event Management Fee]***
- Ensuring that the statutory requirements relating to fire exits, load limitations, electrical safety, etc. are incorporated into the floor plans. The floor plan must demarcate areas for utility services, such as power supply corridors, fire hydrant cabinets, etc. ***[Cost to be met from Event Management Fee]***

### 2. Fabrication of exhibitor pavilions:

The exhibitors shall have two options for setting up their exhibits. They may opt to obtain raw space within the exhibition venue with carpeting and utilities, and fabricate a pavilion through a service provider of their choosing. Alternatively, the exhibitor may opt to obtain a bare shell Maxima/Octanorm booth/pavilion with standardized offerings.

The Agency shall be responsible for:

- Fabricating the bare shell booth/pavilion for the exhibitors that have opted for this option.

***[Reimbursable as per Rate Card]***

- Working with the organisers to develop standardised packages of offerings (including, but not limited to, equipment, furniture, and branding material) for the bare shell exhibitors, as well as the pricing for all such packages. ***[Cost to be met from Event Management Fee]***
- Working with the organisers to generate a rate card of equipment, material and furniture that may be made available to all exhibitors on rent during the event days. ***[Cost to be met from Event Management Fee]***
- Setting up of standardized pods to be offered to start-ups in the clean energy space. The organisers shall approve the design of such pods and the unit cost of setting up such pods. ***[Reimbursable as per costs approved by the organisers]***

**3. Fabrication of Meeting Rooms, Delegation Offices and Dining Spaces:**

The Agency shall be responsible for:

- Fabrication of sound-proof offices for select categories of sponsors, delegations and exhibitors. These office shall have a standard set of offerings, including seating space, tables, screens, etc. The sponsors and delegations shall also have the option of procuring additional items for their office using the rate card prepared for exhibitors. ***[Reimbursable as per Rate Card]***
- Fabrication of sound-proof Lounges and Meeting Rooms for hosting B2B Meetings for select categories of sponsors, delegations and exhibitors. These Meeting Rooms and Lounges shall have a standard set of equipment and furniture. ***[Reimbursable as per Rate Card]***
- Development of specified areas as Dining Spaces – with a space with seated dining for VIPs, and a separate space with buffet arrangements for other select categories of delegates. These spaces shall be suitably furnished with all requisite furniture for hosting the meal services. ***[Reimbursable as per Rate Card]***

**4. Utilities Management:**

The Agency shall be responsible for:

- Deployment of sufficient number of diesel generator sets, UPS systems and reliable switchover equipment to ensure uninterrupted power supply at the venue. Redundancies must be provided for all critical equipment. ***[Reimbursable as per Rate Card]***
- Billing the exhibitors for the quantum of power supply requested at their pavilions and booths at the rates approved by the organisers. ***[Cost to be met from Event Management Fee]***
- Providing reliable high-speed internet over Wi-Fi for all exhibitors and delegates at the Exhibition area. Additionally, provisions must also be made to provide dedicated wired internet connection to certain pavilions, in case it is requested. ***[Reimbursable on presentation of final itemized invoices]***
- Making suitable arrangements at the Exhibition area for drinking water and sanitation services for the exhibitors and visitors. Daily sanitization of the common areas must be carried out. ***[Cost to be met from Event Management Fee]***
- Ensuring air conditioning is operational within all exhibition halls and that pleasant temperatures are maintained. ***[Cost to be met from Event Management Fee – All utility bills, including electricity charges, raised by ITPO shall be settled by the organisers directly]***

5. **Branding & Signage:**

The Agency shall be responsible for:

- Preparation of branding materials, including, but not limited to vinyl flexes, 3D logos and lettering and branded selfie points, and their placement at suitable places within and around the Bharat Mandapam Exhibition Halls. **[Reimbursable as per Rate Card]**
- Placement of signages at suitable places in the Convention Centre to direct visitors, exhibitors, and delegates to the various exhibition venues and to the Convention Centre. **[Reimbursable as per Rate Card]**
- Development of creatives for all branding, signages and standees shall be done by the Media team deployed by the Agency for this project as specified under these Scope of Work.

6. **Manpower:**

The Agency must deploy:

- At least one dedicated coordinator for each exhibition hall who shall be responsible for supervising the setting up of the venues and for managing the operations at that venue on the event days. **[Cost to be met from Event Management Fee]**
- At least one dedicated coordinator to oversee each of the Dining Areas at the Exhibition Halls, their set up and operations on the event days. **[Cost to be met from Event Management Fee]**
- At least one dedicated coordinator each to supervise the setting up of and operations at the B2B Meeting Rooms and Lounges located at the Exhibition Halls. The coordinator shall also be responsible for managing the reservation system for the Meeting Rooms and ensuring controlled access to the Meeting Rooms and Lounges. **[Cost to be met from Event Management Fee]**
- At least one dedicated coordinator to supervise the setting up of and operations at the Delegation Offices located at the Exhibition Halls. **[Cost to be met from Event Management Fee]**
- Sufficient number of staff in a central team that can satisfactorily address all technical and coordination issues at all exhibition venues. This central team must include electricians, carpenters/fabricators, housekeeping staff, general labourers, and any other professionals that might be needed to troubleshoot issues and provide assistance to exhibitors wherever needed. **[Cost to be met from Event Management Fee]**
- Ushers with good English speaking skills to assist visitors and delegates at the venue, assist the exhibitors with general coordination work, and any other non-specialised work that may need to be completed. **[Reimbursable as per Rate Card]**
- Security officials with necessary equipment at various places in the Exhibition area to ensure that only authorized personnel are granted access to controlled and restricted zones, such as delegation offices, lounges, dining areas, etc. **[Cost to be met from Event Management Fee]**
- An Exhibition Floor Manager with at least 8 years of relevant experience who shall be the dedicated single-point-of-contact for the organising team. The Exhibition Floor Manager shall be responsible for management of and coordination between all staff resources specified above. **[Cost to be met from Event Management Fee]**

The Agency must ensure that all staff members are smartly dressed for carrying out the work

assigned to them. Ushers and coordinators shall be required to wear distinct uniforms or other forms of identification allowing them to be easily identified by the delegates, attendees and event organisers. ***[Cost of uniforms (preferably polo shirts) shall be reimbursed as per Rate Card]***

## **PACKAGE C: COMMON SERVICES**

### **C.1. Delegate Management & Logistics:**

#### **1. Delegate and Speaker Accommodation:**

The Agency shall be responsible for:

- Tying up with 5-star and 4-star hotels in New Delhi for securing special room tariffs for both standard rooms, and junior suites (or equivalent category) to be offered to delegates. ***[Cost to be met from Event Management Fee]***
- Making accommodation arrangements at these hotels for select high-level speakers and VIP delegates identified by the organisers for whom travel and stay shall be paid for by the organisers. ***[Reimbursable as per Rate Card]***
- Setting up a helpdesk with round-the-clock staffing at each of the identified hotels for facilitating the check-in and check-out of delegates, and for coordinating with the transport team to facilitate their travel needs. ***[Cost to be met from Event Management Fee]***

#### **2. Flight Booking:**

The Agency shall be responsible for:

- Making the necessary roundtrip flight arrangements for select high-level speakers and VIP delegates identified and approved in writing/on email by the organisers. All such bookings shall be done on the shortest possible route between their origin and New Delhi. ***[Reimbursable on presentation of final itemized invoices]***
- Making changes to the flight itineraries and/or travel dates as and when requested by the delegate / speaker. ***[Reimbursable on presentation of final itemized invoices]***
- Setting up a round-the-clock travel desk for facilitating these flight bookings. The travel desk staff must communicate directly with the delegate / speaker or their office both via emails and phone calls to ensure quick turnaround for booking and issuance of tickets. ***[Cost to be met from Event Management Fee]***
- Coordinating with the Ministry of External Affairs (MEA) and the Indian Diplomatic Missions and the Ministry of Home Affairs (MHA) to facilitate visas for international delegates in exceptional cases.

#### **3. Transport Fleet:**

The Agency shall be responsible for:

- Deploying a fleet of vehicles of various types to be used during the event. The use cases of these vehicles are mentioned below:
  - a. SUVs or MUVs comparable to Toyota Innova Crysta to be used by VIP Delegates
  - b. Sedans comparable to Suzuki Dzire to be used by other sponsored delegates
  - c. Vans or Mini-buses comparable to Force Urbania to be used as shuttle between hotels and event venues

- d. 40-seater Buses to be used as shuttle between prominent places around Delhi and the event venue

It would be preferable to have as many electric vehicles and hydrogen-powered vehicles as part of this fleet as could be incorporated by the Agency. ***[Reimbursable as per Rate Card]***

- Providing audited proof of vehicle deployment along with time-stamped photographs of odometer readings wherever extra hours or extra distance is being charged. ***[Cost to be met from Event Management Fee]***

#### 4. **Airport Protocol:**

The Agency shall be responsible for:

- Setting up of necessary signages and Welcome Desks at the Delhi airport with round-the-clock staffing for facilitation of VIP guests. ***[Reimbursable as per Rate Card]***
- Tying up with Encalm at the Delhi airport to provide Atithya meet and greet services to VIP delegates between the aircraft and the Ceremonial Lounge both on their arrival to and departure from India. ***[Reimbursable on presentation of final itemized invoices]***
- Coordinating with the Protocol Division of the Ministry of External Affairs (MEA) to ensure the availability of the Ceremonial Lounge at the Delhi airport for arrival and departure of the VIP delegates throughout the event duration. ***[Cost to be met from Event Management Fee]***
- Coordinating with the Airport authorities and security agencies to facilitate issuance of Airport Entry Permits (AEPs) for representative of the organisers who may be present at the airport to welcome and see-off VIP delegates. ***[Cost to be met from Event Management Fee]***

#### 5. **Security and Emergency Services:**

The Agency shall be responsible for:

- Coordinating with the local police authorities for assignment of Personal Security Officers (PSOs) for VIP delegates. ***[Cost to be met from Event Management Fee]***
- Ensuring availability of sufficient security personnel at the hotels where VIP delegates shall be accommodated, at conference venues and the exhibition areas for smooth conduct of the event. ***[Cost to be met from Event Management Fee]***
- Deployment of Advance Life Support (ALS) ambulances with medical personnel at the hotels where VIP delegates are accommodated and at the event venue. ***[Reimbursable on presentation of final itemized invoices]***
- Procurement and placement of suitable firefighting equipment (fire extinguishers, sand buckets, etc.) , and training of event management staff to assist in the event of an emergency. ***[Cost to be met from Event Management Fee]***
- Coordinating with the traffic police to ensure smooth flow of traffic between the hotels and event venues, and around the event venue particularly during movement of VIP convoys. ***[Cost to be met from Event Management Fee]***
- Liaise with other authorities, such as local hospitals, police stations and fire stations to ensure prompt response in case of emergency situations. ***[Cost to be met from Event Management Fee]***

#### 6. **Liaison Officers:**

The Agency shall be responsible for:

- Deployment of competent and experienced Liaison Officers (LOs) to accompany select international delegates and VIP delegates as identified by the organisers. The pool of LOs proposed to be deployed must have an agreeable gender ratio, and must also include individuals with French and Spanish language skills. ***[Reimbursable as per Rate Card]***
- Tracking the check-ins and check-out of the LOs to ensure that all overtime billing is being fairly billed and paid for. ***[Cost to be met from Event Management Fee]***

7. **Manpower:**

The Agency must deploy:

- At least one coordinator who shall dedicatedly oversee all operations at the hotels, including bookings, room assignments, check-ins and check-outs, and all assistance for delegates. ***[Cost to be met from Event Management Fee]***
- At least one dedicated transport coordinator who shall oversee all vehicle assignments, daily reporting of vehicles and their movement, and tracking of extra usage for each vehicle. ***[Cost to be met from Event Management Fee]***
- At least one dedicated travel desk coordinator who shall supervise all flight bookings, cancellations and itinerary changes, and no-shows and their management, if any. ***[Cost to be met from Event Management Fee]***
- At least one airport coordinator who shall be responsible for overseeing all activities at the airport, including movement of VIP delegates, coordination with authorities, and staffing of the Welcome Desk. ***[Cost to be met from Event Management Fee]***
- Additional manpower as deemed necessary to sustain smooth and efficient operations at the hotels, airport, the travel desk as well as that of the vehicles. ***[Cost to be met from Event Management Fee]***
- A competent and experienced Logistics Manager with at least 8 years of relevant experience who shall be the dedicated single-point-of-contact for the organising team, and who shall oversee all the planning and operations at the hotels, airport, the travel desk, and with vehicles. The Logistics Manager shall be expected to have live access to all rooming lists, flight itineraries, LO and PSO assignments, and vehicle deployments. ***[Cost to be met from Event Management Fee]***

**C.2. Communications and Outreach:**

1. **Communications and Outreach team:**

The Agency must deploy:

- At least two dedicated copy-writers who shall work on developing copies for the communication and outreach efforts associated with the event. ***[Cost to be met from Event Management Fee]***
- At least two dedicated graphic designers to support with development of creatives for all communication media, including for branding and signages. ***[Cost to be met from Event Management Fee]***
- At least one dedicated video editors to assist with development of video content for the communication and outreach efforts for the event. ***[Cost to be met from Event Management Fee]***
- At least one dedicated social media executive who shall manage posting on all social

media platforms. ***[Cost to be met from Event Management Fee]***

- At least one dedicated social media analyst who shall monitor all social media platforms and maintain analytics for the event. ***[Cost to be met from Event Management Fee]***
- A qualified and experienced Team Lead who shall oversee the entire operations of this team and be the single-point-of-contact for the organisers. The Team Lead shall manage workload and set priorities for the team, provide copy editing support, and liaise with the organisers to get copies, creatives and collaterals approved in a timely fashion. ***[Cost to be met from Event Management Fee]***

The Agency must ensure that the team can assist with multi-lingual content, including English, Hindi, French, Spanish, and Indian vernacular languages. ***[Cost to be met from Event Management Fee]***

On getting closer to the event dates, the Agency must suitably increase the strength of the Communications and Outreach team to at least 3 times its initial strength to cater to the increased outreach activity, and plan for round-the-clock operations in the weeks leading up to the event. ***[Cost to be met from Event Management Fee]***

## 2. **Public Relations and Outreach Activities:**

As part of the technical bid submitted in response to this RFP, bidders are invited to submit a tentative media and outreach plan outlining a recommended media strategy and optimal media mix for the promotion, public relations, and outreach activities related to the event.

For the purpose of this exercise, bidders shall assume a indicative budget of INR 5 crore and indicate the proposed allocation of this budget across various media channels, along with a brief rationale for the suggested distribution. While developing the plan, bidders must consider the following:

- The proposed media and outreach plan should adopt an integrated communications approach and may include a mix of conventional, digital, and emerging media platforms, such as print, radio, television, outdoor, internet and digital media, social media platforms, and influencer-led campaigns, among others.
- For media and platforms covered by the Central Bureau of Communications (CBC), the bidders must consider CBC specified rates while budgeting.
- Bidders are encouraged to propose bold, innovative, and non-traditional outreach approaches that leverage emerging technologies, data-driven targeting, partnerships, and creative storytelling to maximise reach, engagement, and impact, particularly among global and strategic stakeholder audiences.
- For the avoidance of doubt, the tentative media and outreach plan submitted under this RfP shall not include the placement of banners or branding installations within the National Capital Territory of Delhi or at the Delhi airport, as these activities will be undertaken separately under a distinct budget and scope.

The media and outreach plan submitted under the technical bid will be assessed solely for the quality of strategy, creativity, and understanding of outreach objectives, and shall not be construed as a final or binding media and outreach plan or budget commitment by the organisers.

Once onboarded, the Agency shall be responsible for:

- Finalising the media and outreach plan in consultation with the communications team of the organisers based on the budget approved for these activities. ***[Cost to be met from Event Management Fee]***

- Execution of the media and outreach plan over the course of the months leading up to the event. The following aspects must be considered while executing the media and outreach plan:
  - a. For all media channels covered under the Central Bureau of Communication (CBC), the procurement and placement of media shall be undertaken directly by the Organisers. Any expenditure incurred on such CBC-covered media shall not be treated as “event expenditure managed by the Agency” and shall therefore not be considered for the purpose of calculation of the event management fee payable to the Agency.
  - b. For all other media channels, the procurement and placement of media shall be managed by the Agency. ***[Reimbursable on presentation of final itemized invoices]***

**3. City and Airport Branding:**

The Agency shall be responsible for:

- Printing and placement of vinyl flex banners across prominent parts of the National Capital Region, including on the route to and from the airport. The placement of the banners shall be guided by the organisers. ***[Reimbursable as per Rate Card]***
- Selection of paid advertising slots in the National Capital Region and at the Delhi airport and placement of branding at these locations as approved by the organisers. ***[Reimbursable on presentation of final itemized invoices]***

**4. Special Public Engagement Events and International Roadshows:**

The Agency shall be responsible for:

- Providing support with certain special public engagement events being planned by the organisers to be held in the National Capital Region. ***[Reimbursable on presentation of final itemized invoices]***
- Assisting the organisers in conducting roadshows and publicity campaigns at select international events. These may include the World Hydrogen Summit, Intersolar Europe, ISA Regional Committee Meetings, Africa Energy Forum, OLADE Energy Week, etc. ***[Reimbursable on presentation of final itemized invoices]***

**5. Photography and Videography:**

The Agency shall be responsible for:

- Deployment of sufficient number of photographers and videographers to cover all conference sessions taking place at the Bharat Mandapam Convention Center, as well as the exhibitions taking place as part of the event. ***[Reimbursable as per Rate Card]***

**6. Curtain Raiser:**

The organisers intend to host a curtain raiser few weeks before the commencement of the event where the leadership of the organisers shall address key stakeholders and media personnel about the event. The organisers shall make the necessary arrangements to host the curtain raiser at a suitable venue.

The Agency shall be responsible for:

- Liaising with media agencies for ensuring their presence at the curtain raiser, and deploying qualified resources at the venue for handling media relations. ***[Cost to be met from Event Management Fee]***
- Deploying ushers at the venue to assist with general coordination and management of activities. ***[Reimbursable as per Rate Card]***

## 7. **Media Centre and Media Management:**

The Agency shall be responsible for:

- Setting up of a fully equipped media centre for 100+ journalists with laptops, printers, and high-speed internet access. ***[Reimbursable on presentation of final itemized invoices]***
- Coordinating with media agencies for cultivating interest among the for the event and inviting them to cover the event in detail. ***[Cost to be met from Event Management Fee]***
- Deployment of an experienced and competent PR & Outreach Manager with at least 8 years of relevant experience who shall be the dedicated single-point-of-contact for the organising team. The PR & Outreach Manager shall be responsible for management of all PR and outreach activities, including maintaining coordination between teams specified above. ***[Cost to be met from Event Management Fee]***

### **C.3. Registration and Delegate Kits:**

#### 1. **Registration system:**

The Agency shall be responsible for:

- Setting up of an online registration system where all participants shall register for participating in the event. ***[Cost to be met from Event Management Fee]***

The Agency must grant to certain officials nominated by the organisers access to the registration database. These officials shall have the rights to make edits in the registration database, and to approve or reject registration of select categories of attendees.

#### 2. **Registration counters:**

The Agency shall be responsible for:

- Setting up of registration counters in at least three locations in New Delhi. Each of these locations may have 5-6 counters, with dedicated counters for VIP delegates and sponsors. ***[Cost to be met from Event Management Fee]***
- Provision of all necessary infrastructure at the counters for accessing the registration database, printing badges, and for storage of delegate kits. ***[Cost to be met from Event Management Fee]***
- Deploying staff at the counters to remain operational from 9 am to 6 pm starting 2 weeks before the event dates. ***[Cost to be met from Event Management Fee]***

#### 3. **Delegate kits:**

Certain categories of delegates and exhibitors shall be provided with branded delegate kits and accessories at the time when their delegate badges are collected.

The Agency shall be responsible for:

- Identifying, curating, and proposing multiple delegate kit options for conference speakers, along with detailed specifications and indicative cost per unit for each option, and presenting them to the organisers for selection. ***[Cost to be met from Event Management Fee]***
- Incorporating feedback/revisions as may be suggested by the organisers and procuring the selected and approved items in required quantities and within the agreed timelines. ***[Reimbursable as per costs approved by the organisers]***
- Assembling the delegate kits and storing the assembled delegate kits at a safe and secure

place. The assembled delegate kits shall be delivered to the registration counters on a daily basis to be given to the registered delegates. ***[Cost to be met from Event Management Fee]***

- Maintaining detailed records of all delegate kits, their movement to and from storage, and its subsequent handover to the delegate. The Agency shall be reimbursed only for the number of delegate kits that have been properly accounted for during distribution. ***[Cost to be met from Event Management Fee]***

#### **C.4. Food and catering:**

##### **1. Catering for delegates:**

The Agency shall be responsible for:

- Catering to the delegates with a menu selected by the organisers. ITC shall be the preferred caterer for the event, however, the organisers are open to considering alternatives. VIP Delegates shall be offered a seated meal service, while all other delegates shall be offered a buffet service. ***[Reimbursable as per Rate Card]***

##### **2. Food court:**

The Agency shall be responsible for:

- Inviting vendors to set up of stalls at the food court at a no-cost basis. The vendors shall be charged for any utilities that they consume during the course of the event. ***[Cost to be met from Event Management Fee]***
- The selected bidder must ensure that the food court meets food safety and hygiene standards, has a variety of cuisines on offer at various price bands. ***[Cost to be met from Event Management Fee]***

##### **3. Infrastructure and services:**

The Agency shall be responsible for:

- Development of specified areas as Dining Spaces – a space with seated dining for VIPs, and a separate space with buffet arrangements for other select categories of delegates. These spaces shall be suitably furnished with all requisite furniture for hosting the meal services. ***[Reimbursable as per Rate Card]***
- Setting up of a food court at an area identified by the organisers with uninterrupted power supply to the vendors willing to set up stalls. The vendors must also be encouraged to bring their own furniture (tables and chairs) to be used by their customers. ***[Cost to be met from Event Management Fee]***
- Deploying personnel to supervise the meal service at all Dining Rooms. These personnel shall also be responsible for maintaining headcount and verification of service delivery at the VIP Dining Rooms. ***[Cost to be met from Event Management Fee]***
- Ensuring cleanliness within the Dining Rooms and Food Courts, and ensuring periodic sanitization of the premises. ***[Cost to be met from Event Management Fee]***
- Putting in place crowd control measures and queue management systems to ensure orderly service at the Dining Halls and Food Courts. ***[Cost to be met from Event Management Fee]***

#### **C.5. Development of the event website and mobile app:**

##### **1. Development of the event website:**

The Agency shall be responsible for:

- Development of a secure website containing all relevant information about the event and with the following features:
  - a. Access to the delegate registration portal
  - b. Access to the portal for accepting expressions of interest from exhibitors and sponsors
  - c. A photo gallery displaying selected pictures from the event uploaded on an hourly basis
  - d. An access controlled section for registered delegates to log in. This section would provide the user access to all the features from the app

***[Cost to be met from Event Management Fee]***

- Maintenance and updating of website content on a periodic basis in consultation with the officials nominated by the organisers. ***[Cost to be met from Event Management Fee]***
- Compliance with Personal Data Protection & EU GDPR requirements. ***[Cost to be met from Event Management Fee]***

All content and design of the website shall be guided by the communications and IT team of the organisers.

## 2. **Development of a mobile app:**

The Agency shall be responsible for:

- Development of an easy to use and secure mobile app that offers to the user the following features:
  - a. Display a calendar of all sessions and programmes being held as part of the event
  - b. A personal calendar where the user can add the events and programmes that they are interested in attending. The app should notify and alert the user when these events are scheduled to start
  - c. Search for and look up details of other delegates, exhibitors and sponsors
  - d. Chat with and place request for bilateral meetings with other delegates, exhibitors and sponsors. Users shall also have the option to book Meeting Rooms once the bilateral meeting request has been accepted
  - e. An interactive map of all event venues, Meeting Rooms, Dining Rooms, Food Court, Delegation Offices, exhibitor pavilions with an option to navigate to any place of the users choosing
  - f. Access to pictures from the event selected and uploaded by the organisers
  - g. Access to live stream of conference sessions being held at the various venues
  - h. Push notifications allowing the organisers to communicate with the app users

***[Cost to be met from Event Management Fee]***

- Maintenance and updating of app content on a periodic basis in consultation with the officials nominated by the organisers. ***[Cost to be met from Event Management Fee]***
- Compliance with Personal Data Protection & EU GDPR requirements. ***[Cost to be met from Event Management Fee]***

All content and design of the website shall be guided by the communications and IT team of the organisers.

## C.6. Statutory Requirements and Compliance:

### 1. Safety Requirements:

The Agency shall be responsible for:

- Securing the necessary health and occupational safety certificates for the venue. **[Cost to be met from Event Management Fee]**
- Securing structural stability certificate for key structures where VIP and VVIP presence is anticipated. **[Cost to be met from Event Management Fee]**
- Adhering to international quality standards and safety margins while designing, selecting or fabricating structures for the event. **[Cost to be met from Event Management Fee]**
- Development of a Disaster Management and Emergency Response Plan and training of all relevant personnel in its execution. **[Cost to be met from Event Management Fee]**

### 2. Insurance Requirements:

The Agency shall be responsible for:

- Securing a comprehensive insurance policy for the entire event. **[Reimbursable on presentation of final itemized invoices]**
- Indemnification of organisers for any and all damages to manpower, equipment, the venue, or any third-party liability arising out of activities related to the event. **[Cost to be met from Event Management Fee]**

The Agency shall be responsible for submission of audited expenditure statements for the event, including all supporting documents, such as tax invoices and receipts, logs, payment proofs, etc. The Agency should ensure that GST input credit is passed to organisers for all the expenses which are reimbursed by the organisers.

The Agency must deploy a competent and experienced IT & Operations Manager with at least 8 years of relevant experience who shall dedicatedly oversee the scope of work areas mentioned under head C.3., C.4., C.5., and C.6.

The Agency must also deploy a dedicated Project Director with at least 15 years of relevant experience in managing all aspects of the project as specified in this Section. The Project Director shall lead the entire project and shall be the point of escalation for all matters to be managed by the individual Managers.

### Tentative Schedule of Sponsorship and Exhibitor Fee:

S. No.	Sponsorship Category	Number of Slots	Fees for Domestic Institutions (in INR lakhs)	Fees for International Institutions (in USD)	Complimentary Exhibition Space Entitlement (in sq. m)
1.	Platinum Sponsor	1	300	360,000	250
2.	Diamond Sponsors	2	200	240,000	150
3.	Gold Sponsors	4	100	120,000	120
4.	Silver Sponsors	7	75	90,000	90
5.	Bronze Sponsors	10	50	60,000	75

6.	Associate Sponsors	5	35	42,000	60
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S. No.	Partner Category	Number of Slots	Fees (in INR lakhs)	Complimentary Exhibition Space Entitlement (in sq. m)
1.	Partner Countries	6 – 8	Nil	200
2.	Partner States	8 – 10	100	180
3.	Associate States		50	90

S. No.	Exhibitor Requirement	Fee Range
1.	Raw Space	INR 11,600 – 17,000 per sq. m. based on the zone selected
2.	Partner States	INR 14,500 – 18,500 per sq. m. based on the zone selected
3.	Pods	Nil

S. No.	Delegate Category	Registration Fee
1.	Indian Delegates	INR 15,000 per delegate
2.	Foreign Delegates	USD 200 per delegate
3.	Student Delegates	INR 1,000 per delegate
4.	Exhibition Visitors	Nil

**Note:** Delegates and speakers invited by the organisers shall not be liable to pay registration charges. Also, delegate passes issued to sponsors, exhibitors and country delegations shall be issued free of charge.

#### Deliverables and timelines:

S. No.	Deliverable	Timeline
1.	<b>Inception Pack</b> - Workplan, Gantt chart, and Risk register - Team structure, allocation of responsibilities, and escalation matrix - Sustainability & accessibility plan covering waste, energy, transport, and universal access measures	One week from the award of contract
2.	<b>Communications and Outreach team deployment</b>	
3.	<b>Revised media and outreach plan</b>	By 31 May 2026

S. No.	Deliverable	Timeline
	- With detailed activities and respective timelines	
4.	<b>Master Designs &amp; Branding Toolkit</b> - Brand guidelines with colour palettes and fonts - Master creatives for social media posts, banners, signages, stage / backdrop designs, etc. - Hashtags and taglines	
5.	<b>Concept design of the event website and app</b> - Thematic designs and colour palettes - Mock-up and wireframe designs	
6.	<b>Tentative floor plan of the exhibition</b> - CAD layout of the exhibition floor with tentative mapping of booths and pavilions - CAD layout of other spaces, such as Delegation offices, B2B Meeting Rooms, Dining Spaces and Food Court	
7.	<b>MIS Masterplan</b> - Reporting templates, particularly on exhibitor and sponsor onboarding - Workflows for reporting, approval and revisions	
8.	<b>Exhibitor Manual</b> - Guidelines and rules, exhibitor timelines, procedures, and safety protocols	By 10 Jun 2026
9.	<b>Final Sponsor and Exhibitor Matrix</b> - Entitlements and benefits for all tiers of sponsors and exhibitors	
10.	<b>Go-live of event website</b> - Registration and exhibitor / sponsor EoI portal activation	
11.	<b>Exhibitor and sponsor collaterals</b> - Brochures, flyers, emailers for marketing to exhibitors and sponsors	1 July 2026
12.	<b>Standardised packages for Exhibitors and Sponsors</b> - Standardised booth and pavilion packages and its prices - Rate card of equipment, furniture and branding material for exhibitors and sponsors - Schedule of rates for power supply and housekeeping	
13.	<b>Sample delegate kits and speaker gifts</b>	
14.	<b>Seating and floor plan for all conference session venues</b>	
15.	<b>Logistics masterplan</b> - Selected hotels and offered room rates - Transportation plan and vehicle availability - Airport protocol plan - Workflows and coordination plan	31 July 2026

S. No.	Deliverable	Timeline
16.	<b>Commencement of flight bookings for sponsored delegates</b>	
17.	<b>Food and catering plan for the event</b> - Menus for catering to VIP delegates, speakers and other high-level delegates - Plan for setting up of the food court	1 Sep 2026
18.	<b>Curtain raiser for the event</b>	1 Oct 2026
19.	<b>Deployment of branding at Delhi Airport</b>	
20.	<b>Deployment of branding in Delhi</b>	13 Oct 2026
21.	<b>Go-Live of the Event App</b>	
22.	<b>Detailed manpower plan</b> - List of all personnel proposed to be deployed at the venue along with their roles and contact details - Reporting structure and escalation matrix	
23.	<b>Opening of registration counters</b> - Commencement of delegate kit distribution	20 Oct 2026
24.	<b>Readying of exhibition halls and the Multi-Purpose Hall</b>	29 Oct to 1 Nov 2026
25.	<b>Readying of all other venues</b>	31 Oct to 1 Nov 2026
26.	<b>Comprehensive Post-Event Report and Submission</b> - Operations Closure Pack with report of all technical issues and snags, service disruptions, incidents, accidents, - Financial Closure Pack with reconciled invoices, utilisation logs, vehicle running records, proofs, sales records, utility billing, etc. - All raw data and information, including, but not limited to, registration lists, inventory of gifts and delegate kits, delegate logistic details, badge scan data, etc. - Media analytics, feedback, and media coverage - Design files, raw footage, edited videos, transcripts, and photographs with usage rights	20 Nov 2026

### Duration of Project Validity

The deliverables are expected to be completed to ensure successful completion of the event as presently envisaged between 2 and 5 November 2026, and subsequent completion of the post-event activities. In case of any unavoidable circumstances requiring the rescheduling of the event to a later date, the deliverable timelines shall be suitably adjusted. Any incremental costs arising due to such postponement, including but not limited to escalation in vendor rates, remobilisation, storage, and manpower costs, shall be payable by the organisers.

The term of the contract for the work awarded under this RfP shall be 1 (One) year, which shall include the execution period as well as post-event activities such as reporting, financial reconciliation,

incentive settlement, audits, and contract closure.

### Payment Schedule

S. No.	Milestone	Tentative Date	Payment
1	During signing of the contract		15% of the EEMF*
2	3 months before commencement of the Event	2 Aug 2026	20% of the EEMF*
3	1 months before commencement of the Event	2 Oct 2026	20% of the EEMF*
4	7 days before commencement of the Event	26 Oct 2026	20% of the EEMF*
5	Reimbursement of expenses as specified above	On request	Reimbursement amount calculated based on proof of payments submitted
6	Post completion of the Event and verification of all accounts	30 Nov 2026	Remainder of the Event Management Fee + Incentive for exceeding the Minimum Sponsorship and Exhibitor Fee target

**Note:** EEMF stands for estimated event management fee. EEMF for milestones prior to the event shall be paid out assuming the event expenditure managed by the Agency as INR 40 crore.

## Section 6: Returnable Bidding Forms / Checklist

This form serves as a checklist for preparation of your Proposal. Please complete the Returnable Bidding Forms in accordance with the instructions in the forms and return them as part of your Proposal submission. No alteration to format of forms shall be permitted and no substitution shall be accepted.

Before submitting your Proposal, please ensure compliance with the Proposal Submission instructions of the BDS.

### Technical Proposal Envelope:

<b>Have you duly completed all the Returnable Bidding Forms?</b>	
▪ Form A: Technical Proposal Submission Form	<input type="checkbox"/>
▪ Form B: Bidder Information Form	<input type="checkbox"/>
▪ Form C: Joint Venture/Consortium/ Association Information Form	<input type="checkbox"/>
▪ Form D: Qualification Form	<input type="checkbox"/>
▪ Form E: Format of Technical Proposal	<input type="checkbox"/>
▪ Form H: Proposal Security Form	<input type="checkbox"/>
▪ Form I: Additional information to be provided	<input type="checkbox"/>
<b>Have you provided the required documents to establish compliance with the evaluation criteria in Section 4?</b>	<input type="checkbox"/>

### Financial Proposal Envelope

**(Must be submitted in a separate sealed envelope/password protected email)**

▪ Form F: Financial Proposal Submission Form	<input type="checkbox"/>
▪ Form G: Financial Proposal Form	<input type="checkbox"/>

## Form A: Technical Proposal Submission Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RfP reference:	[Insert RfP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RFP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

We hereby declare that our firm, its affiliates or subsidiaries or employees, including any JV/Consortium /Association members or subcontractors or suppliers for any part of the contract:

- a) is not under procurement prohibition by the United Nations, including but not limited to prohibitions derived from the Compendium of United Nations Security Council Sanctions Lists;
- b) have not been suspended, debarred, sanctioned or otherwise identified as ineligible by any UN Organization or the World Bank Group or any other international Organization;
- c) have no conflict of interest in accordance with Instruction to Bidders Clause 4;
- d) do not employ, or anticipate employing, any person(s) who is, or has been an ISA staff member within the last year, if said ISA staff member has or had prior professional dealings with our firm in his/her capacity as ISA staff member within the last three years of service with the ISA;
- e) have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- f) undertake not to engage in proscribed practices, including but not limited to corruption, fraud, coercion, collusion, obstruction, or any other unethical practice, with the ISA or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the ISA and we embrace the principles of the ISA Supplier Code of Conduct [ISA Supplier Code of Conducts.pdf](#).

We declare that all the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification and/or sanctioning by the ISA.

We offer to provide services in conformity with the Bidding documents, including the ISA General Conditions of Contract and in accordance with the Terms of Reference [ISA GTBs.pdf](#).

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.

We understand and recognize that you are not bound to accept any Proposal you receive.

*I, the undersigned, certify that I am duly authorized by [Insert Name of Bidder] to sign this Proposal and bind it should ISA accept this Proposal.*

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

**Form B: Bidder Information Form**

<b>Legal name of Bidder</b>	[Complete]
<b>Legal address</b>	[Complete]
<b>Year of registration</b>	[Complete]
<b>Number of Employees based in India</b>	[Complete]
<b>Bidder's Authorized Representative Information</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Are you a UNGM registered vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, [insert UGNM vendor number]
<b>Are you an ISA vendor?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Countries of operation</b>	[Complete]
<b>No. of full-time employees</b>	[Complete]
<b>Quality Assurance Certification (e.g. ISO 9000 or Equivalent) (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company hold any accreditation such as ISO 14001 related to the environment? (If yes, provide a Copy of the valid Certificate):</b>	[Complete]
<b>Does your Company have a Written Statement of its Environmental Policy? (If yes, provide a Copy)</b>	[Complete]
<b>Contact person ISA may contact for requests for clarification during Proposal evaluation</b>	Name and Title: [Complete] Telephone numbers: [Complete] Email: [Complete]
<b>Please attach the following documents:</b>	<ul style="list-style-type: none"> <li>▪ Company Profile, which should <u>not</u> exceed fifteen (15) pages, including printed brochures and product catalogues relevant to the goods/services being procured</li> </ul>

- Certificate of Incorporation/ Business Registration
- Tax Registration/Payment Certificate issued by the Internal Revenue Authority evidencing that the Bidder is updated with its tax payment obligations, or Certificate of Tax exemption, if any such privilege is enjoyed by the Bidder
- Trade name registration papers, if applicable
- Local Government permit to locate and operate in assignment location, if applicable
- Official Letter of Appointment as local representative, if Bidder is submitting a Bid in behalf of an entity located outside the country
- Power of Attorney

**Form C: Joint Venture/Consortium/Association Information Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RfP reference:	[Insert RFP Reference Number]		

To be completed and returned with your Proposal if the Proposal is submitted as a Joint Venture/Consortium/Association.

No	Name of Partner and contact information (address, telephone numbers, fax numbers, e-mail address)	Proposed proportion of responsibilities (in %) and type of services to be performed
1	[Complete]	[Complete]
2	[Complete]	[Complete]
3	[Complete]	[Complete]

<b>Name of leading partner</b> (with authority to bind the JV, Consortium, Association during the RfP process and, in the event a Contract is awarded, during contract execution)	[Complete]
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We have attached a copy of the below document signed by every partner, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture:

Letter of intent to form a joint venture      **OR**       JV/Consortium/Association agreement

We hereby confirm that if the contract is awarded, all parties of the Joint Venture/Consortium/Association shall be jointly and severally liable to ISA for the fulfillment of the provisions of the Contract.

Name of partner: _____ Signature: _____ Date: _____ _____	Name of partner: _____ Signature: _____ Date: _____ _____
Name of partner: _____ Signature: _____ Date: _____ _____	Name of partner: _____ Signature: _____ Date: _____ _____

## FORM D: Qualification Form

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RfP reference:	[Insert RFP Reference Number]		

If JV/Consortium/Association, to be completed by each partner.

### Historical Contract Non-Performance

<input type="checkbox"/> Contract non-performance did not occur for the last 3 years			
<input type="checkbox"/> Contract(s) not performed for the last 3 years			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value in INR lakhs)
		Name of Client: Address of Client: Reason(s) for non-performance:	

### Litigation History (including pending litigation)

<input type="checkbox"/> No litigation history for the last 3 years			
<input type="checkbox"/> Litigation History as indicated below			
Year of dispute	Amount in dispute (in INR lakhs)	Contract Identification	Total Contract Amount (current value in INR lakhs)
		Name of Client: Address of Client: Matter in dispute: Party who initiated the dispute: Status of dispute: Party awarded if resolved:	

### Previous Relevant Experience

Please list only previous similar assignments successfully completed in the last 5 years.

List only those assignments for which the Bidder was legally contracted or sub-contracted by the Client as a company or was one of the Consortium/JV partners. Assignments completed by the Bidder's individual experts working privately or through other firms cannot be claimed as the relevant experience of the Bidder, or that of the Bidder's partners or sub-consultants, but can be claimed by the Experts themselves in their CVs. The Bidder should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by ISA.

Project name & Country of Assignment	Client & Reference Contact Details	Contract Value	Period of activity and status	Types of activities undertaken
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Bidders may also attach their own Project Data Sheets with more details for assignments above.

Attached are the Statements of Satisfactory Performance from the Top 3 (three) Clients or more.

**Financial Standing**

<b>Annual Turnover for the last 3 years</b>	Year	INR
	Year	INR
	Year	INR
<b>Latest Credit Rating (if any), indicate the source</b>		

Financial information (in INR equivalent)	Historic information for the last 3 years		
	Year 1	Year 2	Year 3
	<i>Information from Balance Sheet</i>		
Total Assets (TA)			
Total Liabilities (TL)			
Current Assets (CA)			
Current Liabilities (CL)			
	<i>Information from Income Statement</i>		
Total / Gross Revenue (TR)			
Profits Before Taxes (PBT)			
Net Profit			
Current Ratio			

Attached are copies of the audited financial statements (balance sheets, including all related notes, and income statements) for the years required above complying with the following condition:

- a) Must reflect the financial situation of the Bidder or party to a JV, and not sister or parent companies;
- b) Historic financial statements must be audited by a certified public accountant;
- c) Historic financial statements must correspond to accounting periods already completed and audited. No statements for partial periods shall be accepted.

### Form E: Format of Technical Proposal

Please ensure that the information below is adapted in accordance with the technical evaluation criteria included in Section 4. The below sections correspond to the sample criteria included in this template RfP in Section 4]

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RfP reference:	[Insert RFP Reference Number]		

The Bidder's proposal should be organized to follow this format of Technical Proposal. Where the bidder is presented with a requirement or asked to use a specific approach, the bidder must not only state its acceptance, but also describe how it intends to comply with the requirements. Where a descriptive response is requested, failure to provide the same will be viewed as non-responsive.

#### SECTION 1: Bidder's qualification, capacity and expertise

- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 List of past event management projects and their dates to ascertain the bidder's experience in this field.
- 1.3 Specific organizational capability which is likely to affect implementation: management structure, financial stability and project financing capacity, project management controls.
- 1.4 Relevance of specialized knowledge and experience on similar engagements for fund-raising done in the region/country.
- 1.5 Quality assurance procedures and risk mitigation measures.
- 1.6 Organization's commitment to sustainability.

#### SECTION 2: Management Structure and Key Personnel

- 2.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations. Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 2.2 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

#### SECTION 3: Proposed Methodology, Approach and Implementation Plan

This section should demonstrate the bidder's responsiveness to the TOR by identifying the specific components proposed, addressing the requirements, providing a detailed description of the essential performance characteristics proposed and demonstrating how the proposed approach and methodology meets or exceeds the requirements. All important aspects should be addressed in sufficient detail and different components of the project should be adequately weighted relative to one another.

- 3.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to local conditions and project environment. Details how the different service elements shall be organized, controlled and delivered.
- 3.2 A tentative Media and Outreach plan as specified under C.2.2 of Section 4 of the RFP.

- 3.3 A detailed concept note on how digital and IT solutions shall be integrated in the event management functions, including event website, delegate app, and MIS systems to be used for transparent recording, documentation and reporting.
- 3.4 The methodology shall also include details of the Bidder’s internal technical and quality assurance review mechanisms.
- 3.5 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 3.6 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing.
- 3.7 Demonstrate how you plan to integrate sustainability measures in the execution of the contract.
- 3.8 Any other comments or information regarding the project approach and methodology that will be adopted.

**SECTION 3A: Bidder’s Comments and Suggestions on the Terms of Reference**

Provide comments and suggestions on the Terms of Reference, or additional services that will be rendered beyond the requirements of the TOR, if any.

**Format for CV of Proposed Key Personnel**

Name of Personnel	[Insert]
Position for this assignment	[Insert]
Nationality	[Insert]
Language proficiency	[Insert]
Education/ Qualifications	<i>[Summarize college/university and other specialized education of personnel member, giving names of schools, dates attended, and degrees/qualifications obtained.]</i>
Professional certifications	[Insert]
	<i>[Provide details of professional certifications relevant to the scope of services]</i>
	<ul style="list-style-type: none"> <li>▪ Name of institution: [Insert]</li> <li>▪ Date of certification: [Insert]</li> </ul>

<p>Employment Record/ Experience</p> <hr/>	<p><i>[List all positions held by personnel (starting with present position, list in reverse order), giving dates, names of employing organization, title of position held and location of employment. For experience in last five years, detail the type of activities performed, degree of responsibilities, location of assignments and any other information or professional experience considered pertinent for this assignment.]</i></p> <hr/>
<p>References</p> <hr/>	<p>[Insert]</p> <hr/> <p>Reference 1: [Insert]</p> <p>Reference 2: [Insert]</p> <hr/>

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe my qualifications, my experiences, and other relevant information about myself.

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Signature of Personnel Date (Day/Month/Year)

**Form F: Financial Proposal Submission Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RfP reference:	[Insert RFP Reference Number]		

We, the undersigned, offer to provide the services for [Insert Title of services] in accordance with your Request for Proposal No. [Insert RfP Reference Number] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal and our Financial Proposal sealed under a separate envelope.

Our attached Financial Proposal is for the sum of [Insert amount in words and figures].

*Our Proposal shall be valid and remain binding upon us for the period of time specified in the Bid Data Sheet.*

We understand you are not bound to accept any Proposal you receive.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*[Stamp with official stamp of the Bidder]*

**Form G: Financial Proposal Form**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RfP reference:	[Insert RFP Reference Number]		

The Bidder is required to prepare the Financial Proposal following the below format and submit it in an envelope separate from the Technical Proposal as indicated in the Instruction to Bidders. Any Financial information provided in the Technical Proposal shall lead to Bidder’s disqualification. The Financial Proposal should align with the requirements in the Terms of Reference and the Bidder’s Technical Proposal.

**Table 1: Summary of Overall Prices**

	Amount(s)
<p><b>Event Management Fees</b></p> <p>The percentage/rate which shall be used to determine the event management fee</p> <p>(Refer Section 4 of this document)</p>	<p>_____ %</p> <p><i>[Up to 2 decimal places]</i></p>
Taxes (if applicable)	

**Important:** Bidders are expected to quote a realistic and competitive Event Management Fee. Any financial bid that is found to be abnormally low in comparison to the scope of work and prevailing market standards may be rejected at the sole discretion of the Authority.

## Form H: Proposal Security Form

To be stamped in accordance with Stamp Act, the Non-Judicial Stamp Paper of Appropriate Value

Reference: .....

Bank Guarantee No.: .....

Date: .....

In consideration of the [Insert Name of Bidder] (hereinafter referred to as 'Bidder') submitting the response to RfP inter alia for Selection of an Event Management Agency to manage the Bharat Renewable Energy Summit and Expo 2026, in response to the RfP No. [Insert RFP Reference Number] dated [Insert RFP Issuance Date] issued by International Solar Alliance (hereinafter referred to as ISA) and ISA considering such response to the RfP of [Insert Name of Bidder] as per the terms of the RfP, the [Insert Name and Address of Bank] hereby agrees unequivocally, irrevocably and unconditionally to pay to ISA at [Insert Name of the Place from the address of ISA] forthwith without demur on demand in writing from ISA or any Officer authorized by it in this behalf, any amount up to and not exceeding Rupees [Insert amount not less than that derived in line with Clause 12 of the ITB], only, on behalf of M/s [Insert Name of Bidder].

This guarantee shall be valid and binding on this Bank up to and including [Insert date of validity in accordance with Clause 12 of the ITB] and shall not be terminable by notice or any change in the constitution of the Bank or the term of contract or by any other reasons whatsoever and our liability hereunder shall not be impaired or discharged by any extension of time or variations or alternations made, given, or agreed with or without our knowledge or consent, by or between parties to the respective agreement.

Our liability under this Guarantee is restricted to INR [Insert amount not less than that derived in line with Clause 12 of the ITB] (Indian Rupees [Insert in words the amount not less than that derived in line with Clause 12 of the ITB] only).

Our Guarantee shall remain in force until [Insert date of validity in accordance with Clause 12 of the ITB].

ISA shall be entitled to invoke this Guarantee till [Insert date of validity in accordance with Clause 12 of the ITB]. The Guarantor Bank hereby agrees and acknowledges that the ISA shall have a right to invoke this BANK GUARANTEE in part or in full, as it may deem fit.

The Guarantor Bank hereby expressly agrees that it shall not require any proof in addition to the written demand by ISA, made in any format, raised at the above-mentioned address of the Guarantor Bank, in order to make the said payment to ISA.

The Guarantor Bank shall make payment hereunder on first demand without restriction or conditions and notwithstanding any objection by [Insert Name of Bidder] and/ or any other person. The Guarantor Bank shall not require ISA to justify the invocation of this BANK GUARANTEE, nor shall the Guarantor Bank have any recourse against ISA in respect of any payment made hereunder.

This BANK GUARANTEE shall be interpreted in accordance with the laws of India and the courts at New Delhi shall have exclusive jurisdiction.

The Guarantor Bank represents that this BANK GUARANTEE has been established in such form and with such content that it is fully enforceable in accordance with its terms as against the Guarantor Bank in the manner provided herein.

This BANK GUARANTEE shall not be affected in any manner by reason of merger, amalgamation, restructuring or any other change in the constitution of the Guarantor Bank.

This BANK GUARANTEE shall be a primary obligation of the Guarantor Bank and accordingly ISA shall not be obliged before enforcing this BANK GUARANTEE to take any action in any court or arbitral proceedings against the Bidder, to make any claim against or any demand on the Bidder or to give any notice to the Bidder or to enforce any security held by ISA or to exercise, levy or enforce any distress, diligence or other process against the Bidder.

This BANK GUARANTEE shall be effective only when the Bank Guarantee issuance message is transmitted by the issuing Bank through SFMS to State Bank of India (SBI) and a confirmation in this regard is received by ISA.

Notwithstanding anything contained hereinabove, our liability under this Guarantee is restricted to [Insert amount not less than that derived in line with Clause 12 of the ITB] (Indian Rupees [Insert in words the amount not less than that derived in line with Clause 12 of the ITB] only) and it shall remain in force until [Insert date of validity in accordance with Clause 12 of the ITB].

We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only if ISA serves upon us a written claim or demand.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Power of Attorney No.: \_\_\_\_\_

For

Bank Name: State Bank of India

Account Number: 00000037847774900

IFSC Code: SBIN0006604

Bank Address: Shop no. 12, Qutub Plaza, Shopping Centre,  
DLF Qutub Enclave, Phase-I, Enclave

Contact Details of the Bank:

E-mail ID of the Bank: sbi.06604@sbi.co.in

Banker's Stamp and Full Address.

Dated this \_\_\_\_ day of \_\_\_\_, 2026

**Form I: Additional Information to be provided**

Name of Bidder:	[Insert Name of Bidder]	Date:	Select date
RfP reference:	[Insert RFP Reference Number]		

In addition to the technical proposal, bidders are required to submit the following information for bid evaluation:

- Names and details of all joint-venture/consortium partners (including the lead bidder), sub-contractors and partners in the following template:

No.	Name of Partner and contact information ( <i>address, telephone numbers, fax numbers, e-mail address</i> )	Scope of work proposed to be delivered by the Partner	Partner's experience of working on similar projects ( <i>Name of the project, year, brief on work delivered</i> )
1	[Complete]	[Complete]	
2	[Complete]	[Complete]	
3	[Complete]	[Complete]	

- Unit rates of the commonly used items in the following template. Bidders are encouraged to submit pictures of the items for which unit rates have been quoted.

No.	Item with description	Unit Cost (in INR)	Unit	Remarks
1	Stage fabrication - 5 ft height	[Complete]	per sq. ft.	Including trusses with lights, supports, ramps, steps, handrails, cable and power outlets, etc.
2	Stage fabrication - 2.5 ft height	[Complete]	per sq. ft.	
3	Stage fabrication - 1.5 ft height	[Complete]	per sq. ft.	
4.	LED Wall	[Complete]	per sq. ft.	Including supports and frames, power supply and other cabling, controller units, etc.
5.	Carpet	[Complete]	per sq. m.	
6.	Diesel Generator set	[Complete]	per 125 kW unit per day	Including 12 hour operation, including fuel, O&M and other charges
7.		[Complete]	Extra hour charge	Operation beyond 12 hours

No.	Item with description	Unit Cost (in INR)	Unit	Remarks
8.	UPS for critical load	[Complete]	Per 60 kVA unit per day	Including 12 hour operation, including fuel, O&M and other charges
9.		[Complete]	Extra hour charge	Operation beyond 12 hours
10.	Television screen – 85 inch	[Complete]	per unit	To be used as comfort monitors
11.	Television screen – 55 inch	[Complete]	per unit	
12.	PTZ camera	[Complete]	per unit	To be used for video conferencing and live streaming
13.	Fabrication of exhibitor pavilions, offices, etc.	[Complete]	per sq. m.	
14.	Banquet chair	[Complete]	per unit	Cost per unit for the entire event duration
15.	Cushioned chair for speakers	[Complete]	per unit	
16.	Special armchairs for VIPs	[Complete]	per unit	
17.	3-seater sofa	[Complete]	per unit	
18.	Round banquet table	[Complete]	per unit	
19.	Cocktail table	[Complete]	per unit	
20.	Glass coffee table	[Complete]	per unit	
21.	Podium with branding	[Complete]	per unit	
22.	Revolving office chairs	[Complete]	per unit	
23.	6-ft long desks	[Complete]	per unit	
24.	Vinyl Flex on MS Frame	[Complete]	per sq. ft.	
25.	Printed vinyl standee – 6 x 3 ft.	[Complete]	per unit	
26.	Digital Standee	[Complete]	per unit	Cost per unit for the entire event duration
27.	Planters for decoration	[Complete]	per piece	
28.	Table bouquets for decoration	[Complete]	per piece	
29.	Pole flags of countries	[Complete]	per piece	Including the pole
30.	Table flags of countries	[Complete]	per piece	Including the base
31.	Vehicle for VIP delegates	[Complete]	12 hrs 120 km per day	Toyota Innova Crysta or equivalent – EV preferred
32.		[Complete]	Extra km charge	
33.		[Complete]	Extra hour charge	

No.	Item with description	Unit Cost (in INR)	Unit	Remarks
34.	Vehicle for other delegates	[Complete]	12 hrs 120 km per day	Suzuki Dzire or equivalent – EV preferred
35.		[Complete]	Extra km charge	
36.		[Complete]	Extra hour charge	
37.	Vehicle for delegate shuttle	[Complete]	12 hrs 120 km per day	Force Urbania or equivalent – EV preferred
38.		[Complete]	Extra km charge	
39.		[Complete]	Extra hour charge	
40.	Vehicle for visitor shuttle	[Complete]	12 hrs 120 km per day	40-seater bus – EV or hydrogen preferred
41.		[Complete]	Extra km charge	
42.		[Complete]	Extra hour charge	
43.	Usher – Male	[Complete]	per day per person	Including transport and meal allowance
44.	Usher – Female	[Complete]	per day per person	
45.	Liaison Officers – Male	[Complete]	per day per person	
46.	Liaison Officers – Female	[Complete]	per day per person	
47.	Liaison Officers – Foreign Language	[Complete]	per day per person	
48.	Photographers	[Complete]	per day per person with equipment	
49.	Videographers	[Complete]	per day per person with equipment	
50.	Staff Uniform	[Complete]	per person	

All unit rates for items listed above must be inclusive of any additional costs or surcharges, such as, but not limited to - delivery fees, loading/unloading charges, labour charges, operator charges, assembling and regular maintenance charges.

In case, the bidder would like to propose innovative ideas / technologies in lieu of the items listed above, a detailed proposal for the same with photographs, and enumerating its benefits, may be annexed along with this form.