



## **India Convention Promotion Bureau**

Sponsored by Ministry of Tourism, Government of India

# **India Convention Promotion Bureau (ICPB) Request for Proposal (RFP)**

India Convention Promotion Bureau is an apex body sponsored by Ministry of Tourism, Government of India under the Governing Body chaired by the Joint Secretary – Ministry of Tourism, Government of India. ICPB was established in 1988 with the primary objective of positioning India as an attractive MICE destination.

In an effort to market India as an attractive MICE destination, ICPB undertakes various activities throughout the year. The Conventions India Conclave (CIC) is the flagship event of the bureau, held annually earlier organised in different cities to promote the MICE facilities of the India. The 15<sup>th</sup> edition of CIC will be held sometimes in the 3<sup>rd</sup> week of August 2026 in Delhi.

ICPB invites proposals from interested ICPB members to be empanelled as Professional Conference Organisers (PCOs) for handling all the logistic arrangements for ensuring a successful Conclave.

### **A1 - Scope of work**

PCOs are invited to bid for the following services. The list is not necessarily exhaustive and applicants are welcome to incorporate additional services as they believe would be required for the successful organisation of this Conclave.

The list is intended to be indicative of the responsibilities of the PCO. If the applicant would sub-contract any such role, this MUST be clearly stated:

1. Building up of complete conference Action Plan.

**2. Assist in buyer identification and coordination :**

- Coordinating for issue of air tickets for domestic buyers
- To make every effort to suggest additional buyers 20 and more domestic / international buyers to supplement ICPB database.

**3. Designing Requirement:** Prepare Mailer / Flyer delegate brochure, sponsorship brochure, certificate & other conference collaterals.

**4. Exhibition:**

- Selling of booth space to non-ICPB members.
- Coordination with exhibition fabricator for developing exhibition floor plans, guidelines, exhibition manual, co-ordination of stand services and the co-ordination of set-up and dismantling of the exhibition with the selected fabricator.
- Coordinate and arrange industry visitors to the exhibition.

**5. Sponsorship:** Assist ICPB for sponsorships from non-government bodies and non-ICPB members

**6. Mobile App:** Designing or managing Conclave mobile app with all event related features, regular updates and real time notifications during event on both IOS and android platform etc.

**7. Audio Visual Services:**

- Coordinating for Audio visual vendor for equipment finalization as per scientific program and organizer requirements along with set up supervision at onsite at venue
- Photographer/videographer etc. to ensure flawless functioning of the Conclave.

**8. Conclave Materials (Print and Electronic):**

The responsibility includes coordinating with the vendor to provide all conclave supplies such as program director, delegate bags, mementos, t-shirt, caps, gifts/inserts for delegate bags on time.

**9. Hotel Reservation / Accommodation:**

Co-ordination with hotels to provide smooth and hassle-free check in and check out as per the rooming list shared in advance.

**10. Cultural Program & Inauguration Ceremony:**

- Identifying of Emcee & briefing about the event.
- Suggest and organise cultural program along with the desired permissions.
- Coordinate and arrange technical requirements with the artist & troop.

**11. Pre & Post Conference Tour:** Suggest various optional city tours, spouse programs, excursion tours, pre & post tours.

**12. Transportation:** Co-ordination with vendor to manage airport transfers, shuttles service, post tours, maintaining duty slips, submitting invoice with supporting duty slips etc.

**13. Venue Coordination:**

- Set up (construction space) to be provided by the venue
- Kit bag storage
- Number of conference hall & identifications of various services
- Minimum number of guarantees for lunch & dinner
- Faculty/networking lounge
- Minimum Guarantee of lunch/Dinner
- Food & beverage coordination's
- Menu finalization
- Staff Meals to be worked out with venue
- Work out the financials

**14. Oration/Onsite Venue/Hall Management:**

- Co-ordination with selected vendors from AV team, fabrication, signages, hall manager/manpower.
- Coordination with venue for F&B services
- Selection and coordination with emcee

**15. Govt. approvals:**

To obtain approval of nodal Ministry, Ministry of Home Affairs, Ministry of External Affairs and other local permissions

**16. Medical aid:**

Ensuring medical aid at all locations for all buyers, sellers and speakers.

**17. Manpower Services for Onsite Management:** Coordination with onsite team in various segment.

**18. Safety and Security Services:**

- To coordinate with venue to ensure overall safety and security of the Conclave/participants.
- Hiring event insurance agency.

**19. Secretariat Services:**

- Replying to queries on e mail & telephone.
- Preparing weekly reports on Registration and other conference work.
- Project Manager & secretariat staff to be appointed to work on ICPB office.
- Additional secretariat staff to work from organizers office at supplement cost.

**20. Data Protection:**

Ensuring full compliance with all privacy laws and data protection of the buyer/seller profiles shared for registration, B2B meetings, accommodation, transport etc.

ICPB will be the nodal contact point for all above activities. The PCO will closely work with the secretariat and proceed only after obtaining approvals on all activities from the bureau.

**Bid Submission Process:** The RFP shall be submitted in a two-envelope system, comprising:

**1. Technical Bid (Envelope I):** This envelope should contain details demonstrating the bidder's capability, approach, and compliance with the requirements of the RFP as detailed above. It must not include any financial information. The Technical Bid may also include:

- Company profile
- Project methodology and execution plan
- Team composition along with CVs of key personnel
- Relevant experience and past projects
- Any other requisite supporting documents.

**2. Financial Bid (Envelope II):** This envelope should contain the financial proposal, including:

- Detailed and itemized pricing
- Applicable taxes (including GST)
- Payment terms and conditions

The Financial Bid shall be opened only for those bidders who qualify in the Technical Evaluation stage.

Submission Mode: Both Technical and Financial Bids must be submitted in separate sealed envelopes, clearly marked as “Technical Bid” and “Financial Bid”, respectively. These should be placed inside a larger sealed envelope duly addressed to:

The Executive Director  
India Convention Promotion Bureau (ICPB)  
Room No. 233A, The Ashok  
New Delhi

**Eligibility Criteria:** Only bidders who are registered members of ICPB shall be eligible to participate in this RFP process.

Bids must be submitted in physical form at the above address within the stipulated deadline by 15<sup>th</sup> May 2026.

\*\*\*\*\*