INSTITUTE OF ACTUARIES OF INDIA

(Statutory Body established under the Actuaries Act, 2006)

REQUEST FOR PROPOSAL

TO APPOINT A PROFESSIONAL EVENT MANAGEMENT AGENCY FOR AUDIOVISUAL & INFRASTRUCTURE SERVICES FOR THE 26TH GLOBAL CONFERENCE OF ACTUARIES (GCA) AND AGFA 2027

Reference Number	IAI/EVENTS/RFP/26GCA/2026-27/01
Issuing Authority	Institute of Actuaries of India (IAI)
Date of Issue	18th November 2026 (Wednesday)
Last Date for Queries	26th November 2026 (Thursday) up to 5 pm IST
Bid System	Two-Bid System (Technical & Financial)
Last Date of Submission	10th December 2026 (Thursday) up to 5 pm IST
Opening of Technical Bids	11th December 2026 (Friday) at 12:00 PM
Presentation by Shortlisted Vendors	19th December 2026 (Saturday)
Opening of Financial Bids	To be intimated to technically qualified bidders
RFP Fee (non-refundable)	N.A.
Earnest Money Deposit	INR 50,000/- (Refundable, Demand Draft)
Contact / RFP Queries	Mr. Neel Deshpande / Mr. Paresh Shetty Email: neel@actuariesindia.org / paresh@actuariesindia.org
Submission Address	The Executive Director, Institute of Actuaries of India, Unit no. F-206, 2nd Floor, "F" Wing in Tower 2, Seawoods Grand Central, Plot no R-1, Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai - 400 706

NOTE: This document is non-transferable and issued on a strictly confidential basis.

IAI reserves the right to accept or reject any proposal without assigning any reason.

NOTICE INVITING PROPOSALS FOR APPOINTMENT OF A PROFESSIONAL EVENT MANAGEMENT AGENCY FOR AUDIOVISUAL & INFRASTRUCTURE SERVICES FOR THE 26TH GLOBAL CONFERENCE OF ACTUARIES (GCA) AND AGFA 2027

Institute of Actuaries of India

Unit no. F-206, 2nd Floor, "F" Wing in Tower 2, Seawoods Grand Central, Plot no R-1, Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai - 400 706

Institute of Actuaries of India (IAI) is a statutory professional body established under the Actuaries Act, 2006. IAI regulates the actuarial profession in India and is responsible for the education, examination, and continuing professional development of actuaries across various sectors including life insurance, general insurance, health insurance, pensions, and investment.

IAI invites unconditional proposals in sealed envelopes from eligible, reputed and experienced professional event management agencies to provide end-to-end planning, creative, production, fabrication, audiovisual, technology, onsite management and post-event services for the 26th Global Conference of Actuaries (26th GCA) and Actuarial Gala Function and Awards 2027 (AGFA 2027). The Agency shall coordinate with IAI, the Organising Group, the venue and other agencies appointed by IAI to deliver a cohesive, safe and professionally executed event. The proposal shall be submitted after carefully reviewing this RFP and the venue requirements.

Last Date of Bid Submission: As specified in Section I (by 5:00 PM).

Executive Director, IAI

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SECTION I: RELEVANT INFORMATION AT A GLANCE

Unconditional and sealed proposals are invited by the Institute of Actuaries of India (IAI) from reputed, eligible and experienced professional event management agencies for audiovisual production and event infrastructure services for the 26th Global Conference of Actuaries and AGFA 2027, to be held from 1–3 March 2027 at The Westin Mumbai Powai Lake, Mumbai.

1. Project	Appointment of a Professional Event Management Agency for Audiovisual & Infrastructure Services for the 26th Global Conference of Actuaries and AGFA 2027, 1–3 March 2027, The Westin Mumbai Powai Lake, Mumbai
2. Scope of Work	Please refer Section IV in detail
3. Cost of RFP Document	NA
4. Earnest Money Deposit (EMD)	INR 50,000 (Rupees Fifty Thousand only) – Interest free, refundable – by way of Demand Draft drawn in favour of 'Institute of Actuaries of India' payable at Mumbai.
5. Submission Address	The Executive Director, Institute of Actuaries of India, Unit no. F-206, 2nd Floor, "F" Wing in Tower 2, Seawoods Grand Central, Plot no R-1, Sector 40, Seawoods, Near Seawoods Railway Station, Navi Mumbai - 400 706. Bids to be submitted by Registered Post / Speed Post or dropped in the RFP Box at the above address, on or before the last date specified.
6. RFP Queries	Prospective bidders may submit written queries to Mr. Paresh Shetty (paresh@actuariesindia.org) by the date specified in the timeline. Format: RFP Section → Clause → Query.
7. Validity of Bid / Proposal	90 days from the last date of submission of the Bid
8. Submission of Bids	EMD DD shall be placed in a separate sealed envelope. The complete Technical Bid (Form A, Form B, Annexures) shall be enclosed in a sealed envelope superscribed: “TECHNICAL BID – Appointment of Event Management Agency for 26th GCA and AGFA 2027”. The Financial Bid (Form C – Financial Bid Form and Price Schedule) shall be enclosed in a separate sealed envelope superscribed: “FINANCIAL BID – Appointment of Event Management Agency for 26th GCA and AGFA 2027”. The Technical Bid envelope and the Financial Bid envelope shall be enclosed together in a single outer sealed envelope superscribed as per instructions issued by IAI.
9. Bid Opening	Technical Bid shall be opened at 12:00 PM on 11th December 2026 (Friday). Date and time for opening of Financial Bid shall be communicated separately to the Technically Qualified Bidders.

10. Delivery Timelines	Empanelled Agency shall acknowledge the Letter of Intent (LoI) within 2 days and sign Agreement with IAI within 30 days of LoI.
11. Period of Empanelment	From the date of issue of the Letter of Intent until completion and acceptance of all post-event deliverables for the 26th GCA and AGFA 2027. Any extension shall be only through written approval of IAI.
12. Process of Empanelment	Issue of RFP → Submission of Technical and Financial Bids → Eligibility Review → Technical Evaluation Part 1 → Presentation of Part 1 Technically Qualified Bidders → Opening of Financial Bids of Technically Qualified Bidders → QCBS Ranking → Award to the Highest-Ranked Bidder → Contract and Mobilisation.

Note: *IAI reserves the right to change dates at any time without assigning any reason. Intimation of the same shall be notified on the IAI Website.*

SECTION II: INSTRUCTIONS TO BIDDERS

1. All terms and conditions will be as mentioned in this document. No change or alteration in the terms and conditions by the bidder will be acceptable.
2. Upon verification, if any information furnished by the bidder is found to be false, a suppression of facts, or a misrepresentation, their bid shall be summarily rejected and no correspondence in this regard shall be entertained.
3. No deviation from RFP terms and conditions will be accepted. Any violation thereof will lead to rejection of the bid.
4. The Bidder shall, along with the bid, submit a letter of authorisation authorising the person signing the bid document on behalf of the Bidder and a written Power of Attorney in the name of the person empowered to make such authorisations.
5. The person signing the bid document shall sign with date at all relevant places where overwriting, changes, alterations, or corrections have been made. No erasure and/or overwriting without authentication is permissible.
6. IAI will not be responsible for any misinterpretation or wrong assumption by the bidder while responding to the RFP.
7. IAI may, for any reason whether at its own initiative or in response to a clarification request by a prospective Bidder, issue amendments in the form of addenda during the Bidding period. Any addendum thus issued shall become part of the RFP document and the Bidder shall submit the 'original' addendum, duly signed and stamped, in token of acceptance.
8. Bidders are advised to go through the RFP document carefully to understand all documents required to be submitted as part of the bid, including the number of envelopes, the name and content of each document, and the required cross-referencing with RFP Clause Numbers. Any deviation may lead to rejection.
9. Bids shall be submitted in the prescribed formats as given herein and shall include all relevant documents and enclosures. The complete Bid document shall be numbered and cross-referenced/linked with RFP Clause Numbers. Any deviation noticed, even after award of work, shall result in termination of contract and forfeiture of any amount due and payable by IAI.
10. The Bid Validity Period and Last Date of Submission are as specified in Section I.
11. The complete bid document shall be submitted before the due date and time specified in Section I. Bids received after the last date and time of submission shall not be considered and are liable for rejection.
12. IAI reserves the right to accept or reject any/all bids without assigning any reason. No correspondence in this regard shall be entertained.
13. The bidder shall carefully examine and understand the conditions of the RFP document and seek written clarifications in time, if required.
14. The successful Bidder shall be required to enter into an agreement with IAI within thirty (30) days of the receipt of the Letter of Empanelment or within such extended period as may be specified by IAI.
15. Submission of illegible documents shall lead to disqualification of the bidder.
16. The bidder must furnish EMD as specified in Section I. It is required to be submitted by all bidders.
17. If the bidder, after submission, revokes its bid or modifies the terms and conditions thereof during the validity of the bid (except where IAI has given an opportunity to do so), the EMD submitted by the Bidder shall be forfeited. The EMD of unsuccessful bidders shall be returned within 15 days of bid finalisation.
18. No enquiry shall be made by the bidder(s) during the evaluation of Bids, till the final decision is conveyed to the successful bidder(s). However, IAI may seek clarification from bidders, which the bidder must furnish within the stipulated time.
19. Bidders are not allowed to submit more than one Bid. The Bidder shall not assign or sub-let the work or its coordination to any other party or sister concern.

20. IAI reserves all rights to reject any bid at any time, at any stage, fully, partly, or for the whole process, and reserves all rights to add, alter, modify, change, edit, or delete any condition at any stage. The decision of IAI shall be final and binding on all participants.

SECTION III: ABOUT THE INSTITUTE OF ACTUARIES OF INDIA

Institute of Actuaries of India (IAI) is a statutory professional body established under the Actuaries Act, 2006 (Act No. 35 of 2006) for the regulation and development of the profession of Actuaries in India. IAI functions under the administrative oversight of the Ministry of Finance, Government of India.

IAI is responsible for the education, examination, membership, and continuing professional development of actuaries across various sectors of the Indian economy, including life insurance, general insurance, health insurance, reinsurance, employee benefits, pensions, and investments.

IAI maintains a membership base of qualified actuaries, student members, and affiliates spanning public and private sector organisations, multinational insurers, consulting firms, and regulatory bodies. IAI is a full member of the International Actuarial Association (IAA).

Over the years, IAI has established itself as the authoritative voice of the actuarial profession in India, contributing to regulatory consultations, policy development, and standard setting for insurance and risk management. All communications by IAI must reflect professional integrity, institutional neutrality, public interest orientation, accuracy, and credibility.

Digital Presence

IAI currently maintains an active presence on the following digital platforms:

- Website: www.actuariesindia.org
- LinkedIn, Facebook, Twitter (X), YouTube, Instagram

SECTION IV: SCOPE OF WORK

4.1 Event Overview and Objective

The Institute of Actuaries of India (IAI) intends to appoint an experienced Event Management Agency ("Agency") to provide end-to-end planning, creative, production, fabrication, audiovisual, technology, onsite management and post-event services for the 26th Global Conference of Actuaries (26th GCA) and Actuarial Gala Function and Awards 2027 (AGFA 2027). The Agency shall coordinate with IAI, the Organising Group, the venue and other agencies appointed by IAI to deliver a cohesive, safe and professionally executed event.

Parameter	Details
Event dates	1-3 March 2027
Venue	The Westin Mumbai Powai Lake, Mumbai
Venue spaces	1 March: Grand Ballroom and Meeting Rooms 1, 2 and 3. 2-3 March: Grand Ballroom, Powai Ballroom, Lotus, Jasmine and Meeting Rooms 1, 2 and 3.
Expected attendance	1,000+ for GCA; 1,200+ for AGFA evening and the Welcome Reception evening.
Format	Primarily in-person, with potential hybrid or livestream elements.
AGFA format	Gala dinner evenings on Day 1 and Day 2, including cultural performances and award ceremonies.

4.2 Scope Governance and Delivery Requirements

- Provide a single accountable project lead and an appropriately experienced core team.
- Prepare and maintain an integrated master plan covering pre-event, onsite and post-event activities, dependencies, responsibilities and closure dates.
- Attend weekly or fortnightly coordination meetings, with increased frequency closer to the event as directed by IAI.
- Coordinate all designs, layouts, technical plans and operational arrangements with IAI, the Organising Group, the venue and appointed vendors.
- Obtain written approval from IAI before production, fabrication or release of any creative or material.
- Maintain tested backup plans for critical technology, AV, power, connectivity and manpower requirements.
- Comply with venue protocols, applicable laws, safety requirements and licensing conditions.

All concepts, artwork, scripts, layouts, technical specifications, quantities and production samples shall be submitted to IAI for approval. Approval shall not relieve the Agency of responsibility for accuracy, quality, safety or completeness. Changes in quantities or requirements shall be implemented only against written instruction from IAI. Final quantities, layouts and specifications shall be confirmed by IAI based on the approved programme, venue conditions and operational requirements.

4.3 Pre-Event Planning, Creative and Content Production

4.3.1 Event Planning and Concept Development

- Develop a detailed execution plan with indicative timelines, aligned with the approved theme and IAI brand requirements.
- Prepare the master schedule, responsibility matrix, venue zoning plan, risk register, production schedule, rehearsal plan and onsite deployment plan.
- Recommend feasible experiential elements, delegate engagement activities and creative production ideas.
- Prepare stage concepts, branding layouts, signage and wayfinding plans, and venue transformation proposals.
- Provide production drawings, material specifications, dimensions and installation methodology for approval.

4.3.2 Creative Design and Collateral

The Agency shall design, adapt, produce and manage all required creative assets, including the following:

Category	Indicative Deliverables
Brand system	Application of approved logo, colour palette, typography and visual language.
Printed collateral	Invitations, delegate kits, brochures, agenda and programme material, certificates, badges, lanyards, name cards and delegate bags.
Signage and wayfinding	Welcome banners, directional signs, room indicators, sponsor and partner boards, backdrops and podium fascias.
Presentation assets	Branded PowerPoint templates for speakers, session chairs and IAI presentations.
Recognition material	Speaker mementos, award trophies and certificates.
Promotional assets	Save-the-date, countdown, speaker introduction, partner onboarding and theme-related creatives.
AGFA assets	Nominee announcements, winner reveals and ceremony-specific visual packages.

4.3.3 Video, Animation and Digital Assets

- Conceptualise, script, record and edit one pre-event promotional video in Mumbai, up to three minutes.
- Create static and animated promotional videos, speaker introductions and intermission loops.
- Create session and ceremony intro/outro packages, transition slides and sponsor acknowledgements.
- Create animated e-signage and branding loops for stage LED walls, foyer displays and exhibition zones.
- Provide digital backdrops, lower-thirds, countdowns and overlays for livestream or hybrid sessions.
- Create e-posters and digital slides for partner showcases and event updates.

- All recordings, footage and source files are IAI's property on payment, and music/images to be properly licensed by Agency.

4.4 Conference Mobile Application

4.4.1 Platform and Administration

- Provide and manage a mobile event application compatible with iPhone and iPad, and Android devices. The supported operating system shall be at least N-1, where N is the latest prevailing version at the relevant time.
- Provide a secure organiser backend for content updates, categorisation, notifications, surveys and analytics.
- Complete configuration, testing, content upload, user support and onsite technical assistance.
- App to be live at least 2-3 weeks pre-event with app store listing with a capacity for at least 1,000 concurrent users, offline access to agenda and maps, login via registered email/OTP linked to the registration database and a dedicated in-app helpdesk during the event.

4.4.2 Required Features

Feature	Requirement
Interactive agenda	Session discovery, details, speaker associations, notes, related sessions and venue-map linkage.
Ratings	Ratings for speakers, sessions and presentations.
Calendar integration	Add selected sessions to a user calendar.
Speaker profiles and Q&A	Searchable biographies, session mapping and audience questions.
Venue maps	Interactive navigation across event rooms and spaces.
Session materials	Controlled sharing of PDF, PowerPoint, Word and image files.
Feedback surveys	Configurable surveys with organiser access to consolidated results.
Notifications	Event-wide and group-specific updates and reminders, including live-session prompts.
Sponsors and exhibitors	Logo, profile, advertising/banner options and searchable directories.
City guide	Host-city information and local points of interest.
Attendee directory	Opt-in sharing of professional and contact information.
Live polls	Multiple-choice audience polling with live result display.
Gamification	Configurable networking and exhibitor-engagement games, preferably outside session timings.
Chat	Attendee networking and messaging.

Feature	Requirement
Analytics	Usage, session and engagement analytics.
Audience categorisation	Groups such as awardees, attendees, speakers and volunteers for targeted communication.

Additional desirable features:

- The Bidder should indicate the availability, configuration, licensing requirements and additional cost, if any, for features such as a one-to-one meeting scheduler, moderated Q&A with a moderator interface, an in-app photo gallery integrated with the AI-enabled photo-recognition solution referred to in Section 4.8, and sponsor analytics covering views, clicks and booth visits.
- The application may support session-wise attendance capture and reporting to enable IAI to analyse participation levels and delegate interest across sessions and subject areas. The Bidder shall describe the proposed attendance-capture methodology, data fields, reporting format and any hardware, integration or licensing dependencies.

4.4.3 Data Security

The Agency shall ensure appropriate safeguards for the security, confidentiality and integrity of all event-related and participant data and shall comply with all data protection, privacy and confidentiality requirements specified in the NDA and the agreement executed with IAI.

4.5 Venue Planning, Registration and Pre-Function Areas

4.5.1 Functional Venue Allocation

Area	Indicative Use / Duration
Grand Ballroom	Main conference hall for all three days.
Powai Ballroom	Breakout sessions on 2-3 March; engagement sessions for students/senior representatives on the evening of 2 March.
Part of Grand Ballroom	Breakout sessions on 2-3 March.
Lotus	Media Room on 2-3 March.
Jasmine	Speaker Lounge on 2-3 March.
Meeting Rooms 1, 2 and 3	Meeting and operational use as directed by IAI.
Pre-function area	Registration, exhibition, networking, signage and delegate engagement.

4.5.2 Welcome and Registration Area

- Design and fabricate a 16’ x 8’ welcome backdrop at the porch entrance, aligned with the approved theme.
- Install an entrance arch and red carpet at the main entry point.
- Design a registration area capable of efficiently handling more than 1,200 delegates.
- Provide branded registration counters, signage, queue managers, bollards and directional standees.

- Provide a branded “May I Help You” desk (10’ x 8’ Backdrop with table fascia & electrical plug points) and adequate waiting arrangements.
- Manage orderly distribution of delegate kits with tracking and verification.

4.5.3 Registration and Attendance System

- Provide registration and attendance software with barcode/ QR-code or equivalent technology, capable for handling more than 1,200 delegates.
- IAI shall manage delegate pre-registration, fee collection and maintenance of the master delegate database through its designated registration portal/system.
- The Agency shall integrate its attendance and badge management solution with the delegate data provided by IAI through agreed data exchange formats, APIs, secure file transfer mechanisms or other mutually agreed integration methods.
- The Agency shall support import of pre-registered delegate data, onsite check-in/check-out, badge scanning and real-time attendance tracking.
- Provide onsite badge printing, hardware, consumables and technical support.
- Provide approved custom-designed badges and lanyards.
- Deploy trained registration and technical personnel for operations and troubleshooting.

4.5.4 Queue, Access and Security Management

- Plan delegate flow between the entrance, registration, pre-function and conference areas.
- Provide queue barriers, bollards and clear signage.
- Arrange appropriate security personnel to restrict access to authorised delegates and guests.
- Coordinate all access. crowd management and venue emergency/first-aid arrangements with IAI and the hotel.

4.6 Exhibition and Delegate-Engagement Areas

4.6.1 Exhibition Planning

The exhibition shall be planned within the pre-function area and may be integrated with dining and networking arrangements. The Agency shall coordinate with IAI and The Westin Mumbai Powai Lake for layout approval, stall positions, structural compliance, delegate circulation and aesthetic integration.

4.6.2 Exhibition Booths

Booth Type	Indicative Quantity	Included Provision
Octonorm booth, 2 m × 2 m	15	Fascia branding, lighting, table and chairs, dustbin, branding panels and electrical points.
Octonorm booth, 3 m × 2 m	3	Fascia branding, lighting, table and chairs, dustbin, branding panels and electrical points.

4.6.3 Common and Interactive Zones

- Create lounge and networking zones with suitable branding opportunities.

- Installation of digital display zones - including LED walls (10 feet x 8 feet - Digital Wall with Partner branded Fascia/Side Panels), LED/ LCD screens, or digital kiosks - to broadcast event information, partner content, and live updates.
- Provide at least 10 directional standees and signage for visibility and wayfinding.
- Subject to space and approval, provide light-touch engagement activities such as digital games, virtual-reality experiences, quizzes or brainteasers.

4.6.4 Photo Booth and Instant Photo Zone

- Design a theme-aligned photo booth with a custom “26th GCA” three-dimensional cut-out and IAI-branded backdrop.
- Enable digital delivery through QR code or email and physical instant printing.
- Provide up to minimum 300 physical printouts with customized jackets per day for two days (2nd & 3rd March)
- Ensure the installation supports individual and group photography and remains safely accessible during operating hours.

4.7 Stage, Audiovisual and Technical Production

Venue / Stage	Indicative Stage Size	Indicative LED Size, 2.9 mm	Duration
Grand Ballroom – Main Stage	Approx. 66 ft × 24 ft × 2.5 ft high	Approx. 58 ft × 14 ft	1-3 March 2027
Powai Ballroom – Breakout Stage	Approx. 28 ft × 8 ft × 1.5 ft high	Approx. 12 ft × 6 ft	2-3 March 2027
Part of Grand Ballroom – Breakout Stage	Approx. 28 ft × 8 ft × 1.5 ft high	Approx. 12 ft × 6 ft	2-3 March 2027

- Provide premium, safely fabricated stages with steps, skirting, carpeting and high-quality finishes; integrated LED/watchout screens, decorative panels and event branding; flexible keynote, panel, awards and performance configurations; digital podiums, stage seating, coffee tables and approved décor.
- Provide off-stage front-row sofas, coffee tables and floral arrangements for approximately 24–30 VIP dignitaries. (In Grand Ballroom only)
- Provide two 50-inch/42-inch LCD prompters with masking for the main stage/ break-out stages, strategically positioned 50-inch delay displays for the main and breakout halls, synchronised video distribution, three iPads for the Emcee/session chairs and adequate high-performance presentation/playback laptops with standby units.
- Provide professional stage, ambience and effect lighting, intelligent controls and safe power/cabling arrangements for the main and breakout halls.
- Provide clear and uniform professional audio coverage for over 1,200 delegates in the Grand Ballroom and over 150 delegates in each breakout venue, with wireless/lapel microphones, mixers, amplifiers, processing, stage monitors and up to 15 headsets for AGFA drama/skit performances where required.
- Provide an Agency-proposed multi-camera IMAG, switching, encoding and two-way live-feed/streaming solution for the main hall, integrated with event infrastructure and approved online platforms, with live projection in designated halls as required.

- Provide experienced technical crews, tested backups for AV, power, connectivity and critical equipment, full setup/testing/rehearsal coordination and safe, masked and barricaded console areas.

4.8 Photography, Videography and Content Delivery

Indicative Crew Deployment

Date	Still Photographers	Candid Photographers	Videographers
1 March 2027	1	1	1
2 March 2027	3	1	3
3 March 2027	3	1	3

Coverage shall include conference sessions, keynotes, panels, exhibition and partner stalls, networking, AGFA ceremonies, cultural performances, awards and candid delegate interactions. Deliverables shall include Full-HD session recordings, an edited highlight film of up to five minutes, high-resolution photographs, 30–60 second social-media clips, AI-powered photo recognition and participant delivery through an accessible link, and one 1 TB hard drive containing the complete archive. IAI shall own all photographs, video, footage and source files. AI photo-recognition processing shall be subject to consent, privacy notice, opt-out and deletion requirements specified by IAI.

4.9 Ancillary Spaces and Fabrication

- **Media Room – Lotus:** 8 ft × 8 ft checkered backdrop; 12 ft × 8 ft carpeted and skirted stage; adequate electrical points and interview/recording lighting; one 4 ft × 8 ft external standee.
- **Speaker Lounge – Jasmine:** controlled access; laptop, charging and AV electrical points; ambient/task lighting; 20 ft × 9 ft flex-finish backdrop; one 4 ft × 8 ft external standee; sofas/seating and charging points; coordination of refreshments with venue F&B.
- **Meeting Rooms 1, 2 and 3:** controlled access; three 8 ft × 8 ft internal backdrops; three 4 ft × 8 ft external standees; and electrical points for laptops, charging and AV equipment.

4.10 Manpower and Onsite Event Operations

Indicative Manpower

Role	Indicative Requirement	Deployment
Male volunteers	10	Four shifts across the three event days.
Female volunteers	10	Four shifts across the three event days.
Female stage hostesses	3	Four shifts across the three event days.

- Personnel shall support crowd management, ushering, stage assistance, registration, queue management, delegate-kit distribution, speaker/guest movement and general event operations.
- The Agency shall prepare shift rosters, briefing notes, contact and escalation protocols, attendance records and position-wise deployment plans.
- All staff shall be appropriately groomed, uniformed where instructed, briefed and equipped for their assigned duties, and shall report to designated IAI representatives.

4.11 Licences, Power, Logistics, Safety and Closure

- Procure and manage all applicable event permissions for the two gala evenings for up to 1,000 persons, including PPL, RMPL, NOVEX, ISRA, IPRS, and police no-objection certificate for sound, as applicable.
- Assess connected load and provide required generators, UPS, distribution, cabling and applicable PWD permissions/licences for all three event days.
- Include all incidentals required to deliver the scope, including console tables, transport, loading/unloading, crew travel, boarding/lodging, consumables, storage, handling and dismantling; expressly identify exclusions.
- Use fire-retardant and venue-approved materials; maintain safe cable routing, load management, barricading, emergency access and housekeeping; and immediately report incidents, hazards, equipment failures or security concerns.
- Dismantle all fabrication, AV equipment, signage and temporary installations within two hours of event conclusion, subject to venue access conditions.
- Return IAI-owned, partner and third-party assets in a documented manner and submit the organised media archive, final artwork/source files, debrief report and recommendations incorporating stakeholder feedback.

SECTION V: SERVICE LEVEL AGREEMENTS (SLAs)

5.1 Service Standards and Measurement

The Agency shall meet the following minimum service levels. Compliance shall be measured through approved plans, submission records, readiness checklists, attendance records, system logs, incident reports, acceptance records and other evidence required by IAI. Failure to meet a service level may attract withholding of payment, rectification at the Agency's cost, proportionate penalty or other remedies under the RFP and Agreement.

Sr. No.	Service / Deliverable	Minimum Service Level	Measurement / Remedy
1	Integrated master plan and technical submissions	Submit within the timeline specified in the Letter of Award; maintain current plans for scope, dependencies, zoning, risk, production, rehearsals, deployment and closure. Incorporate IAI comments within 2 working days unless a shorter event-critical timeline is directed.	IAI approval and revision log; delay or incomplete submission to be rectified immediately at Agency cost.
2	Coordination and governance	Attend all weekly/fortnightly reviews and increased-frequency meetings closer to the event. Circulate minutes/action tracker within 1 working day.	Meeting attendance and closure tracker.
3	Minor graphic revisions	Within 4 hours of receiving consolidated comments.	Time-stamped request and submission record.
4	New design requests and concept options	New design within 24 hours; minimum three concept options for each new creative unless otherwise approved.	Creative tracker and IAI approval record.
5	Production approval and quality control	No production/fabrication/release before written approval. All outputs shall match approved artwork, dimensions, material and samples.	Pre-production approval and onsite quality inspection; rejected output to be replaced without additional cost.
6	Conference mobile application	Configured, tested, app-store listed and live at least 2-3 weeks before the event; capacity for at least 1,000 concurrent users; N-1 OS support; offline agenda/maps; email/OTP access; organiser backend and event helpdesk.	User-acceptance test, load test, store availability and support log.
7	Application content and notifications	Approved content updates and urgent corrections within 2 hours; event-critical notifications within 15 minutes of IAI approval.	Backend audit trail and notification log.
8	Registration integration and onsite check-in	Complete secure import/integration testing before event deployment. System, printers/devices, consumables and staffing shall support more than 1,200 delegates without material congestion.	Dry run, throughput test, queue observation and attendance reconciliation.

Sr. No.	Service / Deliverable	Minimum Service Level	Measurement / Remedy
9	Equipment, infrastructure and manpower mobilisation	100% deployment against approved BOQ, makes/models and manpower plan. No substitution without prior written approval.	Physical verification, equipment inventory and attendance/roster records.
10	Installation and technical readiness	All stages, stands, booths, signage, power, AV, registration, app and ancillary spaces installed and tested before the approved venue handover deadline.	Joint readiness checklist signed by IAI, venue and Agency.
11	Rehearsals and daily opening	Complete technical and cue-to-cue rehearsals; rectify snags before attendee access. All live rooms and delegate-facing systems ready at least 60 minutes before the scheduled programme.	Rehearsal report, daily opening checklist and snag-closure log.
12	Audio, visual, lighting and streaming uptime	Minimum 99.5% uptime during live programme hours, with tested backup and immediate switchover for critical systems.	System and incident logs; affected session/duration assessment.
13	Critical incident response	Qualified technician response within 2 minutes and restoration or backup activation within 5 minutes.	Time-stamped incident and resolution log; root-cause report for material incidents.
14	Presentation and content management	Presentations collected, checked, loaded and backed up at least 30 minutes before each session; approved last-minute changes handled through version control.	Session-wise presentation checklist.
15	Audio coverage	Clear, uniform and feedback-free coverage for more than 1,200 delegates in the Grand Ballroom and more than 150 in each breakout venue.	Pre-event sound check and live monitoring by dedicated audio personnel.
16	Data security and privacy	Secure access, transfer, storage and authorised use of all participant/event data; immediate reporting of any suspected incident; compliance with NDA, Agreement and IAI privacy directions.	Access records and incident report; breach subject to contractual remedies.
17	AI photo recognition	Operate only with IAI-approved consent, privacy notice and opt-out process; delete facial data/gallery within the approved retention period.	Consent/opt-out evidence and deletion confirmation.
18	Safety and statutory compliance	Zero exposed cabling, unsafe rigging, blocked exits, unapproved materials or uncertified temporary structures; all licences and permissions in place before use.	Venue/IAI inspection; immediate correction; serious breach may require stoppage of work.
19	Photo-booth delivery	Minimum 300 physical prints with customized jackets per day on 2 and 3 March 2027 plus unlimited digital delivery; operational throughout approved hours.	Daily print count, uptime and delivery log.

Sr. No.	Service / Deliverable	Minimum Service Level	Measurement / Remedy
20	Daily media backup	Back up all photographs, recordings and session files at the end of each event day and maintain a second secure copy.	Backup verification and file-count report.
21	Post-event archive and outputs	Submit organised Full-HD recordings, photographs, source files, social clips, highlight film, final artwork and 1 TB archive within 7 working days after the event, unless otherwise approved.	File inventory, playback/quality test and written acceptance by IAI.
22	Dismantling and venue restoration	Complete within 2 hours after event conclusion, subject to venue access; remove debris, return assets and restore venue without damage.	Venue clearance, asset reconciliation and no-damage confirmation.
23	Debrief and closure report	Submit within 7 working days, covering delivery, attendance, operational observations, AV performance, incidents, media handover and recommendations.	IAI acceptance and closure of observations.

5.2 Escalation and Rectification

- The Agency shall maintain an escalation matrix with primary and alternate contacts for project, creative, app, registration, production, AV, safety and logistics.
- Event-critical issues shall be escalated immediately to the Agency Project Lead and authorised IAI representative, without waiting for routine reporting.
- Any rejected, defective, unsafe or non-compliant deliverable shall be rectified or replaced within the time directed by IAI and at no additional cost.
- Repeated or material failure, including inadequate manpower, unapproved substitutions, missed readiness deadlines, prolonged outage or safety breach, shall be subject to remedies under the General Conditions of Contract.

SECTION VI: RESOURCE DEPLOYMENT REQUIREMENTS

6.1 Core Project and Production Team

The Agency shall provide a named, dedicated and suitably experienced team for planning, creative development, technology configuration, fabrication, installation, rehearsals, live operations, dismantling and close-out. The deployment proposed by the bidder shall be adequate for simultaneous operations across the Grand Ballroom, Powai Ballroom, breakout space within the Grand Ballroom, Lotus, Jasmine, Meeting Rooms 1-3, registration, exhibition and pre-function areas.

Role	Minimum Deployment / Responsibility
Project Director / Account Lead	One senior single point of accountability for governance, integrated planning, budget, approvals, venue/vendor coordination, escalation and final delivery.
Project / Production Manager	One dedicated resource for the master schedule, BOQ, production, fabrication, logistics, onsite mobilisation, dismantling and closure. Responsible for AV architecture, room integration, equipment approval, signal flow, redundancy, testing and technical sign-off.
Creative Director / Design Lead	Responsible for event concepts, stage/set treatment, brand application, signage, collateral, digital content and creative quality control.
Mobile Application / Technology Lead	Responsible for app configuration, database integration, testing, app-store listing, backend administration, analytics, data security and in-app helpdesk.
Registration Lead	Responsible for integration with IAI delegate data, check-in/out, attendance, badges, devices, consumables, queue planning and onsite troubleshooting.
Show Caller / Stage Production Lead	Responsible for master show flow, scripts/cues, rehearsals, stage and room coordination and control-room discipline for conference and AGFA.
Audio Lead and Crew	Dedicated lead plus adequate room-wise engineers/operators for system design, tuning, microphones, mixing, stage monitoring, recording feeds and backup.
Video, LED and Streaming Lead and Crew	Dedicated lead plus adequate room-wise operators for LED/display systems, switching, playback, IMAG, prompters, delay displays, signal distribution, recording, encoding and livestream.
Lighting and Rigging Lead and Crew	Dedicated lead plus operators/riggers for lighting design, truss and rigging safety, load compliance, programming, transitions and live operation.
Stage Managers / Room Managers	At least one dedicated manager for the main hall and one for each simultaneous breakout room, with adequate assistants/standby, for speaker-ready operations, version control, playback and backups.

Role	Minimum Deployment / Responsibility
	Manage readiness, speakers, microphones, timing, cues, incidents and room reporting.
Infrastructure and Safety Supervisor	Responsible for fabrication, stage/set installation, booths, electrical distribution, cable management, fire safety, access, housekeeping and venue compliance.
Signage / Exhibition Supervisor	Responsible for exhibition booths, partner branding, directional signage, digital displays, networking zones and photo booth.
Logistics and Asset Coordinator	Responsible for transport, loading/unloading, storage, inventory, IAI/partner assets, consumables, material movement and asset reconciliation.
Security / Access Coordinator	Responsible for authorised access, volunteers, queue and crowd management, coordination with hotel security and emergency arrangements.

6.2 Photography and Videography Deployment

As listed under Section IV.

6.3 Volunteers and Event Operations Personnel

As listed under Section IV.

6.4 Room-Wise Technical and Support Coverage

- The Grand Ballroom shall have a dedicated stage manager, audio team, video/LED/IMAG team, lighting team, presentation manager, camera crew and standby technical support throughout programme and gala hours.
- Powai Ballroom and the breakout space within the Grand Ballroom shall each have dedicated room management, audio, video/display, lighting and presentation support during all live sessions.
- Lotus Media Room, Jasmine Speaker Lounge and Meeting Rooms 1-3 shall have technical/support coverage appropriate to their approved functions and operating hours.
- Registration, exhibition, digital display, app helpdesk, photo booth and pre-function areas shall each have a named operational owner and sufficient frontline and technical staff.
- Adequate electricians, riggers, carpenters/fabricators, loaders, runners, housekeeping support and standby technicians shall be available during build-up, event and dismantling.

6.5 Availability, Meetings and Onsite Presence

- The core team shall be available during IAI working hours and beyond where required by the approved event schedule, production programme or urgent deliverables.
- The Project Director/Account Lead shall attend weekly or fortnightly reviews and more frequent meetings as directed closer to the event.
- The Agency shall support meetings and reviews at the IAI office in Seawoods / Online and venue recces/coordination at The Westin Mumbai Powai Lake.
- All onsite leads and operational personnel shall report sufficiently before their respective shifts for briefing, checks and handover. No post shall be left unattended during operating hours.

- The Agency shall maintain a live contact matrix and escalation chain throughout build-up, event operations and dismantling.

SECTION VII: GENERAL CONDITIONS OF CONTRACT

7.1 Application

These general conditions shall apply to the extent that provisions in other parts of this document do not supersede them. In the case of any conflict, relevant clauses shall be interpreted harmoniously to make both clauses effective and binding as far as possible. For interpretation of any clause in the bid document or the Agreement arising thereunder, the interpretation/clarification of IAI shall be final and binding on the Bidder.

7.2 Conditions Precedent

The rights of the Bidder and obligations of IAI shall take effect only upon fulfilment of the following Conditions Precedent:

- The Successful Bidder shall accept the LoI/Work Order within 2 days of issuance.
- The Successful Bidder shall execute the Agreement within 30 days of issuance of LoI/Work Order.

In the event of the Successful Bidder failing to fulfil the Conditions Precedent, IAI shall forthwith forfeit the EMD amount or any amount due and payable by IAI to the Bidder.

7.3 Representations and Warranties

The Bidder represents and warrants to IAI that:

- It is duly organised and validly existing under the laws of India and has full power and authority to execute and perform its obligations under this RFP.
- It has taken all necessary corporate and other actions to authorise the execution and delivery of this RFP.
- It has the financial standing and capacity to undertake the engagement in accordance with the terms of this RFP.
- In providing the Services, it shall use reasonable endeavours not to cause unnecessary disruption to IAI's normal operations.
- All information furnished in the RFP documents is true and accurate. Nothing has been suppressed or misrepresented.
- The execution, delivery, and performance of the Agreement shall not conflict with or result in a breach of any of its Memorandum and Articles of Association, applicable laws, or any agreement to which it is a party.
- It and its personnel have the necessary experience, skill, knowledge, and competence to perform the Services.
- No sums in cash or kind have been paid or shall be paid to any person by way of fees, commission, or otherwise for the award of this RFP or for influencing any person associated with IAI.

7.4 Payment Terms

Payment shall be made in accordance with the milestones, deliverables and payment schedule specified in the Contract/Work Order, within 30 days of receipt of Invoice, subject to completion of the assignment to the satisfaction of IAI. All payments shall be subject to TDS as applicable under the Income Tax Act, 1961.

7.5 Intellectual Property Rights

All Intellectual Property Rights accruing out of the activities carried out by the Agency under the scope of work of this contract shall vest absolutely and exclusively with IAI. The IAI name, logo, data, information, or material supplied by IAI to the Agency shall be the exclusive property of IAI and usage by the Agency shall be restricted to the provision of Services under this contract only, with prior written permission. These obligations shall survive the termination of the contract.

7.6 Confidentiality

The Agency shall always keep all Confidential Information strictly confidential and shall not disclose any such information to any third party under any circumstances. The Agency shall not use Confidential Information for any purpose other than that contemplated under this Contract. These obligations shall survive the termination of the contract.

7.7 Indemnity

The Agency shall keep IAI fully indemnified against all actions, suits, proceedings, costs, charges, expenses, loss, or damage incurred by IAI by reason of infringement of Intellectual Property Rights, personal information of a third party, or any default, breach, lapse, negligence, or non-performance by the Agency. The Agency shall at its own expense defend, indemnify, and hold IAI harmless for damages arising out of the Agency's violation of applicable laws, gross negligence, or wilful misconduct.

7.8 Fraud and Corruption

IAI requires that Service Providers selected through this document must observe the highest standards of ethics during the performance of the contract. IAI will declare a firm ineligible, either indefinitely or for a stated period, for awarding the contract if it at any time finds that the Service Provider has, directly or indirectly, engaged in corrupt, fraudulent, coercive, or unfair trade practices.

7.9 Liquidated Damages

If during the contract period the Agency fails to deliver services within defined SLA timelines, liquidated damages shall be levied at 10% of the quarterly charges of the particular deliverable per day of default. If the delay in improving the quality of deliverables is beyond 2 weeks, IAI may rescind the Contract and procure the services from another Agency at the risk and cost of the defaulting Agency.

7.10 Penalty

If the Agency fails to perform its obligations in accordance with the terms and conditions of the Bid and the Agreement or fails to perform its work to the satisfaction of IAI, IAI shall be at liberty to impose penalties at 10% of the total value of the Contract on the defaulting Agency. Continued failure may lead to termination of the contract at the risk, cost, and responsibility of the defaulting Agency.

7.11 Termination

Either party may terminate the contract without assigning any reason by giving sixty (60) days' prior written notice to the other party. Notwithstanding the above, IAI may terminate the contract by giving thirty (30) days' advance written notice in the following circumstances:

- Default in performing obligations under the Contract, or services not meeting IAI's specifications/satisfaction.
- Non-adherence to the time schedule.
- The Agency becomes incapable of or unable to perform the Contract; or commencement of liquidation/winding-up proceedings.
- The Agency assigns or sub-lets the work without prior written permission from IAI.
- The Agency violates any of the terms and conditions of the contract.

7.12 Resolution of Disputes

In case any dispute arises between the parties, they shall first try to resolve the dispute amicably within 30 days. Failing that, the dispute shall be referred to a sole arbitrator to be mutually appointed. The Arbitration and Conciliation Act, 1996 shall apply. The seat of arbitration shall be Mumbai, and the language of arbitration shall be English.

7.13 Jurisdiction

All disputes between the parties, subject to the arbitration clause herein, shall be subject to the exclusive jurisdiction of the competent Courts at Mumbai only.

7.14 Governing Laws

The construction, validity, and interpretation of this document and Agreement shall be governed by the laws of India.

7.15 Force Majeure

The Agency shall not be liable for liquidated damages or termination for default if the delay in performance is the result of a Force Majeure event, defined as an event beyond the reasonable control of the parties, not involving the fault or negligence of the parties, and not foreseeable. Such events may include wars, fires, floods, epidemics, or quarantine restrictions. Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder.

7.16 Contract Period

The contract shall remain valid from the date of the Letter of Award until the completion and acceptance of all event and post-event deliverables. IAI may extend the completion period in writing where required due to changes in the programme, venue access or other operational circumstances.

SECTION VIII: ELIGIBILITY CRITERIA

The following eligibility criteria must be met:

S.N.	Eligibility Particulars	Supporting Documents
1	Indian-registered company/firm/LLP/proprietorship engaged in professional event management, audiovisual production or event infrastructure services, incorporated at least 3 years before the RFP date.	Company Incorporation Certificate / Partnership Deed, Valid GST, PAN, Cancelled Cheque
2	Minimum average annual turnover of INR 25 lakhs from event management/AV/infrastructure/similar services during the last three audited financial years.	Audited financial statements and CA-certified turnover certificate for last three financial years
3	The Bidder/Vendor should have at least one Office located in Mumbai Metropolitan Region with Address Proof.	Valid Address Proof
4	The Bidder/Vendor should have at least three (3) years of experience as on 31 March 2026 and satisfactory performance of conducting end-to-end management of any event for Central Government Ministries/Departments, Public Sector Undertakings, Autonomous/Statutory Bodies, Financial Sector Companies, Multinational Companies, Educational Boards or Universities. The reputation/track record of the Bidder will be subject to verification by IAI.	Work orders/contracts and completion/client certificates stating event scale and scope.
5	The Bidder/Vendor must have successfully implemented at least three (3) similar event/conference projects, each costing not less than INR 20 lakh, for the specified categories of institutions during the last 3 years as on 31 March 2026.	Work orders/contracts and completion/client certificates stating event scale and scope.
6	The Bidder/Vendor should not have been debarred, blacklisted, terminated or ceased without completing the entire contract period by any Central/State Government Department, Public Sector Undertaking, Autonomous Body, Academic Institution, CFTI or other regulatory body in India.	Self-declaration on letterhead.

Non-compliance with any of the aforementioned conditions by the Bidder shall amount to non- eligibility and such RFP shall be summarily rejected.

SECTION IX: TECHNICAL SCORING SHEET

Bidders who qualify the Eligibility Criteria will be technically evaluated as per the parameters below.

1. Technical Evaluation

Part 1 -

Sl.	Technical Evaluation Parameter	Max Score
1	Average Turnover for the last three financial years > INR 25 Lakhs to < INR 1 Crore – **5 Marks** > INR 1 Crore to < INR 3 Crores – **10 Marks** > INR 3 Crores – **15 Marks**	15
2	Number of Events conducted above INR 20 lakhs in the last three financial years 3 events up to < 5 events – **5 marks** > 5 events up to < 10 events – **10 marks** > 10 events – **15 marks** **Enclose work orders/contracts and completion/client certificates stating event scale and scope.**	15
3	Number of Events with participation above 500 pax in the last three financial years 3 events up to < 5 events – **5 marks** > 5 events up to < 10 events – **10 marks** > 10 events – **15 marks** **Enclose work orders/contracts and completion/client certificates stating event scale and scope.**	15
4	Team Composition and Assigned Staff for End-to-End Project Execution (Excluding Onsite Manpower & Technicians) 2–5 Employees – **5 Marks** > 6–10 Employees – **10 Marks** > 10 Employees – **15 Marks**	15
	TOTAL	**60**

The Bidders who have qualified in Part I of the bid will be evaluated based on the presentation and criteria mentioned above in Part II (out of 40 marks).

Part – II (Presentation)

Bidders scoring a minimum of 60% marks (i.e. 36 out of 60 marks) will be shortlisted and shall have to make a presentation of max. 30 slides on the overall concept and shall be marked as below. The Presentation of such shortlisted bidders shall be evaluated on the following indicative criteria

Indicative Criteria	Maximum Marks
Overall idea and theme	**40**
Stage setup for Conference and award function (3-D Designs to be included in Presentation)	
Creativity and innovation in the planning and implementation	
Strategy for Delegates Registration & Crowd Management	
Branding and marketing plan (Broad list of branding collaterals shall be presented)	
Use of Technology in the event	
Total Part – II	**40**
Total Technical Score (Ts)	**60 Marks (Part I) + 40 Marks (Part II) = 100 Marks**

Bidders scoring a minimum of 60% marks (i.e., 24 out of 40 marks) in Part II will only be qualified for further evaluation and such decision would be final and binding.

2. Financial Evaluation

- Financial bids of technically qualified bidders shall be opened
- The bidder quoting the **lowest financial bid (L1)** shall be assigned a score of **100**
- Financial scores of other bidders shall be calculated using the formula:

$$\text{Financial Score} = \left(\frac{\text{L1 Bid Value}}{\text{Bid Value of Bidder}}\right) \times 100$$

3. Combined Score Calculation

The evaluation of bids shall be carried out using a **Quality and Cost Based Selection (QCBS)** methodology, with the following weightage:

- **Technical Evaluation:** 70%
- **Financial Evaluation:** 30%

The final score shall be calculated as:

$$\text{Final Score} = (0.70 \times \text{Technical Score}) + (0.30 \times \text{Financial Score})$$

4. Award of Contract

- The bidder with the **highest combined score** shall be ranked **L1 (Selected Bidder)**
- In case of a tie, the bidder with the **higher technical score** shall be ranked higher
- IAI reserves the right to negotiate with the selected bidder, if required

* Abnormally low bids may be rejected if found to be non-viable or impacting quality of deliverables.

SECTION X: ALLOCATION OF WORK AND CONTRACTUAL FRAMEWORK

- The engagement may be awarded to a single selected Agency responsible for end-to-end execution of the scope under this RFP.
- IAI reserves the right to empanel more than one agency through this RFP process or to engage one or more agencies at a time.
- The contract period shall commence from the Letter of Award and continue until acceptance of all post-event deliverables.
- The final quantities may vary based on the confirmed programme, room allocation, sponsor requirements and venue conditions; payment shall be based on approved quantities and contractual rates.
- No material, equipment, brand/model or key resource may be substituted without prior written approval of IAI.
- The selected Agency shall not assign or sub-contract the whole engagement. Specialist sub-vendors, if proposed, must be disclosed and remain under the Agency's full responsibility.
- IAI may increase, reduce or omit any item, or require additional items at mutually accepted/quoted rates, without invalidating the contract.
- The Agency shall coordinate directly with the venue and other IAI-appointed vendors, but no instruction affecting cost or scope shall be acted upon without written authorisation from IAI.
- All installations, operations and dismantling shall comply with venue rules, applicable law, fire and electrical safety requirements and IAI directions.

FORM A: TECHNICAL BID

(To be completed by Bidder on Bidder's Official Letter Head)

S.N.	Items	Information to be Filled by Bidder (Mandatory)	Supporting Document and Page No.
A	**BIDDER PARTICULARS AND BID SUBMISSION DETAILS**		
1	Name, Address, Mobile, Landline, Email and other details of the Bidder	(Please Specify)	Annexure / Page No.
2	Names and addresses of Directors / Partners / Proprietor	(Please Specify)	Annexure / Page No.
3	Year of Establishment and Nature of Business	(Please Specify)	Annexure / Page No
4	Authorised signatory authorised to execute and submit the Bid	Name: Designation:	Board resolution / authority / Power of Attorney; Page _____
5	PAN, GSTIN, bank-account and NEFT particulars	PAN: GSTIN: Bank:	PAN, GST certificate and cancelled cheque; Page _____
6	Office in Mumbai Metropolitan Region	Address:	Valid address proof; Page _____
7	Earnest Money Deposit of INR 50,000	DD No.: Date/Bank:	Original DD submitted separately; reference No.
B	**SECTION VIII — ELIGIBILITY CHECK**		
8	Indian-registered company/firm/LLP/proprietorship engaged in the prescribed services and incorporated/registered at least three years before the RFP date	Compliant: Yes / No Years: _____	Company Incorporation Certificate / Partnership Deed, Valid GST, PAN, Cancelled Cheque; Page _____
9	Average annual turnover of at least INR 25 lakh from event management/AV/infrastructure/similar services during the last three audited financial years	FY _____: INR _____ FY _____: INR _____ FY _____: INR _____ Average: INR _____	Audited financial statements and CA-certified turnover certificate; Page _____
10	At least three years' satisfactory experience in end-to-end event management for the categories of institutions specified in Section VIII	Years: _____ Relevant clients: _____	Work orders/contracts and completion/client certificates; Page _____
11	At least three similar event/conference projects, each costing not less than INR 20	Number of qualifying projects: _____	Project-wise work orders and completion certificates showing

S.N.	Items	Information to be Filled by Bidder (Mandatory)	Supporting Document and Page No.
	lakh, completed during the last three years as on 31 March 2026		value, date, scope and scale; Page _____
12	Not debarred, blacklisted, terminated or ceased without completing the contract by any authority/body specified in Section VIII	Confirmed: Yes / No If No, details: _____	Self-declaration / Annexure III; Page _____
13	Not insolvent, in receivership, bankrupt or being wound up; business not suspended; taxes fulfilled; no disqualifying conflict of interest	Confirmed: Yes / No	Annexures I and II; Page _____
C	**SECTION IX PART I — TECHNICAL SCORING INPUTS (60 MARKS)**		
14	Average turnover for the last three financial years and applicable scoring band	Average: INR _____ Band: INR 25 lakh–<1 crore / INR 1–<3 crore / INR 3 crore and above	Same evidence as Item 9; Page _____
15	Number of events above INR 20 lakh conducted during the last three financial years	Total qualifying events: _____	Event-wise statement and supporting work orders/completion certificates; Page _____
16	Number of events with participation above 500 persons during the last three financial years	Total qualifying events: _____	Client evidence confirming participation/scale; Page _____
17	Assigned permanent employees for end-to-end project execution, excluding onsite manpower and technicians	Total assigned employees: _____	Organisation chart, employee list, roles and employment status; Page _____
18	Form B and Annexures I–IV duly signed and stamped; complete Technical Bid page-numbered, indexed and free from financial information	Confirmed: Yes / No	Form/Annexure and Bid Index page references: _____

Undertaking: I/We certify that the information furnished in Form A and the documents cross-referenced herein are true, complete and correct. I/We confirm compliance with the eligibility criteria in Section VIII and that the Technical Bid contains all information required for evaluation under Section IX, together with the technical proposal, compliance statements, Form B and Annexures I–IV. No financial information has been included in the Technical Bid. Any deviation, assumption or exclusion has been expressly disclosed in Item 28 above.

Signature of Authorised Signatory: _____

Name: _____ Designation: _____

Official Seal / Stamp: Date: _____

Telephone / Mobile No.: _____

FORM B: COVERING LETTER

(On the Bidder's Official Letter Head)

Date: _____

To,

The Executive Director,

The Institute of Actuaries of India,

Unit No. F-206 2nd floor 'F' Wing Tower-2

Seawoods Grand Central, Plot No. R-1

Sector 40, Seawoods Near Seawoods Railway Station.

Navi Mumbai-400706

Dear Sir / Madam,

Sub: Bid for Appointment of a Professional Event Management Agency for Audiovisual & Infrastructure Services for the 26th Global Conference of Actuaries and AGFA 2027

With reference to your RFP Document published on the IAI website dated _____, I / We, M/s _____, having examined the RFP document and understood its contents, hereby offer our proposal for the subject engagement and confirm full conformity with the document. We have read all provisions of the RFP document and confirm these are acceptable to me / us.

I / We declare that our proposal is unconditional and unqualified. I / We further declare that any additional conditions, variations, or deviations, if any, found in my / our bid, will make my / our bid liable to be rejected summarily along with ensuing consequences as per the terms of the RFP document.

I / We hereby declare that all information provided and statements made in the proposal are true and correct and all documents accompanying such proposal are true copies of their respective originals. I / We accept that any misinterpretation, suppression of facts, or false information contained therein may lead to our disqualification.

I / We confirm having deposited the following Demand Drafts:

Earnest Money Deposit of Rs. _____/- (Rupees _____ only) by Demand Draft No. _____ dated _____ drawn on _____ Bank, _____ Branch, attached hereto.

I / We agree and understand that the proposal is subject to the provisions of this document. In no case shall I / we have any claim or right of whatsoever nature if the empanelment is not granted to me / us.

I / We understand that IAI is not bound to accept any proposal received by it.

I / We agree and undertake to abide by all the terms and conditions of the RFP Document.

Authorised Signatory (in full and initials): _____

Name and Title of Signatory: _____

Duly authorised to sign this Bid for and on behalf of [Name of Firm]: _____

Address: _____

Phone No.: _____ Email: _____

Name: _____ Date: _____

Sign & Stamp: _____

FORM C: FINANCIAL BID FORMAT

(To be submitted in a separate sealed envelope on the Bidder's Official Letter Head)

RFP Reference	IAI/EVENTS/RFP/26GCA/2026-27/01
Name of Bidder	_____
GSTIN	_____

We hereby submit our Financial Bid for the complete scope specified in this RFP. The quoted prices shall include all costs required for execution of the assignment, including planning, design, fabrication, equipment, software and licences, manpower, transport, installation, testing, rehearsals, live operations, dismantling, travel, accommodation, consumables, backup arrangements and incidentals. GST shall be indicated separately.

S.N.	Price Component	Amount excluding GST (INR)
1	Development & Designing of Creative Content for 26th GCA and AGFA 2027 (As mentioned under Section 4.3)	
2	Conference Mobile Application (As mentioned under Section 4.4)	
3	Venue Planning, Registration and Pre-Function Areas (As mentioned under Section 4.5)	
4	Exhibition and Delegate-Engagement Areas (As mentioned under Section 4.6)	
5	Stage, Audiovisual and Technical Production (As mentioned under Section 4.7)	
6	Photography, Videography and Content Delivery (As mentioned under Section 4.8)	
7	Ancillary Spaces and Fabrication (As mentioned under Section 4.9)	
8	Manpower and Onsite Event Operations (As mentioned under Section 4.10)	
9	Licences, Power, Logistics, Safety and Closure (As mentioned under Section 4.11)	
10	Any other mandatory scope item not included above (specify)	
	Total Financial Bid excluding GST (A)	
	GST at applicable rate (B)	
	Grand Total including GST (A+B)	_____

Total Financial Bid excluding GST in words	Rupees _____ only.
Bid validity	90 days from the last date of bid submission.

Detailed item wise costings for above activities are provided as per below:

DEVELOPMENT & DESIGNING OF CREATIVE CONTENT FOR 26th GCA AND AGFA 2027 Detailed Cost Sheet – Section 4.3					
S.N.	**Creative Deliverable / Description**	**Unit**	**Qty.**	**Unit Rate (INR)**	**Amount (INR)**
A	**Printed Publications and Communication Templates**				
A1	Flyer / leaflet design, up to 2 pages	Per design	3		
A2	Event brochure – base design, including first 8 pages	Per brochure	1		
A3	Event brochure – additional pages beyond first 8 pages	Per page	12		
A4	Official letterhead template	Per design	1		
A5	Cover Page for A4 / A5 Book	Per design	3		
A6	Official email / communication template	Per design	2		
A7	Certificate template	Per template	4		
A8	Branded apparel artwork	Per apparel type	2		
	Subtotal A				
B	**Onsite Branding, Signage and Spatial Creatives**				
B1	Welcome backdrop	Per design	1		
B2	Entrance arch branding	Per design	1		
B3	Registration-counter branding – master design	Master design	1		
B4	“May I Help You” backdrop & desk branding	Per design	1		
B5	Delegate badge – master template	Master template	1		
B6	Delegate badge – category variants	Per variant	6		
B7	Lanyard artwork	Per design	1		
B8	Registration backdrop	Per design	1		
B9	Exhibition-stall fascia branding	Per exhibitor design	15		
B10	Directional signage / standee	Per unique message	10		
B11	Digital Wall LED fascia, side-panel and riser layouts	Per layout	1		
B12	Thematic photo-booth zone artwork	Complete design set	1		

DEVELOPMENT & DESIGNING OF CREATIVE CONTENT FOR 26th GCA AND AGFA 2027 Detailed Cost Sheet – Section 4.3					
S.N.	**Creative Deliverable / Description**	**Unit**	**Qty.**	**Unit Rate (INR)**	**Amount (INR)**
B13	"26th GCA" 3D cut-out and IAI-branded backdrop	Complete design set	1		
B14	Photo sleeve / jacket artwork	Per design	1		
B15	Stage sponsor / side-panel branding layouts (Main Hall & Break-out rooms)	Per layout	3		
B16	Digital podium, console, LED riser and stage-front box artwork	Per design	4		
B17	Session nameplate – master template	Master template	1		
B18	Media-room checkered backdrop & Speaker Lounge backdrop	Per design	2		
B19	Media Room, Speaker Lounge and Meeting room signages	Per unique sign	5		
	Subtotal B				
C	**Presentation, Promotional and Digital Assets**				
C1	PowerPoint master template comprising 8–10 slide layouts	Per master template	1		
C2	Save-the-date, countdown, speaker introduction, partner onboarding and theme-related creatives.	Per unique creative	10		
C3	Mobile / Digital-signage / platform-size adaptation	Per adaptation	10		
C4	E-poster	Per unique creative	5		
C5	AGFA awardee-announcement visual template	Per category	10		
C6	Registration communication mailer	Per unique mailer	6		
C7	Main-stage LED backdrop – master layout	Master layout	1		
C8	Main-stage LED backdrop – session adaptations	Per adaptation	10		
	Subtotal C				
D	**Video, Animation, Motion Graphics and Optional Adaptations**				
D1	Pre-event promotional video, including concept, script, recording in Mumbai and editing, up to 3 minutes	Per video	1		
D2	Additional promotional video, duration to be specified	Per video	3		
D3	Speaker-introduction video – master template	Master template	1		

DEVELOPMENT & DESIGNING OF CREATIVE CONTENT FOR 26th GCA AND AGFA 2027 Detailed Cost Sheet – Section 4.3					
S.N.	**Creative Deliverable / Description**	**Unit**	**Qty.**	**Unit Rate (INR)**	**Amount (INR)**
D4	Speaker-introduction video – speaker-wise adaptation	Per adaptation	20		
D5	Intermission loop	Per loop	2		
D6	Intro animation	Per animation	1		
D7	Outro animation	Per animation	1		
D8	Sponsor-acknowledgement animation – master template	Master template	1		
D9	Animated e-signage / LED branding loop	Per loop	3		
D10	Lower-third / speaker strap – master template	Master template	1		
D11	Countdown screen	Per design	1		
D12	Livestream overlay set	Per set	1		
D13	Edited highlight reel	Per video	1		
D14	Event-summary video	Per video	1		
D15	Size, format or platform adaptation of approved creative	Per adaptation	40		
	Subtotal D				
	Total Creative Content Cost – A+B+C+D, excluding GST				

ONSITE EVENT FABRICATION, TECHNICAL PRODUCTION & EVENT OPERATIONS Financial Bid Summary						
SR NO	**ELEMENTS**	**SQ FT**	**QTY**	**DAYS**	**COST PER ITEM**	**TOTAL AMOUNT**
1	**Conference Mobile Application** (As mentioned under Section 4.4) *Kindly provide detailed element-wise break-up for each area, wherever possible.*					
2	**Venue Planning, Registration and Pre-Function Areas** (As mentioned under Section 4.5)					

ONSITE EVENT FABRICATION, TECHNICAL PRODUCTION & EVENT OPERATIONS Financial Bid Summary						
SR NO	**ELEMENTS**	**SQ FT**	**QTY**	**DAYS**	**COST PER ITEM**	**TOTAL AMOUNT**
	Kindly provide detailed element-wise break-up for each area, wherever possible.					
3	**Exhibition and Delegate-Engagement Areas** (As mentioned under Section 4.6) *Kindly provide detailed element-wise break-up for each area, wherever possible.*					
4	**Stage, Audiovisual and Technical Production** (As mentioned under Section 4.7) *Kindly provide detailed element-wise break-up for each area, wherever possible.*					
5	**Photography, Videography and Content Delivery** (As mentioned under Section 4.8) *Kindly provide detailed element-wise break-up for each area, wherever possible.*					
6	**Ancillary Spaces and Fabrication** (As mentioned under Section 4.9) *Kindly provide detailed element-wise break-up for each area, wherever possible.*					
7	**Manpower and Onsite Event Operations** (As mentioned under Section 4.10) *Kindly provide detailed element-wise break-up for each area, wherever possible.*					
8	**Licences, Power, Logistics, Safety and Closure** (As mentioned under Section 4.11)					

ONSITE EVENT FABRICATION, TECHNICAL PRODUCTION & EVENT OPERATIONS Financial Bid Summary						
SR NO	**ELEMENTS**	**SQ FT**	**QTY**	**DAYS**	**COST PER ITEM**	**TOTAL AMOUNT**
	Kindly provide detailed element-wise break-up for each area, wherever possible.					
9	**Any other mandatory scope item not included above** (specify: _____) *Kindly provide detailed element-wise break-up for each area, wherever possible.*					
	Total Production Cost excluding GST (A)					
	GST at applicable rate (B)					
	Grand Total including GST (A+B)					
Total Production Cost excluding GST in words			INR			

We confirm that the Financial Bid is unconditional and includes the complete scope and all incidental requirements under the RFP. In case of discrepancy between figures and words, the amount stated in words shall prevail.

Authorised Signatory	_____
Name and Designation	_____
Date and Place	Date: _____ Place: _____
Official Seal	_____

ANNEXURE I: DECLARATION OF INTEGRITY AND NO CONFLICT OF INTEREST

(On the Letter Head of the Bidder)

I / We hereby declare that I / We shall:

- Not offer any bribe, reward, gift, or any material benefit either directly or indirectly in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
- Not misrepresent or omit that misleads or attempts to mislead so as to obtain a financial or other benefit or avoid an obligation.
- Not indulge in any collusion, bid rigging, or anti-competitive behaviour to impair the transparency, fairness, and progress of the procurement process.
- Not misuse any information shared between IAI and the Bidders with an intent to gain an unfair advantage in the procurement process.
- Not indulge in any coercion, including impairing, harming, or threatening to harm, directly or indirectly, any party or its property to influence the procurement process.
- Not obstruct any investigation or audit of a procurement process.
- Disclose conflict of interest, if any.
- Disclose any previous transgressions of any nature with any entity in India or any other country during the last three years, or any debarment by any other procuring entity.

Conflict of Interest Declaration

The Bidder participating in this bidding process declares that it does not have a Conflict of Interest. A Conflict of Interest is considered to be a situation in which a party has interests that could improperly influence that party's performance of official duties, responsibilities, contractual obligations, or compliance with applicable laws and regulations.

Specifically, I / We declare that we do not:

- Have controlling partners/shareholders in common with any other bidder; or
- Receive or have received any direct or indirect subsidy from any other bidder; or
- Have the same legal representatives for purposes of this Bid as any other bidder; or
- Have a relationship with any other bidder, directly or through common third parties, that puts us in a position to have access to information about or influence on the Bid of another Bidder; or
- Participate in more than one Bid in this bidding process; or
- Have participated as a consultant in the preparation of the specifications or requirements for this engagement.

For and on behalf of:

Signature (with seal): _____

Name of the Person: _____

Designation (Authorised Representative / Signatory): _____

Date: _____ Place: _____

ANNEXURE II: DECLARATION BY BIDDER REGARDING QUALIFICATIONS

(On the Letter Head of the Bidder)

In relation to our Bid submitted to the Institute of Actuaries of India for appointment of a Professional Event Management Agency for Audiovisual & Infrastructure Services for the 26th Global Conference of Actuaries and AGFA 2027, in response to the Notice Inviting Bids bearing Ref. No. IAI/EVENTS/RFP/26GCA/2026-27:

I / We hereby declare that:

1. I / We possess the necessary professional, technical, financial, and managerial resources and competence required by the Bidding Document issued by IAI.
2. I / We have fulfilled our obligations to pay all taxes payable to the Union and State Government or any local authority as specified in the Bidding Document.
3. I / We are not insolvent, in receivership, bankrupt or being wound up, not having our affairs administered by a Court or a judicial officer, not having our business activities suspended, and not the subject of legal proceedings for any of the foregoing reasons.
4. I / We do not have, and our Directors and Officers have not been convicted of any criminal offence related to our professional conduct or the making of false statements or misrepresentations as to our qualifications to enter into a procurement contract within a period of three years preceding the commencement of this procurement process.
5. I / We do not have a conflict of interest that affects fair competition in this bidding process.

Date: _____ Signature of Bidder: _____

Place: _____ Name: _____

Designation: _____

Address: _____

ANNEXURE III: GENERAL DECLARATION

(On Original Letter Head of the Bidder)

To,

The Executive Director,

The Institute of Actuaries of India,

Unit No. F-205 2nd floor 'F' Wing Tower-2

Seawoods Grant Central, Plot No. R-1

Sector 40, Seawoods Near Seawoods Railway Station.

Navi Mumbai-400706

Dear Sir / Madam,

Sub: RFP for Appointment of a Professional Event Management Agency for Audiovisual & Infrastructure Services for the 26th Global Conference of Actuaries – Ref. No. IAI/EVENTS/RFP/26GCA/2026-27

In terms of the requirements of the above RFP, we hereby undertake as under:

1. That we are not involved in any major litigation that may have an impact on compromising the delivery of services or affecting the engagement as required under this RFP.
2. That we have not been blacklisted by TRAI, Educational Government Authority, BFSI, Regulator, or any Statutory Body during the last 5 years from today.
3. That we are registered with the appropriate authority as applicable and comply with all relevant labour laws including the Contract Labour (Regulation and Abolition) Act, 1970, wherever applicable.
4. That all information and documents submitted as part of this bid are true, accurate, and complete.

Signature of Authorised Person: _____

Name: _____

Designation: _____

Date: _____ Place: _____

Office Seal: _____

Witness with Signature: _____

ANNEXURE IV: DECLARATION REGARDING NON-DISCLOSURE OF CONFIDENTIAL DATA

(On the Letter Head of the Bidder)

I / We _____ hereby declare that:

- I / We shall neither make, cause to be used, shared, or disclosed, nor shall we ourselves use, share, or disclose any member data, student data, phone numbers, email addresses, or any other details whatsoever of any person or entity which has been provided by IAI to me / us, to any third party.
- I / We hereby declare that I / we shall neither make/cause it to be used, nor shall we ourselves use any data provided by IAI for any kind of monetisation, commercial activities, advertising, or personal gain.
- All deliverables, data, and assets created or accessed during this engagement remain the property of IAI. All source files must be returned to IAI in editable formats upon request.
- Work must be stored in IAI-controlled or IAI-approved systems where required, and no data shall be retained on third-party systems without IAI's prior written approval.

In case I / we are found to have breached this declaration, IAI shall have the right to forfeit the Performance Bank Guarantee and any amount payable by IAI to me / us, in addition to terminating the contract immediately. This is without prejudice to the rights of IAI to take any suitable action against me / us under the provisions of applicable law.

Signed By (Authorised Signatory):	In the Presence of (Witness 1):
Name: _____	Name: _____
Designation: _____	Designation: _____
Company: _____	Company: _____
Date: _____	Date: _____

ANNEXURE V : AUTHORISATION TO SIGN DOCUMENTS

(On the Letter Head of the Bidder)

It is certified that Agency/firm M/s…… having its registered office at……. is submitting a bid proposal…….. for appointment of Event Management Agency For 26th GCA and AGFA 2027

In connection with the above Shri…… working with the company as……has been duly

authorised to sign bid proposal documents or any other documents related to this bid submission.

Agency/firm is liable of the consequences arising by the act of signing bid documents by Shri……

Signature :

Name of Signatory:

Designation :

Seal of Agency/firm/company

Date :

Place :

_____

If agency is a company, certified copy of the extract of Company's Board Resolution to this effect shall be required.