

**REQUEST for PROPOSALS (RFP)**  
**by the Ministry of Health and Family Welfare, Government of India**  
**for Professional Conference Management Services for the**  
**COP 7 & MOP 1 Meetings**

**A. INTRODUCTION**

**About WHO FCTC:** The WHO Framework Convention on Tobacco Control (WHO FCTC) is the first international public health treaty negotiated under the auspices of WHO. It was adopted by the World Health Assembly on 21 May 2003 and entered into force on 27 February 2005. It has since become one of the most rapidly and widely embraced treaties in United Nations history.

**About COP:** The Conference of the Parties (COP) is the Governing Body of the WHO FCTC and is comprised of all Parties to the Convention. It keeps under regular review the implementation of the Convention and takes the decisions necessary to promote its effective implementation, and may also adopt protocols, annexes and amendments to the Convention. Observers may also participate in the work of the COP. The work of the COP is governed by its Rules of Procedure. Starting from COP3, the regular sessions of COP are held at two-year intervals.

The COP may establish such subsidiary bodies as are necessary to achieve the objective of the Convention. One example is the Intergovernmental Negotiating Body on a Protocol on Illicit Trade in Tobacco Products.

Parties to the Convention: 180

Ministry of Health & Family Welfare, Government of India is hosting the seventh session of the Conference of the Parties (COP7) under WHO FCTC, in India in November 2016.

**About MOP:**

The Protocol to Eliminate Illicit Trade in Tobacco Products is an international treaty to address the increasing illegal trade in tobacco products. Based on Article 15 of the WHO FCTC, it was adopted in November 2012 and currently has 13 Parties. It would take effect 90 days after 40 Parties have ratified it. It is hoped that the seventh session of the Conference of the Parties (COP7) will be followed by the first session of the Meeting of the Parties (MOP1) of the Protocol to Eliminate Illicit Trade in Tobacco Products, if it is ratified by 40 parties up to May 2016 and thereby enters into force by August 2016.

**The COP Conferences**

Frequency of the event: Biennial

History:

COP 6: Moscow

COP 5: Seoul

COP 4: Punta Del Este

COP3: Durban

COP 2: Bangkok

COP 1: Geneva

### **Aims and Objectives of this RFP**

The Ministry of Health and Family Welfare (MoHFW) is hosting the COP 7 and MOP 1 meetings in Delhi NCR.

MoHFW wishes to contract a Professional Conference Organiser (PCO) for planning & implementing the meetings as detailed later in this document.

The aim of this RFP is to provide background and describe the services which are requested from the PCO. The goal is to select a conference organizer which will guarantee the quality of the meeting by providing all services listed under Section E.

In assessing the bids submitted, emphasis will be placed on the quality, detail and cost-benefits of the management solution presented in the bid document.

### **B. MINIMUM QUALIFICATIONS**

Professional Conference Organizers (PCOs) intending to respond shall have:

- B1. Head Office and Registered Office in India, with Certificate of Incorporation from Registrar of Companies
- B2. Office premises and at least 15 executive-level staff in India. Provide names and designation of these staff with Provident Fund account number. Physical inspection of premises and Provident Fund records may be undertaken for verification.
- B3. Minimum Gross Turnover of Rs. 5 crores over the past five years (cumulative) with average yearly turnover of Rs 0.75 crore for conference-related business, excluding turnover from tours & travel related business. Attach audited Profit & Loss accounts, Balance sheets and computation of total income along with evidence of filing of income tax returns for the financial years 2014-15, 2013-2014, 2012-2013, 2011-2012 and 2010-2011.
- B4. Must have implemented at least twenty (20 nos.) conferences within any of the Metro Cities of India in the past 5 years, with at least one with 900 and above participants or at least two with 600 and above participants or at least three with 400 and above participants. Furnish detailed statement along with reference contacts/ emails.
- B5. Service Tax number allotment letter from Service Tax authority
- B6. Earnest Money Deposit of Rs.5,00,000 in the form of a Demand Draft favouring "PAO (Secretariat), Ministry of Health & Family Welfare, New Delhi".  
The EMD will be returned to all unsuccessful bidders within a week of finalization of the successful bidder. EMD of successful bidder shall be adjusted towards Performance Security, if requested or shall be returned on deposit of Performance Guarantee. If the PCO fails to furnish the Performance Guarantee within prescribed period, the EMD shall be absolutely forfeited without any notice.

## **C. BID FORMAT**

### **C.1 Bid Envelopes**

- The bidder should send their offer in 2 parts -Technical and Financial Proposals in 2 separate sealed envelopes. The respective envelopes are to be superscribed with:
  - i. Technical Proposal for COP 7 & MOP 1 along with the envelope containing the Earnest Money of Rs.5,00,000 in the form of a Demand Draft favouring“PAO (Secretariat), Ministry of Health & Family Welfare, New Delhi”
  - ii. Financial Proposal for COP 7 & MOP 1

Both the above sealed envelopes should be inserted into a larger sealed envelope superscribed with ‘Proposal for COP 7 and MOP1’

If the envelopes and packages with the Proposal are not sealed and marked as required, the MoHFW will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.

The outer envelope should be superscribed with the address:

**Shri R. S. Negi,  
Under Secretary (Tobacco Control Division),  
Ministry of Health and Family Welfare,  
Room No.425-C, NirmanBhawan,  
New Delhi 110011**

- The sealed envelope containing the proposal as cited above, must reach the above address on or before 3:00 PM on 15<sup>th</sup> April,2016. No extension of time will be given. MoHFW will not take into account external circumstances such as postal or traffic delays.
- The Technical Bids will be opened at 3.30 PM on 15<sup>th</sup> April,2016.
- Any Proposal received by the MoHFW after the deadline shall be declared late and rejected, and returned unopened.

### **C.2 Contents of the Technical Bid Envelope**

The Technical Bid envelope should contain:

1. Covering letter with authorized signature and stamp as given at **Annexure-5**
2. Documentary Proof of the Minimum Qualifications as listed in Section B above
3. A Work Plan detailing all the elements as required by **Section-E** below
4. No prices or rates should be mentioned in the Technical Bid. If prices are mentioned anywhere in the technical bid, the bid shall be disqualified.

### **C.3 Contents of the Financial Bid Envelope**

The Financial Bid envelope should contain:

1. Covering letter with authorized signature and stamp as given at Annexure 6
2. Annexure 7 (COP 7) with prices and breakdown costs in the right column. All items mentioned in the Technical Bid required for COP 7 should be costed in Annexure 7

3. Annexure 8 (MOP 1) with prices and breakdown costs in the right column. All items mentioned in the Technical Bid required for MOP 1 should be costed in Annexure 8
4. Additional unspecified amounts such as “as per expenses” or “at cost” will result in rejection. Such amounts should be estimated and included in the total price.
5. Prices shall remain valid for acceptance till 30th November 2016. No escalation clause will be entertained.
6. Applicable Taxes with break-up should be mentioned separately.

## D. EVENT INFORMATION

### Event Location:

COP7 and MOP1 will be held at the India Expo Centre and Mart, Greater Noida Expressway Sector-62, Greater Noida, Uttar Pradesh 201301

### Event dates:

COP 7: 7 November (Monday) 2016 – 12 November (Saturday), 2016

MOP 1: 14 November (Monday) 2016 – 16 November (Wednesday), 2016

Sunday, Nov 13 2016 is a holiday. No official meetings are planned on this day.

### Set-up dates: - As per Annexure 1

- Access to meeting rooms, Secretariat offices and equipment: minimum 2 days before the opening of COP7/MOP1 , 24 hours daily
- Meetings rooms and Secretariat offices to be installed and made operational minimum 36 hours before the opening of COP7/MOP1
- One storage area and one Secretariat office 6 days before the opening of the COP and one day after closure.
- Daily access to participants: minimum 07:30 hrs (IST) to 20:00 hrs (IST) (until 22:30 hrs in case of evening meetings)

## E. SCOPE OF WORK

The PCO will be expected to undertake the following activities. Quantities may change closer to the date of the conference. If any entirely new activity is required, it will be defined in consultation with the selected bidder.

Sl. No.	Activities	Scope of work Detailed description to be provided in Technical Bid
1	<b>Space Planning:</b> - As per Annexure 1	Detailed plan for the location of all the areas listed in Annexure-1, taking into account the capacity requirements, minimizing the area required to the extent possible while maintaining comfortable inter-spacing of seats/work areas.
2	<b>Simultaneous Interpretation (SI) System</b>	For rooms as detailed in Annexure-1 Handsets and booths
3	<b>Furniture for</b>	For rooms as detailed in Annexure-1

Sl. No.	Activities	Scope of work Detailed description to be provided in Technical Bid
	<b>rooms</b>	Tables, chairs, counters, etc.
4	<b>Information Technology (IT)</b>	<ul style="list-style-type: none"> <li>List of IT equipment required as per Annexure 2, including printing equipment, with specifications</li> <li>List of proposed networking equipment with specs</li> <li>Bandwidth as per Annexure 2</li> </ul>
5	<b>Staff- as per Annexure 3</b>	<ul style="list-style-type: none"> <li>List as per Annexure 3</li> </ul>
6	<b>Initial Visual Designs for Conference</b>	<ul style="list-style-type: none"> <li>Design of Conference Logo</li> <li>Design of Conference Stationary</li> <li>Design of Website header</li> </ul>
7	<b>Conference Main Website</b>	<ul style="list-style-type: none"> <li>Domain name &amp; space booking</li> <li>Home page with linking tabs to conference information pages</li> <li>Updating of empty pages as conference information becomes available</li> </ul>
8	<b>Hotel Accommodation</b>	<p>List of nearby hotels with rates to accommodate 900 delegates</p> <p>A choice of accommodation to be made available to participants ranging from 3 to 5 star at negotiated rates and cancellation conditions.</p> <p>PCO to facilitate and manage participants' requests for hotel reservations. Accommodation will be paid for directly by participants</p>
9	<b>Hotel Booking website</b>	A dedicated local website to be made available to participants to facilitate hotel bookings, requests for visa, request for transfers to/from hotels, etc.
10	<b>PCO Pre-Conference Secretariat</b>	List Tasks that Pre-conference Secretariat will perform
11	<b>Transport for: Airport Reception &amp; Transfer, Hotel-Venue, Official cars</b>	<ul style="list-style-type: none"> <li>Approx. 900 persons, various arrivals, up to 1 week before opening of the Conference</li> <li>Local transportation from the airport to the respective hotels should be provided, preferably coordinated from a welcome desk at the airport.</li> <li>A shuttle service should be running daily between the hotel and the venue for the duration of the conference.</li> <li>Draw up detailed transport plan for the entire event and reserve required number of coaches/cars for airport transfers, shuttle services, social functions, accompanying persons/participants.</li> <li>4 official cars with drivers needed for use by the President of the COP, the WHO Director-General, the Head of the Convention Secretariat and the Convention Secretariat</li> <li>Transport Plan to be part of Technical Bid</li> </ul>
12	<b>On-Site Registration</b>	<ul style="list-style-type: none"> <li>Pre-printed Credit card size plastic coloured photo badges, with pouch and lanyard</li> </ul>

Sl. No.	Activities	Scope of work Detailed description to be provided in Technical Bid
		<ul style="list-style-type: none"> <li>Two printers &amp; associated equipment, blank cards &amp; software for spot printing</li> </ul> Counters as Per Annexure-1
13	<b>Audio visuals</b>	<ul style="list-style-type: none"> <li>Plan &amp; Set up Audio-visual facilities of international standards as per room requirement in Annexure-1</li> <li>List of equipment planned to be part of Technical Bid</li> </ul>
14	<b>Printing</b>	<ul style="list-style-type: none"> <li>Printing of collaterals and other conference material as given in Annexure 4</li> </ul>
15	<b>Still Photography &amp; Video Recording</b>	<ul style="list-style-type: none"> <li>Still photography – 8 photographers for 6 days. Photographs on DVDs labelled with time, date and hall</li> <li>Recording &amp; Archiving the Sessions – 18 hours of recording on DVD of sessions in Plenary Hall</li> </ul>
16	<b>Social Evening</b>	<ul style="list-style-type: none"> <li>A social evening including dinner and cultural entertainment will be held at the venue.</li> </ul>
17	<b>Other Onsite Tasks</b> Signage Flowers	<ul style="list-style-type: none"> <li>Design, fabrication &amp; Set-up of Signage - 5000 square feet</li> <li>Flower arrangements double row of flowers changed daily, from end-to-end of front of 40 ft. plenary stage.</li> </ul>

## F. TECHNICAL BID:

The following format should be followed while preparing the technical biddocument.

I. Title page with a title of the bid, bidder's name and address, contact personand contact details such as: telephone (mobile as well as landline), fax no. and emaildetails

II. An introductory letter addressed to **Shri R.S. Negi, Under Secretary, Ministry of Health & Family Welfare, NirmanBhawan, New Delhi – 110011**,identifying fulldetails of the bidder and signed by the bidder or the person or personsauthorized to sign the bid on behalf of the bidder and the statements made in thebid document,

III. Table of contents including page numbers,

IV. Summary of the key features and highlights of the bid,

V. Summary of experience of conferences for last five years (separately for international and national conferences)

VI. **Details of the project team suitability & experience.** The bidder should providea list of personnel proposed to be deployed for the assignment, outliningsspecifically the qualifications and experience of each person relevant to thisproject and each member's role and responsibility in organizing theconference.

VII. Infrastructure (Office establishment)

VIII. Turnover of last five years

VI. Concept & implementation schedule, approach and methodology, which *interalia*, should include the following:

- a) Complete knowledge and holistic understanding of the requirements of the assignment and methodology to address the same.
- b) Detailed description of how planning and implementation of this assignment would be approached and conducted.
- c) Bidder's specific and detailed expectations including its own role and support expected from MoHFW, if any, (operational & technical) throughout the conference.

## G. EVALUATION OF PROPOSALS

The evaluation of proposals shall be carried out in two stages on the basis of **Combined Quality Cum Cost Based System (CQCCBS)** as per section 3.12 of the Manual of Policies and Procedure of Employment of Consultants of the Ministry of Finance, Department of Expenditure.

At the first stage, Technical proposals will be taken up. Unsigned proposals, those without earnest money (bid security) along with the technical proposal envelop, and incomplete proposals that do not respond to the TOR fully and properly shall be summarily rejected.

The envelope containing the Financial proposal will not be opened till the technical evaluation of quality is completed. The Financial proposal of only such bidders will be opened which obtain minimum qualifying marks standards prescribed for the technical proposal.

### Technical Evaluation of Quality

An Evaluation Committee appointed by MoHFW shall evaluate each Technical proposal by awarding marks based on the following criteria:

		<u>Max. Marks</u>
(i)	Experience of the Firm. Suitability of Bidder for the project, over and above the minimum qualifications.	30
	a. Years of Experience	
	Years                      Marks	
	5                              5	
	6                              6	
	7                              7	
	8                              8	
	9                              9	
	More than 9              10	
	b. Experience for organizing Conferences	
	<u>No. of Conferences</u> <u>(Max 10 Marks)</u>	
	20    6	
	21 to 25                                      7	

	26 to 30	8	
	31 to 35	9	
	More than 35	10	
	c. Experience in Organizing International Conferences: 5 Marks		
	d. Meeting Planning-related International Accreditations (excluding tour industry accreditations): 5 Marks		
(ii)	Methodology, Work Plan & Understanding of TOR		30
(iii)	Suitability of the key personnel who will be actually hands-on with the assignment.		30
(iv)	Technological capability and infrastructure		10
			<b><u>100</u></b>

The evaluation committee notified by the MoHFW for the purpose shall evaluate the Technical Proposals on the basis of their responsiveness to the RFP, applying the evaluation criteria, sub-criteria, and point system specified above. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score of **60**. The Evaluation Committee shall prepare a technical evaluation report based on the above mentioned criteria and submit its findings to the MoHFW. Only the bids which obtain the minimum qualifying marks of **60** as per technical evaluation report shall be considered as eligible for the Evaluation of Financial Proposal.

#### **Evaluation of Cost**

After technical evaluation of quality has been completed by the Evaluation Committee, the MoHFW shall inform those Bidders whose proposals did not meet the minimum qualifying standards and return their Financial proposals unopened.

The MoHFW shall simultaneously notify in writing those firms that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the firms sufficient time to make arrangements for attending the opening. The firm's attendance at the opening of the Financial Proposals is optional and is at the firms' choice.

The Financial Proposals shall be opened by the notified Evaluation Committee in the presence of the representatives of those firms whose proposals have passed the minimum technical score. At the opening, the names of the PCO, and the overall technical scores, including the break-down by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. Copies of the record shall be sent to all firms which submitted Proposals.



For the purpose of evaluation, the total quoted rates/total amount shall include all taxes and duties for which the MoHFW will be required to make payments to the bidders. **In case conditions are attached to any Financial proposal, the Selection Committee shall reject any such Financial proposal as non-responsive, even though the bidder has technically qualified.**

**Under the CQCCBS, the Technical proposals will be allotted weightage of 70% while the Financial proposal will be allotted weightage of 30%.**

In the case of QCBS, the total score will be calculated by weighting the technical and financial scores and adding them as per the formula and instructions given below. The PCO/ Consultant achieving the highest combined technical and financial score will be invited for negotiations

The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$ , in which "Sf" is the financial score, "Fm" is the lowest price, and "F" the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 70%

P = 30%

Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following:  $S = St \times T\% + Sf \times P\%$ .

The proposal obtaining the highest total combined score in evaluation of quality and cost will be ranked H1, followed by H2, H3, etc.

The proposal securing the highest combined marks and ranked H1 will be invited for negotiations and shall be recommended for award of contract.

Negotiation will be carried out with selected Bidder on the Terms of Reference, methodology, staffing and special conditions of the contract. The final Terms of Reference and agreed methodology shall be incorporated in "Description of Services" which shall form part of the contract.

If the negotiations with selected Bidder fail, MoHFW reserves the right to cancel the selection and give opportunity to the second highest bidder.

Letter of Award: The Successful Bidder would be notified in writing by Client by issuing the Letter of Award (LOA) in favour of the Bidder.

Signing of Agreement:

- a. Client shall prepare the Agreement in the Proforma included in this Document, duly incorporating all the terms of agreement between the two parties. Within 10 days from the date of issue of the Letter of Award, the successful Bidder will be required to execute the Contract Agreement as per Form of Contract Agreement (Annexure-IX)

- b. The Successful Bidder shall submit Performance Security within a period of 20 days from the date of issue of the Letter of Award. Performance Security, in form of Demand Draft or irrevocable Bank Guarantee issued in favour of Client, will be 5% of the bid amount.
- c. One copy of the Agreement duly signed by the Client and the Professional Conference Organizer (PCO) through their authorized signatories will be supplied by the Client to the Professional Conference Organizer (PCO).
- d. In case Successful Bidder does not sign the Contract with the Client, the Client reserves the right to award the work to the next lowest bidder or re-tender the project.

**Conflict of Interest:**

- a. Client requires that Professional Conference Organizer (PCO) must provide professional and objective services and at all times hold the Client's interest paramount, strictly avoid conflicts with other Assignment/ jobs or their own corporate interests and act without any consideration for future work.
- b. Conflicting relationships: A Professional Conference Organizer (PCO) (including its Personnel and Sub- Consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment/job, (ii) the selection process for such assignment/job, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Client throughout the selection process and the execution of the contract.

**Disputes:** Any dispute or difference arising out of this contract or in connection therewith which cannot be amicably settled between the parties shall be finally settle under the rules of council of Arbitration of India by one or more arbitrators appointed in accordance with the said rules. The arbitration shall take place at New Delhi. The resulting award shall be final and binding on the parties and shall be in lieu of any other remedy.

**Penalty for deficiency in Services:-**

In case of minor deficiency in service (as decided by the client), a written warning to the Professional Conference Organizer (PCO) will be issued and in case of major deficiency in service causing adverse effect on the Conference, other penal action including stoppage of complete payment and forfeiting of performance security amount may be initiated by the client. The decision regarding minor/major deficiency will be taken by the Client and shall be binding on the PCO. Also, defaulting PCO shall be black listed by MoH&FW from bidding / participating in any such bids invited in future.

**Personnel:**

In the event that any of the personnel is found by the Client to be incompetent, guilty of misbehaviour or incapable in discharging the assigned responsibilities, the Client may instruct the Professional Conference Organizer (PCO), to immediately provide a replacement at its own expense, with suitable qualifications and experience acceptable to the Client.

**Payment:**

- (a) Payment to be made by the client hereunder shall be strictly subject to satisfactory discharge of duties by the Professional Conference Organizer (PCO) in accordance with the responsibilities.
- (b) 100% payment shall be made to the Professional Conference Organizer (PCO) on submission of Invoice after satisfactory discharge of all duties and responsibilities contained in the Request for Proposal and Contract Agreement and all other documents forming part of the agreement.
- (c) The Professional Conference Organizer (PCO) shall submit all DVDs, along with their Invoice, containing all data of still photography & video recording compiled / prepared by them during the period of COP 7 and MOP 1.
- (d) Performance Security amount shall be refunded by the Client within 15 days after settlement of the Invoice/ payments.

**Indemnity:-**

The Professional Conference Organizer (PCO) shall indemnify MoHFW in all respects in the event of any loss or damage to manpower and materials belonging to PCO during the currency of this contract.

**ANNEXURE I**  
**TO THE AGREEMENT BETWEEN THE MINISTRY OF HEALTH AND FAMILY WELFARE OF INDIA**  
**AND THE WORLD HEALTH ORGANIZATION FOR HOLDING IN INDIA OF THE**  
**SEVENTH SESSION OF THE CONFERENCE OF THE PARTIES TO THE WHO FCTC AND**  
**THE FIRST**  
**SESSION OF THE MEETING OF THE PARTIES TO THE PROTOCOL TO ELIMINATE ILLICIT TRADE IN TOBACCO PRODUCTS**

**CONFERENCE ROOMS, OFFICES, EQUIPMENT, STAFF AND SERVICES**  
**TO BE PROVIDED BY THE HOST GOVERNMENT**

**Access to meeting rooms, Secretariat offices and equipment: minimum 2 days before the opening of COP7/MOP1, 24 hours daily**

**Meeting rooms and Secretariat offices to be installed and made operational minimum 36 hours before the opening of COP7/MOP1**

**One storage area and one Secretariat office 6 days before the opening of the COP and one day after closure.**

**Daily access to participants: minimum 07:30 hrs (IST) to 20:00 hrs (IST) (until 22:30 hrs in case of evening meetings)**

Function	Description	COP7 / MOP1
<b>Registration / Information Desk and Travel Desk</b> <i>Badge issuance and Information desk</i>	Registration desk with a capacity for nine separate lanes (6 Regions + 1 public badges + 1 more specific lane to collect the credentials + information desk)	COP7 and MOP1
	2 desks for FCTC secretariat and legal officer	
	3 Computers with wire access to internet	
	Free WIFI connection at the registration area	
	1 regular laser printer	
	1 Fax machine with IDD	
	2 phone with IDD	
	1 mid-volume photocopier (60ppm)	
	Lockable cabinets	
	Badge chains (can be provided by Secretariat)	
	Small stationary (paper, pads, pencils, etc.)	
	at least 6 local staff for registration	
	in front of Registration Desk: 8 Tables/counters where participants will complete registration forms	

Function	Description	COP7 / MOP1
<b>Plenary Hall</b>	Capacity to seat 900 persons in classroom style (alternatively: 600 persons behind tables with a second row of chairs)	COP7 and MOP1
<i>(Plenary room can also be used for Committee A, see below)</i>	Stage: Table to seat 8-10 persons with 10 seats behind	
	Microphones on stage: 1 per person	
	Microphone for participants : minimum 1 between 2 delegates	
	3 wireless microphones	
	Monitors for each person on podium (alternatively: large plasma screens in front of stage)	
	large Projection screens behind stage and on each lateral side if necessary	
	Projector	
	Laptop on head-table connected to the projection equipment	
	6 Languages Interpretation booths	
	Ear pieces (900) for 7 channels (floor + 6 languages) preferably wire connected to the sound system (infrared option to be avoided)	
	Lectern on stage	
	Table and 1 laptop for two record officers	
	Tables and 3 laptops for report writers and journal officer: 5 persons	
	Digital recording cabin with audio and video recording equipment, and technicians	
	Audio and video records of floor language and English to be provided on digital files	
	Electric sockets, 1 for 3 participants	
	Free WIFI connection for all participants	
	2 mid-volume photocopiers (60ppm) and one scanner for handout printing	
	Sufficient number of water fountains (at least 8) placed strategically in the room (or bottled water). Bottled water required for the stage	

Function	Description	COP7 / MOP1
<b>Meeting room for Committee A</b>	<p>Capacity to seat 400 persons in classroom style (alternatively: 300 persons behind table with a second row of chairs)</p> <p>Stage: table to seat 6 persons with 6 seats behind</p> <p>Microphones on stage: (minimum 1 between 2 delegates)</p> <p>Monitors for each person on podium (alternatively: large plasma screens in front of stage)</p> <p>Microphone for participants: minimum 1 between 2 delegates</p> <p>3 wireless microphones (same as for plenary)</p> <p>large Projection screen behind stage and on each lateral side if necessary</p> <p>Projector</p> <p>Laptop on head table connected to the projection equipment</p> <p>Table and laptop for two record officers</p> <p>Table and 3 laptops for report writers and journal officers: 5 persons</p> <p>6 Languages Interpretation booths</p> <p>Ear pieces (450) for 7 channels (floor + 6 languages) preferably wire connected to the sound system (infrared option to be avoided)</p> <p>Digital recording cabin with audio and video recording equipment, and technicians</p>	COP7 and MOP1
	<p>Audio and video records of floor language and English to be provided on digital files</p> <p>Electric sockets, 1 for 3 participants</p> <p>2 mid-volume Photocopiers (60ppm) and one scanner for handout printing</p> <p>Free WIFI connection for all participants</p> <p>Sufficient number of water fountains placed strategically in the room (or bottled water)</p>	

Function	Description	COP7 / MOP1
<b>Meeting room for Committee B</b>  <i>(this room can be used also for EURO meetings, see below)</i>	<p>Capacity to seat 400 persons in classroom style (alternatively: 300 persons behind table with a second row of chairs)</p> <p>Stage: table to seat 6 persons with 6 seats behind</p> <p>Microphones on stage: minimum 1 between 2 delegates</p> <p>Microphone for participants: minimum 1 between 2 delegates</p> <p>3 wireless microphones</p> <p>6 Monitors on podium (alternatively: large plasma screens in front of stage)</p> <p>2 lateral large screens on each side of the room (middle of the room)</p> <p>large Projection screen behind stage</p> <p>Projector</p> <p>Laptop on head table connected to the projection equipment</p> <p>Table and laptop for two record officers</p> <p>Tables and 3 laptops for report writers and journal officers: 5 persons</p> <p>6 Languages Interpretation booths</p> <p>Ear pieces (450) for 7 channels (floor + 6 languages) preferably wire connected to the sound system (infrared option to be avoided)</p> <p>Digital recording cabin with audio and video recording equipment, and technicians</p> <p>Audio and video records of floor language and English to be provided on digital files (for meetings of Committee B only)</p> <p>Electric sockets, 1 for 3 participants</p> <p>2 mid-volume Photocopiers (60ppm) and one scanner for handout printing</p> <p>Table and 3 laptops for report writers and journal officer (same as plenary)</p> <p>Free WIFI connection for all participants</p> <p>Sufficient number of water fountains (at least 8) placed strategically in the room (or bottled water). Bottled water required for the stage</p>	COP7/ MOP1

Function	Description	COP7 /MOP1
<b>Meeting room</b> <b>Regional Consultations</b> <b>EURO</b>	<p>Capacity to seat 200 persons in classroom style (alternatively: 100-150 behind tables with a second row of chairs)</p> <p>Stage: table to seat 5 persons with 5 seats behind</p> <p>4 monitors on podium (alternatively 2 large plasma screens in front of stage)</p> <p>3 wireless microphones</p> <p>large Projection screen behind stage and on each lateral side if necessary</p> <p>Projector</p> <p>Laptop on head-table connected to the projection equipment</p> <p>3 Languages Interpretation</p> <p>Microphones for the stage: 3</p> <p>Microphones for participants: minimum 1 between 2 delegates</p> <p>Ear pieces: 200 for 4 channels (floor + 3 languages) preferably wire connected to the sound system (infrared option to be avoided)</p> <p>Electric sockets, 1 for 3 participants</p> <p>Free WIFI connection for all participants</p> <p>Sufficient number of water fountains placed strategically in the room (or bottled water)</p>	COP7



Function	Description	COP7 / MOP1
<b>Meeting room for AFRO</b>	<p>Capacity to seat 150 persons in classroom style (alternatively 75-100 behind tables with a second row of chairs)</p> <p>Stage: table to seat 5 persons with 5 seats behind</p> <p>3 Monitors on podium or large plasma screen in front of stage</p> <p>Large Projection screen behind stage</p> <p>Projector</p> <p>Laptop on head table connected to the projection equipment</p> <p>2 Languages Interpretation</p> <p>Microphones for the stage: 3</p> <p>Microphones for participants: minimum 1 between 2 delegates</p> <p>Ear pieces: 150 for 4 channels (floor + 3 languages) preferably wire connected to the sound system (infrared option to be avoided)</p> <p>Electric sockets, 1 for 3 participants</p> <p>Free WIFI connection for all participants</p>	COP7 and MOP1
	Sufficient number of water fountains (at least 1) placed strategically in the room (or bottled water). Bottled water required for the stage	

Function	Description	COP7 / MOP1
<b>Meeting room for AMRO</b>	<p>Capacity to seat 150 persons in classroom style (alternatively: 75-100 behind tables with a second row of chairs)</p> <p>Stage: table to seat 5 persons with 5 seats behind</p> <p>Monitors for each person on podium or large plasma screens in front of stage</p> <p>Large Projection screen behind stage</p> <p>Projector</p> <p>Laptop on head-table connected to the projection equipment</p> <p>3 Languages Interpretation</p> <p>Microphones for the stage: 3</p> <p>Microphones for participants: minimum 1 between 2 delegates</p> <p>Ear pieces: 150 for 4 channels (floor + 3 languages) preferably wire connected to the sound system (infrared option to be avoided)</p> <p>Electric sockets, 1 for 3 participants</p> <p>Free WIFI connection for all participants</p> <p>Sufficient number of water fountains (at least 1) placed strategically in the room (or bottled water). Bottled water required for the stage</p>	COP7 and MOP1
<b>Meeting room for WPRO</b>	<p>Capacity to seat 80 persons classroom style</p> <p>Stage: table to seat 5 persons with 5 seats behind</p> <p>Microphone for the stage: 3</p> <p>Microphones for participants: minimum 1 between 2 delegates</p> <p>large Projection screen behind stage</p> <p>Projector</p> <p>Laptop on head table connected to the projection equipment</p> <p>2 Languages Interpretation</p> <p>Ear pieces (100 for each room) for 3 channels (floor + 2 languages) preferably wire connected to the sound system (infrared option to be avoided)</p> <p>Electric sockets, 1 for 3 participants</p> <p>Free WIFI connection for all participants</p> <p>Sufficient number of water fountains (at least 1) placed strategically in the room (or bottled water). Bottled water required for the stage</p>	COP7 and MOP1

Function	Description	COP7/ MOP1
Meeting room for SEARO	<p>Capacity to seat 50 persons classroom style (behind table)</p> <p>Stage: table to seat 5 persons with 5 seats behind</p> <p>Microphone for the stage: 3</p> <p>Microphone for participants: minimum 1 between 2 delegates</p> <p>large Projection screen behind stage</p> <p>Projector</p> <p>Laptop on head table connected to the projection equipment</p> <p>(No Languages Interpretation for SEARO)</p> <p>Ear pieces (50) for 1 channel (floor) preferably wire connected to the sound system (infrared option to be avoided)</p> <p>Electric sockets, 1 for 3 participants</p> <p>Free WIFI connection for all participants</p> <p>Sufficient number of water fountains (at least 1) placed strategically in the room (or bottled water). Bottled water required for the stage</p>	COP7
Meeting room for EMRO	<p>Capacity to seat 50 persons classroom style (behind table)</p> <p>Stage: table to seat 5 persons with 5 seats behind</p> <p>Microphone for the stage: 3</p> <p>Microphone for participants: minimum 1 between 2 delegates</p> <p>large Projection screen behind stage</p> <p>Projector</p> <p>Laptop on head table connected to the projection equipment</p> <p>3 Languages Interpretation</p> <p>Ear pieces (50) for 4 channels (floor + 3 languages) preferably wire connected to the sound system (infrared option to be avoided)</p> <p>Free WIFI connection for all participants</p> <p>Sufficient number of water fountains (at least 1) placed strategically in the room (or bottled water). Bottled water required for the stage</p> <p>Electric sockets, 1 for 3 participants</p>	COP7

Function	Description	COP7 / MOP1
<b>Meeting room for the Bureau of the COP</b>	<p>Capacity to seat 30 persons behind tables in U-style + 15 additional chairs in the room</p> <p>large Projection screen</p> <p>Projector</p> <p>Laptop connected to projection equipment</p> <p>2 Languages Interpretation</p> <p>videoconferencing facility</p> <p>Microphone for participants: minimum 1 between 2 delegates</p> <p>Ear pieces (30) for 3 channels (floor + 2 languages) preferably wire connected to the sound system (infrared option to be avoided)</p> <p>Electric sockets, 1 for 3 participants</p> <p>Internet access</p> <p>Sufficient number of water fountains (at least 1) placed strategically in the room (or bottled water).</p>	COP7 and MOP1
<b>Meeting room for Secretariat's Coordination</b> <i>(can be same room as for the Bureau)</i>	same set-up as for the Bureau of the COP, see above	COP7 and MOP1
<b>5 Executive offices and 3 front offices</b> (President COP/MOP, WHO DG, ADG, Head Secretariat, RD/SEAR)	<p><b>Each Executive office equipped with:</b></p> <p>desk, executive chair, PC and access to internet, small printer</p> <p>meeting table to seat 8 persons minimum</p> <p><b>Front offices:</b> 2 persons per office. Equipment for each person: see requirements for Secretariat offices below</p>	COP7 and MOP1

Function	Description	COP7 / MOP1
<b>Secretariat staff</b>	<p><b>50 individual offices or smaller rooms with maximum 4 persons in each room (alternatively in modular open space) (executive offices not included)</b></p> <p><b>for each individual Secretariat staff:</b></p> <p>Desk and chairs (some offices with meeting table and chairs)</p> <p>Lockable drawers and cabinets</p> <p>Computer with access to internet (LAN connection and not WIFI)</p> <p>Printer (or to be shared in same office)</p> <p>5 mid volume photocopiers (60ppm): exact quantity and location to be agreed subject to layout of offices</p> <p>Waste paper basket</p> <p>Sufficient number of water fountains (at least 3) placed strategically in the corridors</p>	COP7 and MOP1
<b>Host country office and local organizer</b>	Office space to be determined by host country	COP7 and MOP1
<b>Press Briefing Room</b>	<p>Seating capacity: approx. 50 persons in theatre style</p> <p>Lectum, tables and chairs, podium</p> <p>Projector and screen</p> <p>Laptop connected to projection equipment</p> <p>One water fountain</p> <p>Microphones</p>	COP7 and MOP1

<b>Function</b>	<b>Description</b>	<b>COP7 / MOP1</b>
<b>Press workarea</b>	Open space to accommodate 6-8persons 3 PCs with access tointernet 1 Printer 20ppm Electricaloutlets	COP7 andMO P1
<b>NGO workarea</b>	Open space to accommodate 6-8persons 3 PCs with access tointernet 1 Printer 20ppm Electricaloutlets	COP7 andMO P1
<b>Interpretersroom</b>	room to accommodate at least 15 persons in board orU-shape Desks andchairs 3 PCs with access tointernet 1 Printer 20ppm	COP7 andMO P1
<b>Printing room and storageroom</b>	3highvolumeDigitalpress:capacityatleast90to120copiesperminute ,recto-verso, sorting, stapling and standard punchholing  2mid- volumeColordigitalpress:capacityatleast60copiesperminute,recto Printingpaperinthe6colorsoftheofficiallanguagesoftheConference andinsufficient quantities to be specified by theSecretariat  2 Computers with LANconnection desks andchairs Tables to collatedocuments Counter for documentationdistribution.	COP7 andMO P1
<b>3 Meeting rooms for bilateral/ delegation's meetings</b>	Seating capacity 20 to 30 persons: in U or squareshape Screen,projector	COP7 and MOP1

<b>Function</b>	<b>Description</b>	<b>COP7 / MOP1</b>
<b>Documentation Counter</b>	Pigeon holes for approx. 50 documents in 6 languages  Tables and chairs	COP7 and MOP1
<b>Participants' Lounge area</b>	Comfortable area to accommodate approx. 20 persons: sofas and coffee tables (can be located in the lobby)	COP7 and MOP1
<b>Prayer and Meditation room</b>	1 room with a surface of approx. 25sqm Carpet, compass, qibla	COP7 and MOP1
<b>Internet Café for delegates</b>	10 computers on standing tables internet connection Printer	COP7 and MOP1
<b>Video conference facility</b>	to be installed in Bureau meeting room or in another adequate location	COP7 and MOP1
<b>Fax machines</b>	Number to be determined depending on layout (approx. 3)	COP7 and MOP1
<b>Telephone</b>	Mobile phones for local call only: one for each WHO staff (55) + local support staff  Limited number of desk phones for international call to be specified by Secretariat	COP7 and MOP1
<b>Office photocopiers</b>	Access to copiers at each office location, preferably multi-device functions models, number to be specified based on facilities available  Medium capacity copiers for Plenary and Committees rooms	COP7 and MOP1

<b>Function</b>	<b>Description</b>	<b>COP7 /MOP1</b>
<b>IT equipment and Local support</b>	<p>IT specifications as per Annexure 2</p> <p>Technical support staff 24/7 on call.</p> <p>IT Technicians preferably with experience in supporting international conferences: 07:30- 22:00 on site daily.</p> <p>IT connection adequate to allow Secretariat staff to work access their Geneva-based desktop and drive remotely.</p> <p>Working documents will be drafted on site and require electronic transfer to Geneva for translation and electronic transfer back for production.</p>	COP7 and MOP1
<b>Local transportation: airport to hotels/hotels to venue</b>	<p>Approx 900 persons, various arrivals, up to 1 week before opening of the Conference. Local transportation from the airport to the respective hotels should be provided, preferably coordinated from a welcome desk at the airport. A shuttle service should be running daily between the hotel and the venue for the duration of the conference.</p>	COP7 and MOP1
<b>Official cars</b>	<p>4 official cars with drivers needed for use by the President of the COP, the WHO Director-General, the Head of the Convention Secretariat and the Convention Secretariat</p>	COP7 and MOP1
<b>Hotel accommodation and dedicated website</b>	<p>A choice of accommodation to be made available to participants ranging from 3 to 5 star at negotiated rates and cancellation conditions.</p> <p>Host country to facilitate and manage participants' requests for hotel reservations. Accommodation will be paid for directly by participants.</p> <p>A dedicated local website to be made available to participants to facilitate hotel bookings, requests for visa, request for transfers to/from hotels, etc.</p>	COP7 and MOP1



Function	Description	COP7 / MOP1
<b>Local Organizing Committee</b>	A local Organizing Committee to be established by the Government to ensure regular communication and coordination among parties. Contact details of members of the organizing committee to be provided to the Secretariat.	COP7 and MOP1
<b>Catering</b>	Cocktail/ Reception for participants: to be determined by the host  Lunches: approx. 900 daily (adjustable) in a buffet format and/or lunch boxes  Coffee/tea to be available outside Plenary and/or committee rooms morning and afternoon, for approx. 400 participants Coffee/tea to be available for daily meetings of the Bureau, details to be confirmed by the Secretariat	COP7 and MOP1
<b>Stationery</b>	Detailed requirements to be communicated by the Secretariat	COP7 and MOP1
<b>Protocol</b>	Experienced staff in Government, international protocol affairs to liaise with the Convention Secretariat. Contact details of Government's focal point to be provided to the Convention Secretariat	COP7 and MOP1
<b>Security</b>	Security arrangements for venue neighborhood: to be determined by Government, as required  Site access: to be determined by Government, as required  Room access: 2 security persons at each door for 10 meeting rooms at any given time.  Social events: security arrangements to be determined by Government, as required	COP7 and MOP1
<b>Local staff</b>	See separate document on requirements for local staff and profiles.	COP7 and MOP1

## Annexure 2- IT Specifications

Equipment Specifications for COP7 and MOP1 (Quantities as specified, room-wise, in Annexure 1)  
The following specifications cover **minimum requirements**.

### COMPUTERS

Computers and printers for the Convention Secretariat' staff will need to be installed in New Delhi at the selected Venue. Computers will be used to Remote Access (Microsoft RDP) systems located in Geneva (computers, WHO intranet, etc.) via a VPN connection. Ensure that VPN connections are guaranteed and authorized through the LAN at the Venue.

*PCs and Laptops model:*

- CPU: Intel Core i5
- RAM: 4GB
- HDD: 120GB
- ODD: DVD+/-RW
- Network: Ethernet 1Gbps and WiFi 802.11ac - 802.11a/g/b/n compatible
- PCs: Small Form Factor.
- Laptops: 14" monitor
- Monitors: 22" 16/10 (PCs must support dual monitors)
- Keyboard: US Intl. language with Swiss French layout

*System and Software:*

- Windows 7 Pro with WORKRGROUP network capacity
- Office 2010 (Word, Excel and PowerPoint installed only)
- Internet Explorer 11 with default search engine Google
- Firefox 34
- Adobe Reader XI (11.x)
- Cisco AnyConnect Secure Mobility Client 3.0.x for Windows 7 (contact us if you need it)
- Flash
- PC Naming Convention:
  - Desktop PCs: COP7D001, COP7D002, COP7D00x
  - Notebook PCs: COP7N001, COP7N002, COP7N00x
- Local accounts on PCs:
  - Local Account: COP7  
This local account must be part only of the "Guest" local group and excluded of the "Users" local group. Password is set not to be changed and with indefinite duration.
    - Password: 2016Delhi  
(case sensitive)
  - Local Administrator Account: COP7Admin  
This local account must be part of the "Administrators" and "Users" local groups. Password is set not to be changed.
    - Password: WHO2016Delhi  
(case sensitive)

### PRINTERS

#### Base printer

- Laser Printer B&W 20 Pages per minute (Simplex)
- Override Letter/A4
- RJ45 LAN 100/1000Mbps and USB 2.0 interface

#### Color Multi-function Printer (MFP)

- Multifunction Printer Laser color 20 pages per minute, Scanner and Scan-to-email functionality
- Override Letter/A4
- Recto verso
- RJ45 LAN 100/1000Mbps and USB 2.0 interface

#### INTERNET connectivity for COP 7

*Internet connectivity for the LAN of the Secretariat's desktop PCs:*

**Minimum of 1Gbps of 1:1 dedicated Internet Access with Tier1 connection to India Internet Backbone.**

ISP (Internet Service Provider) should provide full, unsubscribed access to Internet. We will need as soon as possible a contact person from the Venue's ISP.

*Public WiFi coverage (free-of-charge for all participants)*

For the Internet access through the venue public wifi or dedicated wifi for the COP7 we need a ratio of **4 devices/attendee** to the meeting as simultaneous connections (Smartphone, Tablet, Laptop, additional devices).

For instance:

- **Plenary/Committee A room** - Capacity: 900 attendees
  - $900 \times 4 = 3'600$  simultaneous wifi connections guaranteed
- **Committee B room** – Capacity: 500 attendees
  - $500 \times 4 = 2'000$  simultaneous wifi connections guaranteed
- **Conferences offices and halls** – Capacity: 500 attendees
  - $500 \times 4 = 2'000$  simultaneous wifi connections guaranteed

#### INTERNET connectivity for MOP1

*Internet connectivity for the LAN of the Secretariat's desktop PCs:*

**Minimum of 1Gbps 300 Mbps of 1:1 dedicated Internet Access with Tier1 connection to India Internet Backbone.**

ISP (Internet Service Provider) should provide full, unsubscribed access to Internet. We will need as soon as possible a contact person from the Venue's ISP.

*Public WiFi coverage (free-of-charge for all participants)*

For the Internet access through the venue public wifi or dedicated wifi for the MOP1 we need a ratio of **4 devices/attendee** to the meeting as simultaneous connections (Smartphone, Tablet, Laptop, additional devices).

For instance:

- **Plenary/Committee A room** - Capacity: 300 attendees
  - $300 \times 4 = 1200$  simultaneous wifi connections guaranteed
- **Committee B room** – Capacity: 150 attendees
  - $150 \times 4 = 600$  simultaneous wifi connections guaranteed
- **Conferences offices and halls** – Capacity: 150 attendees
  - $150 \times 4 = 600$  simultaneous wifi connections guaranteed

#### COP7/ MOP1 Public CyberCafé

- 12 to 18 PCs according the minimal specifications for hardware and software as listed above
- 2 high capacity B&W printers:
  - Min 20 Pages per minute (Simplex)

- Override Letter/A4
- RJ45 LAN 100/1000Mbps

*Map of network infrastructure to be provided:*

- Physical network topology:
  - Patch panel location
  - LAN outlet in offices
  - WORKGROUP allowed
- Logical network topology

*Security*

- A VPN box will be connected to Internet. It will need a public fixed IP address
- VPN pass-through open in venue network infrastructure.

**24/24 Hours contact name in venue need to be provided for local IT technical support and ISP support.**

### Annexure -3

#### STANDARD REQUIREMENTS FOR LOCAL SUPPORT STAFF FOR COP/MOPSESSIONS

In the days leading up to the conference, and during the conference, a number of staff will need to be made available locally, such as messengers, ushers, security staff, drivers, cleaners, porters, etc. Local support will also be required in the area of IT, print production, meeting room management, room access control and secretarial functions. Such staff will need to speak English. Final list and exact number of staff to be determined based on facilities and services provided for COP7 and MOP1.

The list below is indicative and would need to be reviewed and confirmed in consultation with the Host Government based on the structure of the venue and location of meeting rooms and offices.

Office	Function	Local Staff	Basic Terms of Reference and skills required
Coordination of conference services		local counterpart coordinator	to coordinate the local logistical requirements with the Convention Secretariat
Registration Desk (does not include credential office)  07:00 -18:00	Register participants Print out badges Manage local team	10 assistants (From Day 2, the number of staff can be gradually reduced in consultation with the Convention Secretariat)	Clerical skills: Experience in assisting in registration for international conferences Ability to communicate in English with tact and diplomacy Ability to work in stressful conditions and performs work with calm and diligence

<b>Ushers</b>  <b>07:00 -22:00</b>	Usherscoordination Room Preparation Seatingplans Tocollect,print,photocopydelegates' statements	18ushers (3teamsof6staffs)	Experience in international conferences andfamiliarwithMSOffice,Word.Tact anddiplomacyrequiredtocommunicate with the delegations. Ability to communicate in English (other official languages of the COP would be an advantage) 3 teamleaders
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<b>Coordination of Security and Room Access control</b> <b>07:00-22:00</b>	Input to local security issues. Manage on-site room security	18 ushers (3 teams of 6 staffs)	Meeting room access control 3 experienced team leaders speaking English and familiar with the building premises.
<b>IT support 24 hrs daily</b>	To ensure adequate and timely internet access and remote access of Geneva desktops for all Secretariat staff at all times To ensure adequate and timely IT connections for transfer of electronic documents between venue and Geneva, including local printing facilities.	Four staff onsite ( 07:00-24:00)  On-call support 00:00 to 07:00	Fluency in English Extensive experience in: Windows 7 environment Troubleshooting hardware issues Application/software user support
<b>Document Collation and distribution</b> <b>06:30 - 18:00</b>	Organize the documents distribution counter Organize collation of daily document sets Initiate reprints as required Ensure document distribution to meeting rooms.	4 assistants for one document counter  (the number of documentation counters will be determined according to the venue)	Reception and preparation of documentation Installation of the counter of documents Answer the Delegates' requests about documentation Experienced in international conferences Ability to work in a team Tact and diplomacy during contacts with delegations Able to communicate in English
<b>Document production</b> <b>24 hours daily</b>	Coordinate receipt of documents  Ensure printing and preparation of set of conference documents in 6 languages	5 Digital press operators and one Team leader  Facility available 24 hours a day	Peak period: between 4am and 7am (6 documents in six languages, average 8 pages each document) Print run daily 1500 copies (equivalent to approx. 60,000 pages daily)  Color Paper: English (yellow) French (blue) Spanish (Green) Russian (pink) Chinese and Arabic (white)  General operation outside peak period

<b>Records office in Plenary and Committees</b> <b>07:00-22:00</b>	Secretarial support	6 secretaries	Experience in international conferences  Tact and diplomacy required to communicate with Delegations
<b>Interpretation services</b> <b>07:00-22:00</b>	Secretariat support	1 secretary	Experience in secretarial work Fluency in English To provide support to the organization of interpretation services during the COP To liaise with interpreters
<b>COP President Office</b> <b>08:00-21:00</b>	Secretariat support	2 secretaries	To provide secretarial assistance and support to the President of the COP Experience in secretarial work, excellent knowledge of MS Office Fluency in English



## **Annexure 4 - Printing**

ITEMS	PARTICULARS
<b>1</b>	<b>CONFERENCE BROCHURE</b>
Quantity	1500
Type of Printing	Offset Printing, 20 pages - Colour
Size	A 4
Paper	170 gsm
<b>2</b>	<b>INVITATION CARD - Host Country Reception as per details below</b>
Quantity	1500 - color
Type of Printing	Offset Printing
Size	7 inch (w) x 5 inch (H)
Paper	Minimum 250 gsm
<b>3</b>	<b>SHUTTLE SCHEDULE as per details below</b>
Quantity	1500
Type of Printing	Offset Printing
Size	Single Color A4 size with two fold
Paper	90 gsm
<b>4</b>	<b>MAPS showing Delhi, Noida, Greater Noida, Airport to Hotels, Hotels to Venue.</b>
Quantity	1500
Type of Printing	Offset Printing in all Colours
Size	A3 size appropriately folded
Paper	110 gsm
<b>5</b>	<b>IDENTITY STICKERS FOR CARS / BUSES as per details below</b>
Quantity	50 cars and 25 buses
Type of Printing	Digital Printing - 4 Color
Size	Cars - A5 Size for Wind Screen
	Buses - A4 Size for Wind Screen + 20 inches (w) x 30
	inches (h) for both sides of the bus as well as the rear
	of the bus
Paper	250 gsm

## **Annexure 5 – Technical Bid Covering Letter**

From:  
(Registered name and address of the bidder)

To,  
Shri R.S. Negi, Under Secretary,  
Ministry of Health and Family Welfare  
NirmanBhawan,  
New Delhi 110011

Dated:

Subject: **Technical Bid for  
Providing Conference services to organize WHO FCTC COP 7 and MOP1**

Sir,

Having examined the bidding documents and amendments thereon, we the undersigned, offer to provide conference services/to organize WHO FCTC COP 7 and MOP 1 in conformity with the terms and conditions of the bidding document and amendments thereon.

We undertake to provide facilities/ services/execute the above project or its part assigned to us in conformity with the said bidding documents for an estimated sum indicated in Financial Bid which may vary in accordance with the schedule of prices attached and coverage options made by Ministry of Health and Family Welfare.

If our bid is accepted, we:

1. Undertake to provide facilities/ services/ execute the work according to the time schedule specified in the bid document and contract. Quantities may change closer to the date of the conference, in which case the quantities specified in this bid will be taken on a pro-rata basis. If any entirely new activity is required, it will be undertaken on mutually agreeable terms.
2. Confirm that our bid is valid for the period specified in the RFP.
3. Agree to abide by the bid conditions, which remain binding upon us during the entire bid validity period and understand that the bid may be accepted any time before the expiration of that period.
4. Understand that MoHFW is not bound to accept the lowest or any bid the Ministry may receive, nor to give any reason for the rejection of any bid and that MoHFW will not defray any expenses incurred by us in bidding.
5. Until the formal final Contract is prepared and executed between us, this bid, together with MoHFW's written acceptance of the bid and Ministry's notification of award shall constitute a binding contract between us.
6. Submit that bid is unconditional

Place:  
Date:  
Signature& Seal

Bidder's Authorized Signatory

## **Annexure 6 – Financial Bid Covering Letter**

From:  
(Registered name and address of the bidder)

To,  
Shri R. S. Negi,  
Under Secretary,  
Ministry of Health and Family Welfare  
Nirman Bhawan,  
New Delhi 110011

Dated:

Subject: Financial Bid for  
Providing Conference services to organize WHO FCTC COP 7 and MOP 1

Sir,

Having examined the bidding documents and amendments thereon, we the undersigned, offer to provide conference services/to organize WHO FCTC COP 7 and MOP 1 in conformity with the terms and conditions of the bidding document and amendments thereon.

We undertake to provide facilities/ services/execute the above project or its part assigned to us in conformity with the said bidding documents for an estimated sum indicated in Financial Bid which may vary in accordance with the schedule of prices attached and coverage options selected by Ministry of Health and Family Welfare.

Should there be a later increase/decrease in the initially estimated requirements, these will be costed on a pro-rata basis by the winning bidder. Should an entirely new service be required, which is not listed in this bid, this will be negotiated at reasonable market price.

Place:  
Date:  
Signature & Seal

Bidder's Authorized Signatory

## **Annexure 7 - FINANCAL BID FORM -COP 7**

<b>Sl. No.</b>	<b>Activities</b>	<b>Scope of work Detailed description to be provided in Technical Bid</b>	<b>Cost with itemwise breakdown in Financial bid (excluding PCO Fee)</b>
1	<b>Space Planning: - As per Annexure 1</b>	Detailed plan for the location of all the areas listed in Annexure-1, taking into account the capacity requirements, minimizing the area required to the extent possible while maintaining comfortable inter-spacing of seats/work areas.	Cost of fabrication and partitioning
2	<b>Simultaneous Interpretation (SI) System</b>	For rooms as detailed in Annexure-1 Handsets and booths	Rental cost of equipment and booths
3	<b>Furniture for rooms</b>	For rooms as detailed in Annexure-1 Tables, chairs, counters, etc	Rental cost
4	<b>Information Technology (IT)</b>	<ul style="list-style-type: none"> <li>List of IT equipment required as per Annexure 2, including printing equipment, with specifications</li> <li>List of proposed networking equipment with specs</li> <li>Bandwidth as per Annexure 2</li> </ul>	Rental Cost of IT desktops, laptops & peripherals, printing equipment Rental Cost of networking equipment and bandwidth
5	<b>Staff- as per Annexure 3</b>	<ul style="list-style-type: none"> <li>List as per Annexure 3</li> </ul>	Hiring Cost of staff for various roles with number of days
6	<b>Initial Visual Designs for Conference</b>	<ul style="list-style-type: none"> <li>Design of Conference Logo</li> <li>Design of Conference Stationary</li> <li>Design of Website header</li> </ul>	Cost
7	<b>Conference Main Website</b>	<ul style="list-style-type: none"> <li>Domain name &amp; space booking</li> <li>Home page with linking tabs to conference information pages</li> <li>Updating of empty pages as conference information becomes available</li> </ul>	Cost
8	<b>Hotel Accommodation</b>	List of nearby hotels with rates to accommodate 900 delegates  A choice of accommodation to be made available to participants ranging from 3 to 5 star at negotiated rates and cancellation conditions.  Host country to facilitate and manage participants' requests for hotel reservations. Accommodation will be paid for directly by participants	Room cost not to be included in Financial Bid. Participants will pay for their hotel rooms themselves.
9	<b>Hotel Booking website</b>	A dedicated local website to be made available to participants to facilitate hotel bookings, requests for visa, request for transfers to/from hotels, etc.	Cost
10	<b>PCO Pre-Conference Secretariat</b>	List Major Tasks that Pre-conference Secretariat will perform	List of Tasks performed directly by the PCO with cost of any item not covered by PCO Management Fee
11	<b>Transport for: Airport Reception &amp;</b>	<ul style="list-style-type: none"> <li>Approx 900 persons, various arrivals, up to 1 week before opening of the Conference</li> <li>Local transportation from the airport to the respective</li> </ul>	Cost with breakdown of vehicles with type

	<b>Transfer, Hotel-Venue, Official cars</b>	<p>hotels should be provided, preferably coordinated from a welcome desk at the airport.</p> <ul style="list-style-type: none"> <li>• A shuttle service should be running daily between the hotel and the venue for the duration of the conference.</li> <li>• Draw up detailed transport plan for the entire event and reserve required number of coaches/cars for airport transfers, shuttle services, social functions, accompanying persons programme.</li> <li>• 4 official cars with drivers needed for use by the President of the COP, the WHO Director-General, the Head of the Convention Secretariat and the Convention Secretariat</li> <li>• Transport Plan to be part of Technical Bid</li> </ul>	
12	<b>On-Site Registration</b>	<ul style="list-style-type: none"> <li>• Pre-printed Credit card size plastic coloured photo badges, with pouch and lanyard</li> <li>• Two printers &amp; associated equipment, blank cards &amp; software for spot printing</li> <li>• Counters as Per Annexure-1</li> </ul>	Cost with breakdown of equipment and other items
13	<b>Audio visuals</b>	<ul style="list-style-type: none"> <li>• Plan &amp; Set up Audio-visual facilities of international standards as per room requirement in Annexure-1</li> <li>• List of equipment planned to be part of Technical Bid</li> </ul>	Financial Bid to contain same list of equipment as Technical bid
14	<b>Printing</b>	<ul style="list-style-type: none"> <li>• Printing of collaterals and other printing material as given in Annexure 4</li> <li>•</li> </ul>	Cost
15	<b>Still Photography &amp; Video Recording</b>	<ul style="list-style-type: none"> <li>• Still photography – 8 photographers for 6 days. Cost of photographs on DVDS labelled with time, date and hall to be included</li> <li>• Recording &amp; Archiving the Sessions – 18 hours of recording on DVD of sessions in Plenary Hall</li> </ul>	Cost
16	<b>Social Evening</b>	<ul style="list-style-type: none"> <li>• A social evening including dinner and cultural entertainment will be held at the venue.</li> </ul>	Cost need not be quoted here. The selected PCO to offer various entertainment options
17	<b>Other Onsite Tasks</b> Signage Flowers	<ul style="list-style-type: none"> <li>• Design, fabrication &amp; Set-up of Signage - 5000 square feet</li> <li>• Flower arrangements double row of flowers changed daily, from end-to-end of front of 40 ft Plenary stage.</li> </ul>	Cost
18	<b>PCO Management Cost</b>	For procuring and managing the above services.	Cost excluding service tax. Service tax amount as on date of submission to be separately mentioned.

## **Annexure 8 - FINANCAL BID FORM -MOP 1**

<b>Sl. No.</b>	<b>Activities</b>	<b>Scope of work Detailed description to be provided in Technical Bid</b>	<b>Cost with itemwise breakdown in Financial bid (excluding any PCO cost) Taxes mentioned separately</b>
1	<b>Space Planning: - As per Annexure 1</b>	Detailed plan for the location of all the areas listed in Annexure-1, taking into account the capacity requirements, minimizing the area required to the extent possible while maintaining comfortable inter-spacing of seats/work areas.	Cost of fabrication and partitioning
2	<b>Simultaneous Interpretation (SI) System</b>	For rooms as detailed in Annexure-1 Handsets and booths	Rental cost of equipment and booths
3	<b>Furniture for rooms</b>	For rooms as detailed in Annexure-1 Tables, chairs, counters, etc	Rental cost
4	<b>Information Technology (IT)</b>	<ul style="list-style-type: none"> <li>List of IT equipment required as per Annexure 2, including printing equipment, with specifications</li> <li>List of proposed networking equipment with specs</li> <li>Bandwidth as per Annexure 2</li> </ul>	Rental Cost of IT desktops, laptops & peripherals, printing equipment Rental Cost of networking equipment and bandwidth
5	<b>Staff- as per Annexure 3</b>	<ul style="list-style-type: none"> <li>List as per Annexure 3</li> </ul>	Hiring Cost of staff for various roles with number of days
6	<b>Initial Visual Designs for Conference</b>	<ul style="list-style-type: none"> <li>Design of Conference Logo</li> <li>Design of Conference Stationary</li> <li>Design of Website header</li> </ul>	Cost
7	<b>Conference Main Website</b>	<ul style="list-style-type: none"> <li>Domain name &amp; space booking</li> <li>Home page with linking tabs to conference information pages</li> <li>Updating of empty pages as conference information becomes available</li> </ul>	Cost
8	<b>Hotel Accommodation</b>	List of nearby hotels with rates to accommodate 900 delegates  A choice of accommodation to be made available to participants ranging from 3 to 5 star at negotiated rates and cancellation conditions.  Host country to facilitate and manage participants' requests for hotel reservations. Accommodation will be paid for directly by participants	Room cost not to be included in Financial Bid. Participants will pay for their hotel rooms themselves.
9	<b>Hotel Booking website</b>	A dedicated local website to be made available to participants to facilitate hotel bookings, requests for visa, request for transfers to/from hotels, etc.	Cost
10	<b>PCO Pre-Conference Secretariat</b>	List Major Tasks that Pre-conference Secretariat will perform	List of Tasks performed directly by the PCO with cost of any item not covered by PCO Management Fee

11	<b>Transport for: Airport Reception &amp; Transfer, Hotel-Venue, Official cars</b>	<ul style="list-style-type: none"> <li>• Approx.300 persons, various arrivals, up to 1 week before opening of the Conference</li> <li>• Local transportation from the airport to the respective hotels should be provided, preferably coordinated from a welcome desk at the airport.</li> <li>• A shuttle service should be running daily between the hotel and the venue for the duration of the conference.</li> <li>• Draw up detailed transport plan for the entire event and reserve required number of coaches/cars for airport transfers, shuttle services, social functions, accompanying persons programme.</li> <li>• 4 official cars with drivers needed for use by the President of the COP, the WHO Director-General , the Head of the Convention Secretariat and the Convention Secretariat</li> <li>• Transport Plan to be part of Technical Bid</li> </ul>	Cost with breakdown of vehicles with type
12	<b>On-Site Registration</b>	<ul style="list-style-type: none"> <li>• Pre-printed Credit card size plasticcoloured photo badges, with pouch and lanyard</li> <li>• Two printers &amp; associated equipment, blank cards &amp; software for spot printing</li> <li>• Counters as Per Annexure-1</li> </ul>	Cost with breakdown of equipment and other items
13	<b>Audio visuals</b>	<ul style="list-style-type: none"> <li>• Plan &amp; Set up Audio-visual facilities of international standards as per room requirement in Annexure-1</li> <li>• List of equipment planned to be part of Technical Bid</li> </ul>	Financial Bid to contain same list of equipment as Technical bid
14	<b>Still Photography &amp; Video Recording</b>	<ul style="list-style-type: none"> <li>• Photographs on DVDs labelled with time, date and hall</li> <li>• Recording &amp; Archiving the Sessions – 6 hours of recording on DVD of sessions in Plenary Hall</li> </ul>	Cost
15	<b>PCO Management Cost</b>	For procuring and managing the above services.	Cost excluding service tax. Service tax amount as on date of submission to be separately mentioned.

TOTAL COST -----

APPLICABLE TAXES:

(Break-up to be given)

TOTAL COST with TAXES -----

## FORM OF CONTRACT AGREEMENT

This agreement is made at New Delhi on the \_\_\_\_\_ day of \_\_\_\_\_ 2016 between Ministry of Health and Family Welfare, Government of India NEW DELHI hereinafter called "MoHFW" and "the Client" of the one part and \_\_\_\_\_ (Name & Address of the Professional Conference Organizer) \_\_\_\_\_ of \_\_\_\_\_ hereinafter called "the PCO" of the other part.

Whereas MoHFW is desirous that specified services and duties for planning, implementing and organizing COP7 & MOP1 conferences should be provided at "India Expo Centre and Mart, Greater Noida Expressway, Sector-62, Greater Noida, Uttar Pradesh 201301" and has accepted a Bid by the PCO for providing such services in all respects. NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Request For Proposal hereinafter referred to

The following documents shall be deemed to form and be read and construed as part of this agreement, viz:

- a. Request For Proposal
  - b. Technical Proposal
  - c. Financial Proposal
  - d. Standard Form & Format
  - e. Bid submitted by the PCO
  - f. Form of Bid
  - g. Letter of Award (LOA)
  - h. Addendums/corrigendum issued, if any
  - i. Contract Agreement between PCO and Client
2. In consideration of the payments to be made by the Client to the Consultant as hereinafter mentioned, the PCO hereby covenants with the Client to provide the specified services and duties for planning, implementing and organizing COP7 & MOP1 conferences in conformity with declared schedule and venue in all respects with the provisions of the Contract.
  3. The Client hereby covenants to pay the Consultant in consideration of the specified assignment, the total Contract Price of Rs.....(Rupees ..... ) inclusive of all taxes & duties as applicable being the sum stated in the Letter of Award subject to such additions thereto or deductions there from as may be made under the provisions of the Contract at the times and in the manner prescribed by the Contract.



4. **Obligation of the PCO:**

The PCO shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same. The PCO shall keep the Client fully indemnified against liability of tax, interest, penalty etc. of the PCO in respect thereof, which may arise.

IN WITNESS WHEREOF the parties have caused their respective common seals to be hereunto affixed/ (or have hereunto set their respective hands and seals) the day and year first above written.

For and on behalf of the PCO

For and on behalf of the Client

Signature of the authorized official

Signature of the authorized official

Name of the official

Name of the official

Stamp/Seal of the PCO

Stamp/Seal

SIGNED, SEALED AND DELIVERED

By the said

By the said

\_\_\_\_\_ Name

\_\_\_\_\_ Name

\_\_\_\_\_  
On behalf of the PCO in the  
presence of:

\_\_\_\_\_  
On behalf of the Client in the  
presence of:

Witness \_\_\_\_\_

Witness \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_