



Invited Sealed Quotation

Quotation Opening Date: 7th January 2025, 4:00 PM
Last Date for Submission: 14th January 2025, 4:00 PM

Delhi Ophthalmological Society (DOS) is organizing the **75th Annual Conference of the Delhi Ophthalmological Society** from **13th to 15th June 2025** at **Bharat Mandapam, Pragati Maidan, New Delhi**. We are expecting around 2000-2500 delegates ophthalmologists to participate in this conference from all India. More than 100-125 ophthalmic companies will display their products.

In this connection, sealed quotations are invited from reputed service providers of Delhi NCR for managing the entire event as per the scope of work mentioned in our RFP. Interested parties may send their sealed quotations for the job in a sealed envelope mentioning **“Quotation for 75th Annual DOS Conference - 2025 - Official Conference Manager”** to be submitted at DOS Secretariat:

Delhi Ophthalmological Society
A-23, 1st Floor, Green Park,
New Delhi – 110016

Contact & Event Information

Particulars	Information
Service	Conference Manager
Quotation issue date	7 th January, 2025, 4:00 pm
Last Date for submission	14 th January, 2025, 4:00 pm
Key Contact Person	Dr. Prafulla Kumar Maharana Secretary, DOS
Mailing Address	Delhi Ophthalmological Society A-23, First Floor, Green Park, New Delhi - 110016

Name and Signature of Bidder with Corporate Seal

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Vendor Response Requirements

Vendors responding to this proposal must provide the following information (in the order presented here):

Details

1.	Name	
	Address of the Firm	
2.	Telephone Number Office : Mobile : E-mail :	
3.	Status of the Firm i.e. Sole Proprietorship / Partnership / Pvt. Ltd. Company (Please enclosed supporting Documents)	
4.	GST. Registration No. (Please enclose a copy of the Certificate issued by GOVT. OF INDIA & GOVT. OF DELHI)	
5.	Permanent Account No.(PAN) (Photocopy must be attached)	

Date:

Place:

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Annexure -1

A. Roles and Responsibilities (Scope of Work) of the Conference Organizer

75th Annual Conference of Delhi Ophthalmological Society - 2025, Bharat Mandapam, Pragati Maidan, New Delhi

The list of activities to be undertaken by the PCO for the 75th Annual DOS Conference 2025 at Bharat Mandapam, Pragati Maidan, New Delhi is as follows:

1. Set up and run a Conference Secretariat at the DOS Office location in Green Park, New Delhi. Please mention the number of executives that the PCO can depute in the Secretariat from March 2025 to June 2025.
2. Seamless coordination with the DOS Secretariat and the vendors to ensure the smooth conduct of the event.
3. Prompt handling of all modes of communication - telephonic, official email ID, and WhatsApp as required.
4. Creating designs for all print, digital, and multimedia promotional material for the conference.
5. Promotion of the conference locally and regionally to increase the number of delegate registrations from the region.
6. Marketing of the conference locally and regionally to enhance sponsorship support.
7. Exploration of all branding opportunities at the venue in coordination with the venue and DOS team, preparation of a digital catalogue with appropriate images and designs, pricing as approved by the Committee, and marketing of the same.
8. Directional signage as appropriate on arterial roads leading to the venue with due statutory approval in coordination with the DOS.
9. Local statutory permissions and licenses including necessary NOCs/permissions/licenses from relevant authorities such as the Office of DCP (Licensing), Delhi Police, Electrical Inspector, Government of NCT of Delhi, Delhi Fire Service, etc., or any other licenses/permissions required for organizing the conference as needed.
10. Arrangement for VIP security coordination and statutory arrangements in case a VIP is a guest at the conference inauguration, in coordination with the venue and DOS.
11. Overall logistics, hospitality, on- and off-site coordination, and venue management in coordination with the vendors and DOS.
12. Management of the registration area in coordination with the DOS teams.
13. Management of scientific halls in coordination with the DOS team, audio-visual vendor, fabricator, and Secretary.
14. Secure access control at the venue including trade exhibition, scientific session halls, and food court in coordination with the DOS team.
15. Management of the exhibition area in coordination with the fabricator and DOS Secretariat.
16. "May I Help You" counters with all conference information and trained on-site ushers.
17. Food court management in coordination with the DOS teams and catering vendor.
18. Strict compliance with food and water hygiene.
19. Creation of a recreational area for accompanying spouses and children and provision of entertainment facilities in coordination with the venue and DOS.

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20. Provision of adequate manpower to keep the restrooms periodically maintained in good hygiene and well-stocked with consumables, in coordination with the venue and DOS.
21. Provision of a safe cloakroom for the secure storage of delegates' belongings with token-based retrieval and trained manpower in coordination with the venue and DOS.
22. Provision of a lost and found counter with trained manpower in coordination with the venue and DOS.
23. Provision of adequate drinking water at the venue as per the requirements and specifications of the DOS.
24. Provision of adequate internet bandwidth for the delegates as per the requirements and specifications of the DOS and ensuring optimal mobile signals of major carriers in the venue and the parking area.
25. Coordination and arrangements for all ceremonies and meetings during the conference, including the inauguration and GBM, in coordination with the DOS office.
26. Airport and railway station facilitation, including a reception counter, in coordination with the DOS.
27. Transport management for the delegates as per the requirements of the DOS. The transport vendor will be finalized by the Committee.
28. Management of the parking area, including the provision of trained parking ushers, and provision of drivers' enclave (with required amenities) for them to wait, in coordination with the DOS.
29. Management of complete venue security in coordination with the venue, DOS, and the security vendor finalized by the DOS.
30. Management of venue safety, specifically fire and calamity planning, mitigation, and evacuation.
31. Provision of standard and safe access for physically challenged delegates in coordination with the venue and DOS.
32. Provision of emergency healthcare facilities for the delegates at the venue in coordination with the DOS.
33. Coordination of ambulances and medical teams at strategic points to address any medical situation promptly.
34. Creation of packages for and organization of paid local and regional tours for the delegates and their families in coordination with the DOS and marketing of the same.
35. Entertainment program coordination as per the requirements of the Committee.
36. Accompanying persons' program coordination as per the requirements of the DOS.
37. Overall manpower identification, training, and management for all the components of the event. Please provide rates per person per day for manpower for each specific role during the conference.
38. Procurement of color-coded uniforms for the on- and off-site staff as per the designs, specifications, rates, and the vendor approved by the Committee.
39. Procurement of memento and ready reckoner as per the designs, specifications, rates, and the vendor approved by the DOS.
40. Confirmation of the quantity and quality of all the delivered items.

Disclaimer: Please be advised that the Request for Proposal (RFP) for Conference Manager is subject to modifications and subject to change.

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Annexure -2

Eligibility Criteria, Terms and Conditions & General Eligibility Criteria for Annual Conference of DOS for Conference Manager :

1. Bidders are required to demonstrate their experience as a PCO by providing information on meetings they have managed, especially meetings of a similar size and complexity.
2. Bidders are required to submit at least three referees who will be contacted by representatives of the Committee. Details required are name, contact information, the meeting with which they were/are associated, and position in relation to the organizing of that meeting. Additional letters of reference may also be attached.
3. Bidders are required to give an overview of their infrastructure, including staff, experience, and accreditation.
4. Bidders are required to clearly state the fees to be charged for services.
5. The PCO shall not negotiate for or accept commissions from the vendors.
6. No payment will be made to any vendor by the PCO. All payments will be made directly by the DOS Secretariat upon production of quotations, approved quotations, and approved invoices.
7. For any other activities apart from those listed above in the RFP, the DOS Office is free to hire any other Professional Conference Organizer.
8. Travel and accommodation and other expenses of the PCO staff will not be borne by the DOS.
9. The PCO cannot undertake a role in any other conference during the same month as the DOS.
10. In the unlikely eventuality of the conference having to be cancelled due to force majeure events and unforeseen circumstances (such as earthquakes, wars, epidemics, or any such calamities), all the expenses made and incurred by the PCO directly in connection with the conference will be borne by the PCO.
11. It should be noted that the appointment of the PCO and the awarding of this contract will not be solely dependent upon the fees quoted but will be based on the proven ability of the PCO to understand the requirements of the event and their ability based on experience to deliver the event. Any appointment will be subject to successful contract negotiation.
12. Copy of GST registration certificate.
13. Bidder should have experience in managing large medical conferences.
14. If an order is placed with the firm, the contract shall be governed by an agreement as per the Society rules in force at the time. Additional terms and conditions may be incorporated into the order, if needed, to safeguard the interests of the Society. The work order is non-transferable.
15. DOS reserves the right to accept/reject any offer in full or in part without assigning any reason or accept any offer other than the lowest offer in order to maintain the highest standard. However, deficiencies in one or more of the crucial criteria, which are essential to maintaining high quality for organizing the conference, will be a factor for consideration of a quotation other than the lowest quotation.
16. The payment will be made on satisfactory commissioning and installation of the product and services after completion of the event. Failure to provide the services as specified will lead to the imposition of a penalty of 25 percent of the total cost of the work order. Advance payment requests can be considered as per the terms and conditions.
17. In case of any dispute in respect of the quotation, all legal matters shall be instituted within the jurisdiction of the place where the office of the society is situated.
18. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified and DOS has full rights to cancel or change the vendor according to the need of the work without prior notice.

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Annexure - 3

Financial Quote:

Request you to Kindly Quote Annexure as attached with RFP

PARTICLUARS	AMOUNT
Total Amount of Annexure - 1	
Any Other Charges	
GST @ 18%	
Grand Total Amount	

Total Amount in Words:

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