INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR HIRING OF PROFESSIONAL CONFERENCE ORGANIZER (PCO) FOR ORGANIZING THE 36TH INTERNATIONAL GEOLOGICAL CONGRESS (IGC) IN DELHI IN 2020

The 36th IGC Secretariat on behalf of the 36th International Geological Congress (IGC), an autonomous body (Society) constituted by the Ministry of Mines and Ministry of Earth Sciences, Government of India, invites the Expression of Interest from qualified and experienced PCOs for organizing the 36th International Geological Congress in Delhi in the year 2020.

Interested parties meeting the eligibility criteria laid down in the notice should submit their EOI online with required documents and information at https://eprocure.gov.in/eprocure/app by 5:00 pm of 16.5.2017.

Hard copies of the EOI submitted online may be additionally submitted at the following address by the above deadline:

Director
36th International Geological Congress Secretariat
C-II, Pushpa Bhawan
DGCO, Geological Survey of India
Madangir Road
New Delhi – 110062

(Dr Snigdha Ghatak)
Director
General Terms

1. **Objective of the Expression of Interest**: To engage a PCO to organize the 36th International Geological Congress in Delhi in the year 2020.

2. **EOI issuing Authority**: The Expression of Interest has been issued by the 36th IGC society established to coordinate the preparatory activities for the 36th IGC under the patronage of Ministry of Mines and Ministry of Earth Sciences, Government of India.

3. **Calendar of Events**

   The following table enlists important timelines for the EOI process:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Milestones</th>
<th>Date and Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Advertisement of Expression of Interest (EOI)</td>
<td>18.4.2017</td>
</tr>
<tr>
<td>2</td>
<td>Bidders conference</td>
<td>02.5.2017; 1100 hrs.</td>
</tr>
<tr>
<td>3</td>
<td>Last Date of submitting EOI response</td>
<td>16.5.2017; 1700 hrs.</td>
</tr>
<tr>
<td>4</td>
<td>Opening of EOI responses</td>
<td>17.5.2017; 1700 hrs.</td>
</tr>
<tr>
<td>5</td>
<td>Presentation by Bidders</td>
<td>Date will be intimated in due course of time.</td>
</tr>
</tbody>
</table>

4. **Availability of the EOI documents**
EOI shall be submitted online at [https://eprocure.gov.in/eprocure/app](https://eprocure.gov.in/eprocure/app). The participants are required to carefully examine the instructions and comply with all the requirements and other details given in the EOI. Failure to furnish complete information as mentioned in the EOI will be at the bidders risk and can result in the rejection of the proposal.

5. **Bidders’ Conference**
A Bidders’ conference will be held at DGCO, GSI, A-II, Pushpa Bhawan, Madangir Road, New Delhi-110062. The representative of the interested party (restricted to two persons) may attend the bidder’s conference at their own cost. The purpose of the bidder’s conference is to provide bidders with any clarifications regarding the EOI.

6. **Deadline for submission of Proposal**
   As specified in the calendar of events at para 3.
Expression of Interest (EOI) is invited from eligible and interested parties for organizing the 36th International Geological Congress to be hosted by India in Delhi in the year 2020.

Brief outline about International Geological Congress and India hosting the 36th Session of IGC at Delhi, NCR in year 2020
(The information is provided for the Benefit of Bidder who is required to organize the event)

The 36th Session of the International Geological Congress (IGC) will be hosted by India along with Bangladesh, Nepal, Pakistan and Sri Lanka in Delhi during 2nd March to 8th March 2020. India, as the lead country, has assumed the overall responsibility of organizing this event. India had bid for organizing this prestigious scientific conference during the 34th IGC held at Brisbane in the year 2012 and won it with overwhelming support of global geoscientific community. The IGCs are held under the scientific sponsorship of International Union of Geological Sciences (IUGS). The IGCs are organized as per the statutes of IUGS-International Geological Congress and their progress is monitored by the IUGS-IGC Council.

Termed as a complex event, the IGCs are also considered as one of the largest regularly occurring conferences in the World. In recent years IGCs have attracted 6000+ participants from around the globe representing 100+ countries. Also organized along with IGC is a major exhibition termed as ‘GEOEXPO’ that attracts leading global companies associated with mining, mineral exploration, environment management and infrastructure development industries.

India on winning the bid, has started preparing for the event in the right earnest and has established a Secretariat at C-II, Pushpa Bhavan, GSI, DGCO, New Delhi-110062. The preparatory activities for the 36th IGC have been undertaken by the Local Organizing Committee (LoC) under the overall supervision of the Governing Body of 36th IGC with Secretary, Ministry of Mines, as the Chairman. As required by the statutes of ‘36IGC’, a Society has been incorporated under the Indian Society Registration Act, 1860. The Society has assumed the responsibility of organizing 36th IGC.

The 36th IGC is being organized under the patronage of Government of India with funding from Ministry of Mines and Ministry of Earth Sciences, and support of the Indian National Science Academy and Science academies of the aforementioned four co-host countries. The Geological Survey of India is the nodal organization for the event.
The 36th International Geological Congress will be organized with a theme “Geosciences: The Basic Science for a Sustainable Future”. The 36th IGC is expected to be a huge event with participation of 6000+ delegates. It will have about 40 Science themes with more than 200 subthemes/symposia covering almost the entire gamut of Geosciences. The Congress will be run through a series of plenary sessions, public lectures and key note addresses and is expected to have about 45 parallel sessions.

There will be a major exhibition termed as GEOEXPO-2020 along with Congress. The exhibitors will be from diverse geoscientific and related organizations/institutes, members of industry and vendors associated with mining, mineral exploration and geoscience related industries from around the world.

The Congress will also offer 45 Geological Field Excursions in India and 5-10 Field excursions in co-host countries to the delegates.

The tentative deadlines for the various milestones of the congress is as under:

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Circular release/ symposia proposal activated</td>
<td>Aug. 2017</td>
</tr>
<tr>
<td>Symposia Proposal Close</td>
<td>Oct. 2018</td>
</tr>
<tr>
<td>Opening of Abstract Submission</td>
<td>Dec. 2018</td>
</tr>
<tr>
<td>&quot;Super Early Bird Registration&quot; opens</td>
<td>Feb. 2019</td>
</tr>
<tr>
<td>&quot;Super Early Bird Registration&quot; closes</td>
<td>April. 2019</td>
</tr>
<tr>
<td>2nd circular</td>
<td>Sep. 2018</td>
</tr>
<tr>
<td>3rd circular</td>
<td>Mar. 2019</td>
</tr>
<tr>
<td>4th circular</td>
<td>Aug. 2019</td>
</tr>
<tr>
<td>5th Circular release</td>
<td>Nov. 2019</td>
</tr>
<tr>
<td>Formal notifications to the authors on their abstracts</td>
<td>July. 2019</td>
</tr>
<tr>
<td>Geohost application closes</td>
<td>May. 2019</td>
</tr>
<tr>
<td>Successful geohost applicants to be notified</td>
<td>Sep. 2019</td>
</tr>
<tr>
<td>Volunteer applications close</td>
<td>Sep. 2019</td>
</tr>
<tr>
<td>Accomodation bookings close</td>
<td>Oct. 2019</td>
</tr>
<tr>
<td>Successful volunteers notified</td>
<td>Oct. 2019</td>
</tr>
<tr>
<td>Presenter's registration deadline and Field Trip booking close</td>
<td>Oct. 2019</td>
</tr>
<tr>
<td>Standard registrations open and &quot;Early bird&quot; registrations close</td>
<td>Nov. 2019</td>
</tr>
<tr>
<td>Fifth Circular release</td>
<td>Nov. 2019</td>
</tr>
<tr>
<td>Onsite-registration</td>
<td>2nd Mar 2020</td>
</tr>
</tbody>
</table>

A conference of the magnitude of an IGC requires to be systematically developed through series of activities. A PCO is to be engaged for this purpose for project management. The major activities that are to be undertaken, but not restricted to, are given under the Terms of Reference.
Section-I

TERMS OF REFERENCE

1.1. Scope of work
The PCO should offer complete end-to-end organizing and management services in consultation with the Organizing Committee(s) of the said event. The Congress will run over 7 days commencing on 2 March to 8 March, 2020. However, the congress related activities prior to during and after the congress is likely to spread over one month. The preparatory/run up activities and activities pertaining to the main event requires involvement of the PCO on turnkey basis.

A. Basic objectives

I. **High attendance**: The PCO should enhance the promotion of the Congress ensuring the best possible attendance levels. We are looking at a participation of 6000+ delegates with the minimum of 4500.

II. **Positive Financial Outcome**: The PCO should plan and advice using proven budgeting strategies combined with careful analysis of costs and revenue potential.

III. **Attractive Packaging**: The PCO should package the entire event innovatively so as to create an element of exclusiveness and give a wholesome experience to the delegates. Innovative IT integration of event activities also needs to be ensured.

IV. **Landmark Social Events**: The PCO should design social events with creative flair and imagination that could leave a lasting impression of “Brand India” on the minds of the attendees.

V. **Top Class Presentation**: Every aspect of the Congress, from brochures and website to audio visual material and stage sets should project professionalism and should reflect innovation, IT integration and follow international best practices.

B. Project Management: The PCO has to attend to the following activities:

I. **Preparation of the Critical Path Plan of the Project detailing**
   - Milestones and timelines (opening and closing dates for submission, registration and related/other activities viz. publication dates etc.)
   - Promotional opportunities
   - The Project plan to be dynamic and accommodative, and regularly reviewed
   - Agenda/action statement & Official records/report for various meetings/workshops etc. to be conducted
II. **Congress Design:** Since the participation in the event depends directly upon the Congress Design and the overall packaging of the event, it is desired that the appointed PCO carries out exhaustive research/groundwork on the designs of previous Congresses and ensures that the best possible packages are offered to the delegates. The PCO shall work in close consultation with the concerned organizing committees so as to create an event that comprehensively fulfills the requirements of the Congress to the fullest satisfaction of the delegates facilitating maximum attendance. The bidders are, therefore, required to submit multiple Congress Designs in their EOI.

III. **The PROGRAM – Abstracts/Papers and Speaker management:**
- Complete Program Planning and Strategy
- Call for Technical Sessions/Session Chairs etc.
- Call for papers/abstracts/submission and distribution of same in hard and electronic copy, if required
- Management of Abstracts comprising multi-stage submission process, generation of fully customized reports (summary of abstracts submission viz., categorization of abstracts country wise, theme wise, session wise etc.), access and downloading of reports by committees, assignment of abstracts to program sessions, and multilingual interface
- Generation of Electronic posters, if required
- Collection, slotting and management of audio visual presentations
- Abstract/Paper collection from speakers, printing, uploading to website etc.
- Publication of presenters’ abstracts, papers and presentations
- Management of Poster presentations
- Presenter cancellation policy
- On-site session stage management
- Post-event program management
- The PCO needs to ensure maximum outreach of the Congress while the session is in progress, for the benefit of Academics and Researchers

IV. **Financial and Legal:**
- Preparation of Budget and continuous review of Expenditure - Revenue
- Delegate payments - Payment gateway/Credit cards/Bank Accounts/ Mobile Payments/ e-wallets etc.
- Agreement with the Payment Gateway Provider
- Agreement with the Foreign Exchange Agents/ Banks for foreign currency exchange to INR.
- Generation of Daily Transaction reports of the payments
- Taxation and other Government compliance
- Banking
- Insurance of the Congress
- Intellectual Property Rights
Ministry clearance approval/ letters for funding support.
Audit at the conclusion of the Congress

VI. Congress Management Software integrated with Congress website

(a) Registrations Management System

- Delegate services (processing of registrations with state-of-the-art software)
- Registration Setup (creation of codes, registration fees for all registration types, linking these to various events and packages etc.)
- Online Services (registration, optional events, accommodation etc.)
- Onsite Registration Solutions
- Generation of Customized reports
- Mapping of Abstracts & Registration of Participants
- Generation & Management of Reports
- Data Integrity

(b) Website

- Integrating existing website with Congress Management Software/ Designing & Restructuring of the website of the 36th IGC.
- Development of website content
- Providing Hosting Environment/ Platform
- Updation & Maintenance of the Website (including onsite support at least twice in a week & training; and Development of Promotional Friendly Content)
- Creation of Customized Forms (inviting field trips, symposia proposal including review module etc)
- Creation of additional webpages as per requirement from time to time
- E-Marketing
- SSL Certification
- Payment Gateway Integration which supports National & International Credit/ Debit Cards, Wire Transfer, Demand Draft and also Mobile Wallets.
- Live Web Cast Streaming of the Congress /WebEx Session
- Development of Mobile Apps
- Social Media Friendly Solutions
- Attendance Management System
- Abstract Submission System
- Peer Review Abstract Screening & Rating System
- Files Sharing Facilities
- Generation of various reporting facilities
- SMS Gateway Integrations & Alerts Facility
- E-mail Server and Management System
- Document Management System
- Travel & Itinerary Management Facility
VII. Congress On-site Management and Secretariat Services

- Setting up Reception and Registration desk for registration of the delegates
- Providing Delegate Material (Congress satchels, promotional items, gifts, presentation materials etc)
- Filling of Delegate bags and distribution of Conference kit
- Name Badges & Satchels
- Bar Coding & Self Registration
- Attendance Management System
- Setting up Desks for enquiries, travel, speakers
- Delegates/ Participant Swipe Cards (RF ID card)
- Providing Floor Managers for the Hall and Stage Management
- Office equipment like computer/printer and photocopier at the venue and office room etc. (Optional)
- Help Desk equipped with laptop (facility of internet), printer and operators for handling On-Site Registration queries relating to the conference facilities.
- Media center
- Internet kiosks
- On-site registration
- Payment Counters with credit card swipe machines for spot payment. (Optional)
- Logistic support to the delegates
- Setting up of welcome boards, signage, back drops, programme boards for each session, venue plan boards.
- Ongoing Delegate Communication (at site and Airport etc)
- Security Coordination

VIII. Marketing and Promotion

- **International and domestic Marketing:** Attracting Delegates; Marketing Collateral (creation, production etc.); Corporate Look and Feel for the Congress; Website Development
- Management of Social Media, Industry Media & Mainstream media
- Designing, printing etc. of Brochures and promotional material and all collaterals
- Publications - Program handbook, abstract and proceeding volume etc
- Circulars
- Congress suppliers (satchels, name badges, stationery, signage, pens, merchandise, freight, charter coaches, hire companies, speaker gifts etc.)
- Gifts to presenters, achievers etc.
- Media Campaign / public relation
- Videography & photography
• E-Marketing (building of an effective electronic (email) database for the Congress; Registration of potential delegates, sponsors, exhibitors etc on the website

VIII. Venue Management
• Preparation of Venue Specifications (precise layout of stages and seating plans for every room/venue, space planning, arrangement of special equipment, lighting, production and speaker requirements etc)
• Audio Visual planning, arrangement and management
• Catering (selection of individual courses, preparation of lists of F&B, scheduling of service time to compliment other function activities and management of all catering suppliers etc)
• Session briefing / Speaker background information/instructions to Session Chairs etc
• Speakers’ Green Room

IX. Accommodation
• Arrangement with hotels, guest houses, homestays, service apartments etc.

X. Transportation
• Complete Transportation Planning for the entire event and reservation of required number of coaches/cars for airport transfers, shuttle services, social functions, accompanying persons program
• Arrangement of transport from hotel to venue and back - Preparation of daily coach movement schedule for shuttle services between hotel to venue and back and display of the same at all facilitation counters located in the hotels/airports/ railway stations.
• Allotment of coaches hotel-wise as per the number of delegates staying at each hotel.
• Setting up 24 hour reception & transfer desk at the airport
• Reception of delegates two days before and the first day of the Conference at airport/railway stations.
• Liaison with the traffic police for parking permissions and regulating the traffic.
• Arrangement of transport for attending social functions for all delegates staying at various hotels.
• Planning, execution and coordination of full-day and half-day trips in and around the city
• Provisioning of discounted airfares
• Provisioning of metro travel cards etc

XI. Exhibition/Sponsorship
• Identifying opportunities
• Exhibition Structure and Services
• Exhibition Design
• Contracts and Guides for exhibitors and sponsors
• Exhibition Space Planning and Sale
• Website and Links of sponsor sites
• Satchel inserts of sponsors
• Advertising Sales
• Management and facilitation of Freights services nationally and internationally
• Exhibition event Staff
• On-site support to Sponsors and Exhibitors
• Preparation of Move-in Schedule and support services
• Freight inwards planning and supervision
• Exhibition Build supervision
• Signage and Banners design and production
• Security and Staffing
• Sponsor Fulfilment
• Freight outwards planning and supervision
• Post-event needs
• Delegates Lists
• Thanks giving to Exhibitors and Sponsors and Future Promotion
• Post Event Report

XII. Social Functions and Tour services
• Events to Enhance the Congress
• Pre-event Specifications and Objectives (Listing of all social events and tours – both included in the program and optional)
• Function Concept
• Venue Selection
• Theme Design and Production
• Entertainment Planning and execution
• Theme Design and Production
• RSVP’S Ticket Issue and Sale
• On-site planning, support and supervision (Before the Guests Arrive, At the Door, During the function)
• Congress Theme dinner
• Post – Function services
• Equipment Removal
• Account Review
• Tour Itineraries & Transport
• Special Tour Services
• Correspondence

XIII. Miscellaneous
• Work Station / Business
• Consumables
• Traffic Management
• Diplomacy
• Medical Facilities
• Coordination of all side events
• Sim card desk
• Lost & found desk
• Interpretation & headsets
• Waste disposal
• Carbon neutral event
• Quality Assurance
• Post-event Report
• Business Meetings- planning, scheduling and execution
• Development and Maintenance of IT
• Visa Facilitation
• Design & Printing all promotional material
• Field trip planning, development, budgeting and coordination - accommodation, food, transport, medical facilities, security, etc. within India and the Co-host countries.
• Volunteer training
• Designing of awards, mementos, souvenirs, trophies, etc.
• Organization of specialized training

XIV. **Run up activity**
Promotion of 36th IGC in International & National Geoscientific Events (4 national and 4 international programs in a year on an average)

XV. **Secretarial support**

Provide 2 staff members on fulltime basis as Secretarial support for works related to website, designing, data entry etc.

All permissions and clearances are to be obtained as per the rule of the land and Events specification.
EOI Evaluation Procedure

2.1. Proposal for EOI are invited from parties meeting following eligibility criteria

PCOs intending to respond should meet following criteria to be eligible to submit proposal:

i. Should be registered as a PCO with the Indian Convention & Promotion Bureau
ii. Should be registered under sales tax/services tax
iii. Should be an Income Tax Assessee for the last three years. IT certificate with PAN/TAN card details to this effect should be enclosed
iv. Should have an average turnover of Rs. 10 crores over the past three years.
v. Should have experience of having organized destination promotion at the International conferences during last 5 years and have the experience of organizing at least 10 National and International events, and a destination promotion event at an International conference
vi. Should have an international accreditation
vii. Should be working on a globally used platform to manage online registrations, abstract submissions and financial transactions; to specify the conference management software to be used with justification
viii. Should have infrastructure/ office premises including in Delhi/NCR region
ix. Should have at least 30 regular staff (Provide details)

2.2 EOI Submission

2.2.1. Proposal submission: The EOI should be submitted online only at https://eprocure.gov.in/eprocure/app. However, additionally, hard copies of the submitted EOI may also be submitted at the address given below. These hard copies may be placed in a sealed envelope with covering letter of the firm on its letter head and addressed to: The Director 36th IGC Secretariat, C-II, Pushpa Bhawan, Madangir Road, New Delhi-110062 by the specified date and time, superscribing “Proposal for PCO for organizing 36th IGC in India in 2020”. Name of the bidder and contact details/address should also be written on the envelopes. It must be noted that for all purposes, the EOI submitted online will be taken as final.

2.2.2. Late proposal: Any EOI received after the deadline for submission shall not be accepted and returned unopened to the bidder.
2.3. Expression of Interest proposal:

2.3.1 In order to make it easier, consistent and ensure that each EOI receives full consideration, the following format should be followed while preparing the EOI document.

1. Title page with a title of the EOI, bidder’s name and address, contact person and contact details such as telephone (mobile as well as landline), fax no. and email details, neatly and legibly written on it.
2. An introductory letter addressed to the Director, 36th IGC Secretariat, C-II, Pushpa Bhawan, Madangir Road, New Delhi-110062 identifying full details of the bidder and signed by the bidder or the person or persons authorized to sign the EOI on behalf of the bidder and the statements made in the EOI.
3. Table of contents including page numbers.
4. Summary of the key features and highlights of the EOI.
5. Summary of experience of conferences/exhibitions (10 international/national level conferences and organizing a destination event).
6. Details of project team suitability & experience. The bidder should provide a list of personnel proposed to be deployed for the assignment, outlining specifically the qualifications and experience of each person relevant to this project and each member’s role and responsibility in the organizing the exhibition.
7. Infrastructure (Office establishment) with documentary proof.
9. Concept & implementation schedule, approach and methodology, which inter alia, should include the following:
   a) This should reflect the 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 his own role and support expected from Society, if any, (operational & technical) throughout the conference and exhibition.
   d) Copy of EPF Registration, Service Tax Registration & PAN card, failing to produce these will result in rejection of the application.

2.4. Opening of EOI

EOIs will be opened by the Consultancy Evaluation Committee (CEC) constituted by 36th IGC Society for the purpose in the presence of bidder’s representatives, who choose to attend. The bidder’s representatives who are present shall sign a register evidencing their attendance.

2.5. Preliminary examination of EOI

Preliminary scrutiny will be made to determine whether the EOI is complete, as per the procedure outlined in this EOI, whether the documents have been properly signed, and
whether the EOIs are generally in order.

2.6. Presentation by the bidders
The bidders shall make a presentation of their EOI including their understanding/concept of the conference and requirement of India as next host nation, and branding of the 36th IGC. Time and venue for presentation will be intimated after preliminary evaluation of EOIs.

2.7. Selection and evaluation criteria
The CEC will evaluate the EOI on a set number of criteria which will carry marks. The criteria will be as follows.

<table>
<thead>
<tr>
<th>SL. No.</th>
<th>Criteria of Evaluation</th>
<th>Maximum Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Experience of the Firm in organizing congress/scientific congress destination promotion in India and overseas.</td>
<td>30</td>
</tr>
<tr>
<td>2.</td>
<td>Methodology, work plan, innovativeness of the concept presented and proven capability for execution.</td>
<td>25</td>
</tr>
<tr>
<td>3.</td>
<td>Suitability of the key personnel for the assignment. Full details of the teams proposed to be deployed for the event are to be given</td>
<td>15</td>
</tr>
<tr>
<td>4.</td>
<td>Understanding of technology, IT requirement, available infrastructure, tie-ups</td>
<td>15</td>
</tr>
<tr>
<td>5.</td>
<td>Public relations, marketing, media and communication capability</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
</tr>
</tbody>
</table>

The bidders who secure a minimum of 75 marks will qualify and will be shortlisted for floating of Request for Proposal, for which the decision of 36th IGC Society will be final.

2.10. Acceptance of EOI
This EOI should not be construed as an agreement to assigning the job of PCO. 36th IGC Society is not bound to enter into a contract with the bidder who submits the EOI. EOIs will only be assessed in terms of the evaluation criteria mentioned above.

2.11. Corrupt, fraudulent and unethical practices
36th IGC Society will reject a proposal for award and also may debar the bidder for future tenders in Society, if it determines that the bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract. “Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the process of contract evaluation, finalization and/or execution, “Fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of the Society and includes collusive practice among
Bidders (prior to or after EOI submission) designed to establish artificial non-competitive levels and to deprive the Society of the benefits of free and open competition. “Unethical practice” means any activity on the part of bidder by which bidder tries to circumvent tender process in any manner. Unsolicited offering of discounts etc, will be treated as unethical practice.

2.12. The prospective bidder should notify 36th IGC Society of any error or discrepancy found in this EOI document. A prospective bidder, by responding to the Society, will be deemed to have accepted the terms and instructions and disclaimer.

2.12.1. 36th IGC Society may, in its absolute discretion, seek additional information or material from any bidder after the EOI closes and all such information and material provided must be taken to form part of the bidder’s response.

2.12.2. Bidders should provide details of their contact person, telephone, fax, email and full address etc. to ensure that replies to EOI could be conveyed promptly.

2.12.3. No binding relationship will exist between any of the bidders and the 36th IGC Society until execution of a contractual agreement.

2.12.4. Subject to any law to the contrary, and to the maximum extent permitted by law, 36th IGC Society, its office bearers, employees and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this EOI document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence omission, default, lack of care or misrepresentation on the part of 36th IGC Society or any of its office bearers, employees or advisers.