INDIAN INSTITUTE OF TECHNOLOGY KANPUR

KANPUR – 208016

UTTAR PRADESH, INDIA

Call for Expression of Interest to organize

2021 IEEE MTT-S International Microwave and RF Conference

(IMaRC-2021)

in the Virtual Mode during December 17-19, 2021

28 September 2021

EOI No.: IITK/IMaRC-2021/01

Section A

1) **Description of the Required Services:**

IIT Kanpur in association with IEEE MTT-S would organize 2021 IEEE MTT-S International Microwave and RF Conference (IMaRC-2021) during December 17-19, 2021 in the Virtual Mode. To facilitate the smooth organization of IMaRC-2021 in the Virtual Mode, Expression of Interest (EOI) is invited from the Service Providers having relevant expertise and experience who could provide Online Virtual Platform to conduct the event.

2) **Tendering and Selection Process**

To empanel bidder to organize IMaRC-2021 in the virtual mode, we have two-phases of tendering process. In the first phase, we invite bidders to indicate their Expression of Interest (EOI). The potential bidders should submit their past experiences and technical capabilities in organizing the virtual event. An empowered committee will select a set of suitable bidders for the next phase based on their technical solution, experiences, and financial stability as submitted in EOI documents.

All the potential bidders, who want to submit EOI response may join the Queries and doubt clarification sessions using the Online link provided below.

The EOI process will have the following detailed steps and tentative timeline

Activity	Date of completion
Release of EOI	28 September 2021
Queries and doubt clarifications	04 October 2021 (12'o clock) using the video online mode Join Zoom Meeting https://iitk-ac-in.zoom.us/j/97896429398?pwd=eTdIM3lUYVhhVGNQYjFuc0tnNW9XQT09 Meeting ID: 978 9642 9398 Passcode: 098887
Submission of EOI response	11 October 2021 (5.00 PM)

All the bidders, who have submitted EOI response, would be called for detailed technical presentation where they have to demonstrate the technical capability of their virtual platform in front of the empowered committee.

The selected set of bidders, based on their submitted documents and online demonstration of their virtual platform, would then be invited to participate in the limited tender for the next phase. Detailed requirements to organize IMaRC-2021in virtual mode is mentioned in **section B**.

IITK reserves the right to make any changes deemed suitable in the above process depending on the need. While IITK will attempt to follow the above timeline, it reserves the rights to change the dates if required. The revised schedule, if any, will be posted on the institute website.

The bidders are requested to send their detailed EOI response in the enclosed enveloped along with a soft copy by e-mail to the following Address

ACES-329, Department of Electrical Engineering,
Indian Institute of Technology Kanpur,
Kanpur, Uttar Pradesh, INDIA -208016
Email : rakeshr@iitk.ac.in

3) Eligibility Criteria for EOI

a) Bidder must be registered under Goods and Services Act in India.
b) Bidder should meet all the major requirement for online virtual platform mentioned in section B
c) Bidder should have prior experience of organizing similar types of events for at least 2 years with reputed organizations and educational institutions such as IITs, IIMs etc.
d) Bidder should be able to demonstrate the major capabilities of their virtual platform, when asked by Technical Evaluation Committee.
e) Bidder should have a support office in India
f) In the second stage, limited tender inquiry will be floated. Only qualified bidders of EOI shall be eligible to submit their bids.

4) Selection Criteria for Pre-Bid
The pre-bid selection of the firm/company would be based on:
a) Demonstration of the technical competence and sustained capability of their virtual platform by potential bidders in front of the Technical Evaluation Committee.
b) Experience of handling similar kind of events and services in the past, including organization of technical conferences for reputed organizations and educational institutions such as IITs, IIMs etc.
c) Track record of the company
d) Financial and operational stability of the company

5) Throughout the entire bidder selection process, the following will apply:

Even though a bidder/service provider may satisfy the specified requirements, bids/applications shall be liable to disqualification if:

a) Misleading or false representations have been made or some information deliberately suppressed in the forms submitted by the bidder;
b) The bidder has a record of poor performance such as abandoning work, not completing the contract, etc.
c) IITK reserves the right to accept or reject any EOI/bid at any stage and to annul the entire vendor selection process, as well as reject all EOI/bids at any time, without assigning any reason or incurring any liability to the applicants
d) Any effort, on the part of the vendor/service provider or his agent, to influence or to pressurize IITK shall result in rejection of the application. Canvassing of any kind is strictly prohibited.
e) While the above criteria are indicative, IITK may choose to change criteria if needed based on additional information obtained from the vendors or otherwise. IITK also reserves the right to restrict the short-listing of firms to any number deemed suitable by it.
f) Through the above process, a set of bidder will be selected for the next tendering phase where we request for technical and financial bids.

6) Application Process:
 1) Bidder will provide
    a. details of the firm/company and services it offers.
    b. Complete address, account details and registration of the firm/company
    c. Form A-D, Dully signed by company authority

   2) The soft copy of the entire EOI response must be in one PDF file, and the hard copy should be in the form of a sealed envelope.

   3) Send EOI response in the enclosed enveloped along with a soft copy by e-mail to the following address:

     ACES-329, Department of Electrical Engineering,
     Indian Institute of Technology Kanpur,
     Kanpur, Uttar Pradesh, INDIA -208016

     Email : rakeshr@iitk.ac.in

The envelope and subject of e-mail should be marked with "EOI-IITK/IMaRC-2021"

The complete application (soft copy as well as the hard copy) should reach the above address by 11 October 2021 (5.00 PM).

Section B

Detailed Requirement for Virtual Platform to organize IMaRC 2021

Terminology:
- IMaRC: International Microwave and RF Conference
- Organizers: Organizing Committee of IMaRC-2021
- Bidders: Event management companies applying for the tender
- Event: 2021 IEEE MTT-S International Microwave and RF Conference (IMaRC-2021)

Major Requirements:

1. Expected number of participants: 400

2. **Prior Experience**: The bidder must have organized a minimum of five major technical conference (200+ participants) in the last two years. The virtual platform used by the bidder must be able to handle at least 400 participants simultaneously. The bidder should provide a list of major technical conferences (200 +) managed by them in the last two years, including a list of conferences organized at IITs/IISc.

3. Support:
   a. The bidder would be responsible for of setting up the whole platform during the entire event.
   b. The bidder must provide technical personnel during all the event sessions to ensure smooth functioning of the entire event.

4. Sessions:
   a. Keynote/Invited talks: Full Attendance
         i. Live video lecture/ playing of pre-recorded videos
         ii. Live Q&A

   b. Workshops/Tutorials: Parallel sessions with fewer attendees
         i. Live video lecture / playing of pre-recorded videos
         ii. Live Q&A

   c. Presentation talks: Parallel sessions with fewer attendees
         i. Uploading and playing of pre-recorded videos
         ii. Live Q&A

   d. The number of parallel sessions during the event would be 4.

5. Aesthetics:
   The event should be organized hassle-free providing stable interface.

6. Sponsors:
   a. There will be different grades of sponsors – diamond, platinum, gold, and silver.
      b. The virtual platform should properly highlight the sponsors during the entire period of the event at major strategic locations.
      c. The virtual platform should be able to distinguish various grades of sponsors, and should accordingly allocate time for promotional activities to each sponsor.
      d. Separate customized booths (with a facility to video/text chat, pre-recorded video, information, etc.) should be provided to each sponsor depending upon the grade.
   e. There should be virtual exhibition area/lounge for sponsors.
      f. Sponsors should be able to effectively interact with participants.
      g. There should be provision for the sponsors to provide live presentations to interested participants.
   h. The sponsors should be able to send customized emails to all attendees of the event.

7. Accessibility:

a. The virtual platform should allow only the registered participants to attend the event.

b. The virtual platform should be user-friendly in order to facilitate the attendees to join any session without any difficulty. For example, a direct link should be provided to allow the attendees to join any session using just a mouse click without navigating through different windows.

c. The platform should be stable enough so that it does not break down for attendees with a low bandwidth Internet connection

d. The platform should be accessible from mobile as well, preferably using App.

e. The platform should be able to handle parallel sessions, which can seamlessly play live as well as recorded video streams.

f. The list of registered participants' names and email ID would be provided by organizers before the start of event.

g. It should be ensured that the event can only be joined by participants using their registered email ID.

8. Participant engagement and interactivity:

a. The platform should show the full list of participants, who are online at any instant of time.

b. The participants should be able to ask questions during each session using chat and Audio/Video mode.

9. Pre-event:

a. The webpage must be up at least two weeks before the event.

b. The bidder should give a live demo to the organizers one week in advance, and do test runs to ensure hassle-free operation during the event.

10. During the event:

a. All sessions (live, recorded, or combination of live + recorded) should be recorded by the bidder and made available to the organizers after the event.

b. The videos of each session should have a separate link, and should be made available according to their assigned sessions.

c. Technical sessions will be spread over time from 8.00 am IST to 8.00 pm IST with typically 8-10 hours of talks with intermittent breaks between sessions.

11. Post-event:

a. The webpage should be up for at least one month after the event

b. The presentations recorded during the event should be uploaded to a cloud in mp4 format. The link for these recorded presentations should be made available to the participants up to one month after the event. It should be ensured that the participants may only view these videos online without being able to download them locally.

c. All the presentations recorded during the event should be made available to organizers in mp4 format one week after the event.

d. There should be a provision to send customized thanks email to all the registered participants and speakers.

The bidders should address the following issues in the technical bid, which would be evaluated by the Technical Evaluation Committee before opening the financial bid:

1. The virtual platform should be able to accommodate 400 plus registered participants.

2. The virtual platform should be able to handle at least 4 parallel sessions during the event.

3. The platform should be able to accommodate 400 plus concurrent participants during Plenary/Keynote/Invited sessions.

4. The platform should be able to accommodate 100 plus concurrent participants in parallel sessions.

5. A total of 30-40 exhibition booths should be supported by your platform.

6. The level of technical support provided by the bidder during the event should be clearly specified.

7. The bidder should provide training to organizers and session chairs before the start of event.

8. One technical personnel for each session should be made available from the bidder for troubleshoot in case of any problem during the entire conference.

9. One dedicated person should be assigned to oversee the functioning of the overall event during the entire conference.

10. The bidder should provide a list of templates available to choose the design of the
    a. Main page after login
    b. Exhibitor's booth
    c. Auditorium/Hall to conduct each session.

11. The lobby and main exhibition area of the virtual platform should be 3D.

12. There should be a provision for highlighting the diamond and platinum grade sponsors.

13. Please mention which types of files and documents can be put in the exhibitor's booth/exhibition hall by various sponsors (e.g., pdf files, audio/video, mp4, ppt files etc.,).

14. How many pdf/audio/video files can be kept in the exhibition booth by each exhibitor during the entire conference duration?

15. The platform should provide an option to the registered participant to download the PDF documents including contact details of various sponsors put up by them in the exhibition area.

16. There should be a provision to automatically send an e-mail containing details of the registered participant to the exhibitor once the participant enters the exhibition booth area of any sponsor/exhibitor.

17. What would be different modes of interaction of sponsors/exhibitors with the participants?

18. Does the platform work with all (Windows/Mac/Android-based) systems, and all kinds of devices (desktop, laptop, tab, or phone)?

19. Which browser is best suited for your virtual platform?

20. Does your virtual platform require any additional video conferencing platforms such as Zoom, WebEx etc., or the participant can directly login to the platform using any browser?

21. How the speakers can send their pre-recorded videos for presentation during the conference? Would you provide any cloud at your end to enable the speaker to upload their pre-recorded video?

22. What level of human intervention is required to run the pre-recorded videos at a particular scheduled time in your online platform?

23. If any session of the conference is held in hybrid mode with some presentation being held Live and other presentations using the pre-recorded videos, does you platform support the live telecast of the session without any glitches?

24. How the videos of live sessions will be recorded?

25. Where will be the recorded videos of all the sessions be available after the conference? Will you provide a cloud of sufficient space to store all these recorded videos?

26. How the bidder will share the recorded videos with organizers of the event?

27. After how much time will the recorded videos of the live events be available to the organizers?

28. The list of online participants including the chair and all the speakers during a conference session should be visible to all the attendees of the session.

29. The attendees of any session should usually ask a question to the speaker using the Text chat. However, there should be a provision for the attendees to use the Audio/Video mode for asking questions, if permitted by the chair/volunteer of the session.

30. There should be a provision for the chair/volunteer to chat with attendees during any session of the event.

31. The exhibition area should be made available to all the registered participants of the event during the entire duration of the conference.

32. There should be a mechanism to generate an e-certificate for the registered participants including chair and speakers.

33. The online platform including link of the recorded videos of all the sessions should remain available to the organizers for one month after the event.

34. There should be a selfie booth for the Attendee to take a picture with the IMaRC-2021 template at the background.

35. The bidder should provide various types of analytics about the participants attending different sessions and exhibition booths to the organizers, at the end of the event.

36. The bidder should mention any additional feature of their online platform which is not covered in the questions above.

37. Provide a list of technical conferences that you have organized during the last two years.

38. Provide a list of academic conferences you have organized at IITs/IISc during the last two years.

Section C

Form A.
Eligibility Criteria

Description	YES/NO
Is your firm registered under Goods and Services Act in India?	
Do you meet all the major requirement for online virtual platform mentioned in section B?	
Do you have experience in organizing similar types of events and services for at least 2 years with reputed organizations and educational institutions such as IITs, IIMs etc.?	
Will you demonstrate the major capabilities of their virtual platform, when asked by technical evaluation committee?	
Do you have support office in India?	

Signature of Applicant(s) with date & seal

FORM B

DETAILS OF SERVICES OF SIMILAR NATURE OF ASSIGNMENT COMPLETED DURING THE LAST TWO YEARS ENDING 30.09.2021

SIMILAR NATURE OF ASSIGNMENT COMPLETED		
Sr. No.	**Description**	**Project Detail**
1.	Name of work/project and location	
2.	Mention the project objectives, details of solution implemented and benefits accrued to the customer organization	
3.	Name & Address of the customer organization	
4.	Cost of work in Rs.	
6.	Date of commencement as per contract	
7.	Stipulated date of completion	
8.	Actual date of completion	
9.	Litigation/arbitration pending/in progress with details	
10.	Name and address/email and telephone number of officer to whom reference may be made.	
11.	Remarks	

For each work separate sheet be prepared as per proforma given in form B.

Signature of Applicant(s) with date & seal

FORM C

Sr. No.	Description	Project Detail
	ASSIGNMENT / PROJECTS UNDER EXECUTION OR AWARDED	
1.	Name of work/project and location	
2.	Mention the project objectives, details of solution	
3.	Name & Address of the organization	
4.	Cost of work in Rs.	
5.	Date of commencement as per contract	
6.	Stipulated date of Completion	
7.	Name and address/email and telephone number of officers to whom reference may be made.	
8.	Remarks	

For each work separate sheet, be prepared as per proforma given in form C

Signature of Applicant(s) with date & seal

FORM D
FINANCIAL NFORMATION

Financial Year			
Particulars	**18-19**	**19-20**	**20-21**
Gross Annual turnover (In Lakhs)			
Profit/Loss			

Signature of Applicant(s) with date & seal