

International Crops Research Institute for the Semi-Arid Tropics
Patancheru-502324

TENDER FORM

Tender for event management Partner for the CG Science Programme

Tender Form No: SEAL BID/21-2026, dated 06 July 2026

Due Date: 20 July 2026

Time: 4:30 PM

1. PARTICULARS OF THE BIDDER

| | |
|-----------------------|--|
| Name of the Firm | |
| Registered Address | |
| Contact Person | |
| Mobile No. | |
| Email ID | |
| GST No. | |
| Firm Registration No. | |
| PAN No. | |

2. Scope of Work

ICRISAT invites proposals from qualified agencies or consortia of agencies to provide comprehensive event management, logistics, delegate management, and communications support for the CGIAR Science Programme at a high-level international event to be hosted in New Delhi or Hyderabad, India. The selected agency shall provide end-to-end services to support the successful planning, coordination, and execution of the event in close collaboration with ICRISAT and key stakeholders.

1. Operations and Logistics

The agency shall be responsible for overall operational planning and logistics for an event with up to 4,000 participants, including:

- Liaising with the designated venue and relevant organizing partners to understand available facilities, services, and operational requirements.
- Identifying and contracting transportation providers, negotiating rates, and coordinating shuttle services between hotels, airports, and event venues.
- Managing hotel bookings, travel arrangements, accommodation, visa support documentation, per diem coordination, and related delegate inquiries.
- Developing, monitoring, and regularly updating a comprehensive event budget.
- Developing and maintaining a risk management framework and risk mitigation matrix.

- Coordinating the design, construction, and management of exhibition and networking spaces.
- Managing the printing and production of event materials, branding assets, signage, and promotional collateral.
- Planning and managing plenary sessions, including stage design, seating arrangements, speaker logistics, audiovisual requirements, interpretation services, and technical production.
- Coordinating with audiovisual and information technology providers to ensure seamless delivery of all sessions.
- Ensuring all plenary sessions, side events, and parallel meetings are livestreamed and accessible to virtual participants through appropriate hybrid event solutions.
- Managing venue operations, supplier coordination, and onsite event delivery.

2. Delegate and Speaker Management

The agency shall establish and manage systems and processes for participant engagement and onsite management, including:

- Implementing and maintaining an event management platform for registration, communications, reporting, and attendee tracking.
- Managing participant registration and accreditation processes.
- Coordinating protocol requirements in accordance with host country government regulations and diplomatic standards.
- Providing comprehensive onsite participant services, including registration, information desks, logistics support, and hospitality services.
- Managing speaker engagement processes, including speaker briefings, presentation collection, scheduling, and onsite coordination.
- Supporting VIPs, dignitaries, and high-level delegates as required.
- Organizing and managing site visits, technical tours, and field trips associated with the programme.

3. Communications and Media Management

The agency shall develop and implement a comprehensive communications strategy before, during, and after the event, including but not limited to:

Pre-Event Communications

- Drafting, designing, and disseminating invitations and participant communications.
- Managing and regularly updating the event website with relevant information and announcements.

- Developing and implementing social media, email marketing, and stakeholder outreach plans.
- Monitoring registrations and producing regular participant analysis and registration reports.
- Developing and maintaining internal and external Frequently Asked Questions (FAQs).
- Preparing media briefing materials and issuing media advisories.
- Designing and producing promotional materials, publications, digital assets, and translated communications products as required.

Onsite Communications and Media Relations

- Coordinating media engagement and journalist participation.
- Managing media accreditation processes.
- Organizing and facilitating press briefings, media interviews, and press conferences.
- Managing onsite media facilities and press rooms.
- Producing real-time event content, including photography, videography, social media coverage, interviews, vox pops, and stakeholder testimonials.
- Drafting and disseminating press releases, news stories, opinion articles, and outcome summaries throughout the event.

Post-Event Communications

- Developing and implementing a post-event communications and dissemination plan.
- Producing event highlights, impact stories, media reports, and digital content packages.
- Delivering a comprehensive communications performance report, including media coverage, social media analytics, participant engagement metrics, and key lessons learned.

4. Deliverables

The selected agency shall provide, at a minimum:

- Detailed event implementation plan and timeline.
- Comprehensive budget and financial tracking reports.
- Risk management and contingency plan.
- Registration and participant management system.
- Logistics and accommodation management plan.
- Speaker and VIP management plan.

- Exhibition and venue management plan.
- Communications and media strategy.
- Livestreaming and hybrid event delivery plan.
- Daily event status reports during implementation.
- Post-event report, including participant statistics, financial summary, media coverage analysis, and recommendations.

5. Expected Outcome

The agency will ensure the successful delivery of a world-class CGIAR Science Programme that facilitates high-level dialogue, scientific exchange, stakeholder engagement, and global visibility while maintaining the highest standards of operational excellence, participant experience, and communications impact.

3.TERMS & CONDITIONS:

3.1.Eligibility criteria:

The following criteria shall be considered by the Tender Committee for awarding the contract:

- a) The agency participating in the tender shall have a minimum of two (05) years' experience in the same or similar nature of work.
- b) Tender submission does not guarantee the award of the Purchase Order.
- c) Work shall commence on the date specified in the Purchase Order, failure may result in cancellation without notice.
- d) The finalization of the tender shall be carried out through negotiations, if required, by the Tender Committee. The decision of the Tender Committee in this regard shall be final and binding on all tenderers.
- e) ICRISAT reserves the right to accept or reject any tender without assigning any reason thereof. ICRISAT reserves the right to issue the Purchase Order for full or partial quantities based on our requirements.
- f) Mandatory documents: Firm Registration, GST registration, PAN Card, Cancelled Cheque, Authorization certificate if any, Previous experience

3.2 Proposal Submission Details

Proposal Deadline: On or before **20 July 2026, 16:30 hrs IST**

Currency: All charges must be quoted in INR, clearly indicating applicable taxes and payment terms.

Submission Method:

Sealed envelope must be superscribed: Confidential – Tender for event management Partner for CG Science Programme

Address To:

Head – PSDS, International Crops Research Institute for the Semi-Arid Tropics (ICRISAT)
Patancheru, Hyderabad – 502324, Telangana State

For any Queries/clarification, please reach out to

Veerabrahmachari V, Head PSDS

Mob: +91 9000165849

Email ID: Veerabrahmachari.vadlamanu@icrisat.org

4. DECLARATION BY THE BIDDER

I/We hereby declare that:

- I/We have inspected the site and satisfied ourselves regarding the condition and scope of work and terms and conditions.
- I/We agree to abide by all Terms & Conditions of this tender.
- The rates quoted above are firm and binding.

Signature of Authorized Signatory: _____

Name: _____

Designation: _____

Company Seal: _____

Date: _____