

CONFERENCE BIDDING DOCUMENT

FOR

5TH NATIONAL CONFERENCE ON TOBACCO OR HEALTH INDIA

2021-22

INDEX

SR. No.	TOPIC	PAGE No.
1	Conference Bid	03
2	Key Dates	03
3	Facts About the Conference	03
4	Documents Requested for Information About Conference City	03
5	Conference Location Requirements	03
6	Facility Requirements and Specifications	04
7	Exhibition Area	04
8	Conference Center Services and Resources	05
9	Hotel Accommodation	05
10	Transport within the city	05
11	Healthcare for Delegates	05
12	Roles and Responsibilities of bidding organizations	05
13	Information About the Requested Bid Documents	06
14	Criteria for Selection	06
15	Site Inspection	07
ANNEXURES		
SR. No.	ANNEXURE	PAGE No.
I	Details of Financial Support for 5 th NCTOH	08
II	Budget Sheet for 5 th NCTOH	09

1. Conference Bid

The bids are being invited to host the 5th National Conference on Tobacco or Health, India in FY 2021-22. The organizations/institutes willing to enter the bidding process must go through this document. This bidding document outlines the main requirements and guidelines to submit a bid to host the 5th National Conference on Tobacco or Health, India. It also includes general information, various policies and requirements governing this event and clear roles and responsibilities of all parties involved.

2. Key Dates

Date	Process
15th January 2019	Last date for submission of bids for 5th NCTOH
10th February 2019	Announcement of selection of the venue for 5th NCTOH

3. Facts about the conference

Days preferred	Friday, Saturday, Sunday
Months	September to March
Participants	400-450

4. Documents requested for information about conference city

- ❖ A detailed description of the proposed venue (including history, renovations, infrastructural developments going on in the city, accessibility for those with special needs, emergency facilities onsite etc.).
- ❖ Accommodation facilities especially in the vicinity of the conference venue. The hotels at a walking distance will be preferred.
- ❖ Hotel room breakdown — number of rooms within walking distance from the venue, distribution of rooms across “star” and price categories etc.
- ❖ Accessibility by air, rail and road for outstation participants
- ❖ Description of public transportation options available in the city
- ❖ List of governmental, non-governmental, local academic, youth or community groups working in the field of tobacco control and/or health promotion in general
- ❖ Details of previous conferences conducted in the city, particularly at the proposed venue

5. Conference Location Requirements

The location of the conference for the 5th National Conference on Tobacco or Health must meet the following requirements:

- ❖ **Adequate size venue and sufficient accommodation** (from 2- to 5-star categories) for up to 450 delegates, as well as affordable low-cost residences at close proximity to the conference venue

- ❖ **Safety, security and stability** including smoke-free hotel rooms, restaurants, conference venue, sufficient emergency medical facilities, no elections within three months before the conference dates that could disrupt conference arrangements, commitment to respect the human rights of all participants and a functioning civil safety system.
- ❖ **Accessibility** with a domestic airport with a considerable frequency of flights to various cities in India or good connectivity to a Railway Terminus or a Junction and affordable public transport facilities within the city
- ❖ **Documentation** in the form of signed support letters on their letterheads from important supporters like various government bodies, academic and research organizations, NGOs active in tobacco control and strong network of workers, volunteers, and youth groups etc. to have sufficient human and material resources at the venue.

6. Facility requirements and specifications

- ❖ The facility should meet all relevant codes for fire and other emergencies and accessibility.
- ❖ The facility should have 24 hours water and electricity supply and alternative arrangements in case of power cuts in the city
- ❖ Restrooms should be easily accessible and maintained to a high standard of hygiene.
- ❖ Meeting and session rooms, areas designated for posters and/or e-posters and workshops should be properly equipped and have effective soundproofing wherever required
- ❖ Sufficient space for media interaction serving 30 to 35 journalists
- ❖ Adequate internet/Wi-Fi services, telephone lines for communication
- ❖ Adequate space for stalls and branding of the sponsors co-sponsors etc.
- ❖ Adequate space and resources and registration area with capacity for digital payments, accounting services and distribution of conference kits
- ❖ Sufficient catering facilities/restaurants/cafeteria/dining areas for the delegates to eat meals and snacks onsite

7. Exhibition Area

The venue must be able to provide sufficient space for scientific poster/e-poster display and commercial and non-commercial exhibition areas with the following requirements:

- ❖ A minimum of 3000 sq. feet area is required to accommodate the commercial and non-commercial exhibition, catering and networking areas.
- ❖ A 1500 sq feet space for the open access community space with easy public and delegate access but with the ability to restrict entry to the rest of the venue
- ❖ One big air conditioned hall with a capacity of 500 delegates. 3 to 4 meeting rooms of with a capacity ranging from 50 to 250 delegates.

8. Conference center services and resources

Please provide the following information regarding the venue:

- ❖ Floor plans for all areas, including technical specifications (details of lifts, entry and exit points, emergency fire exits, registration area washrooms, eating places etc
- ❖ Planning and design resources for backdrops, signage, exhibit layout, etc
- ❖ Internet facility and bandwidth
- ❖ Information on pricing and service costs at the venue

9. Hotel Accommodation

The destination should be able to provide the following number of hotel rooms by category:

- ❖ **4 Star**- 10 rooms
- ❖ **3 Star** - 20 rooms
- ❖ **2 Star** - 50 rooms

Please provide details regarding the distance from the conference centre, available means of transportation, cost of transportation, travel time and the cost per room per category.

10. Transport within the City

Please describe transport services in the proposed location:

- ❖ The traffic situation in this city, especially in the area of the conference centre during conference opening and closing hours and in between hotels and the conference centre, the airports and hotels
- ❖ The public transport network in the city with specific reference to travelling between hotels and the conference centre, airport and hotels
- ❖ Distances between venue and evening dining facilities and cultural highlights

11. Health care for delegates

- ❖ The healthcare facilities near the venue including private clinics, municipal/government and private hospitals
- ❖ The arrangements for first aid kit at the conference venue
- ❖ The arrangements for ambulance services in case of health emergency at the venue

12. Roles and responsibilities of bidding organization

- ❖ Setting up conference secretariat and handling all the conference related logistics and operation including development of website, sending bulk conference e-mailers handling abstracts, registration, scholarships etc.
- ❖ Taking complete responsibility for raising adequate funds for a successful conduct of the conference.
- ❖ Designating Chairs, co-chairs and assigning members to the various conference committees in consultation with **NCTOH Secretariat**.
- ❖ Liaising with local government/authorities and health authorities to facilitate the organisation of the Conference
- ❖ Securing local sponsorship to provide in-kind and in-cash sponsorship for the conference
- ❖ Promoting the Conference nationally and regionally within the budget guidelines
- ❖ Securing support of the local press and sponsors for local/regional advertising of the Conference
- ❖ Developing the communication and advocacy strategy in coordination with **NCTOH Secretariat** for promoting the Conference's key messages

- ❖ Providing input to official social events to reflect local practices, and customs and draw in key participants
- ❖ Negotiating the selection and conditions with the local providers (for example, hotel accommodation broker) in consultation with the Conference Secretariat

13. Information about the requested bid documents

In order to evaluate whether a bid maybe placed before the Bid Selection Committee, the following documents should be provided to the Bid Selection Committee

- ❖ Letter of intent confirming interest to host the 5th National Conference on Tobacco or Health in 2021-22to be prepared by the host organization
- ❖ Written statement that the bidding organization(s) will provide all necessary support and collaborate with the NCTOH Secretariat in organizing the conference
- ❖ Description about the bidding organization(s) including the organizational structure, main activities, and a confirmation that the organization has never received support and/or collaborated with tobacco industry or its affiliates
- ❖ Proposed city and its health, safety and security considerations, public transport facilities, weather conditions during the conference etc.
- ❖ Letters of support from the local state government, state health departments, Food & Drug Administration (FDA), municipal council/corporation or any other local governing body of the city as applicable.
- ❖ A detailed financial report including the plans of fundraising for 5th NCTOH through various sources and estimates of expenditure on various conference related activities and logistics. (Refer Annexure I and II).

14. Criteria for Selection

After reviewing the submitted bids, the Bid Selection Committee, in consultation with NCTOH Secretariat, will shortlist 2 to 3 cities based on fulfilment of the following criteria:

Logistical and organisational criteria

- ❖ Appropriate conference venue (as per the specifications and requirements)
- ❖ Good accessibility to railway terminus or junction and/or domestic airport with a considerable frequency of trains and flights or road transport from different parts of the country
- ❖ Good public transport facilities within the city
- ❖ Total cost of venue and other services at the venue
- ❖ Appropriate dates, taking into consideration other events
- ❖ Wide range of hotel categories accessible from conference venue

Written guarantees:

- ❖ From the local and state government that they will collaborate and support bidding organization and Conference Secretariat's efforts to ensure successful organization of the conference in host city.
- ❖ From the bidding organizations themselves that they do not have any past or present affiliation with any tobacco entity nationally or internationally.

15. Site Inspection

Based on the bids submitted along with the required documents in the prescribed format, two to three cities will be shortlisted as the potential host cities for 5th NCTOH. The short-listed bidding organizations will be asked to organize a two- to three-day site visit for 1 or 2 representatives of the **Bid Selection Committee** of the National Conference on Tobacco or Health. During this site visit, the representatives will inspect the conference facilities, visit potential accommodations and discuss the details of conference organization, the business plan and budgets with those parties most intimately involved.

All the interested institutions/organizations are requested to prepare a bidding proposal including all the required information as mentioned in this document.

Send us the bidding proposal

by e-mail on secretariat@tobaccocontrolindia.org

OR

by post/courier on the following address:

Secretariat

4th National Conference on Tobacco or Health

Salaam Bombay Foundation

1st Floor, Nirmal Building

Nariman Point, Mumbai- 400021

Maharashtra, India

Ph. No.: 022-61491900

The bid received before the deadline will be examined by the Bid Selection Committee and results will be announced as per the timeline mentioned in the document.

ANNEXURE I

Details of Financial Support to 5th NCTOH (Sources of Fundraising)			
SR. No	Name of Company	Amount (Rs.)	Category of Sponsor
1			
2			
3			
4			
5			
6			
Grand Total			

ANNEXURE II

5th NATIONAL CONFERENCE ON TOBACCO OR HEALTH 2021-22 (Estimates of Expenditure)				
A. Registration Management				
SR. No.	Particulars	QTY	Cost	Remarks
1	Website Development			
2	Conference promotion mailers			
3	Mobile Application Development			
4	Delegate Registration Management			
5	Scholarship submission management			
6	Abstract submission management			
7	E-posters & presentations			
Total (A)				
Conference Collaterals				
SR. No.	Particulars	QTY	Cost	Remarks
1	Conference Backdrop			
2	Registration Backdrop			
3	Media Backdrop			
4	Standees and Signage			
5	Sponsors stalls			
6	Conference Kit with branding			
7	Badges & Lanyards			
8	Food Coupons			
9	Printers at registration desk			
10	Miscellanenous			
Total (B)				
Logistics				
SR. No.	Particulars	QTY	Cost	Remarks
1	Hotel rooms (4 star)			
2	Hotel rooms (3 star)			
3	Hotel rooms (2 star)			
4	Buses/Coaches			
5	Cars/Cabs (for chief guests/speakers)			
6	Catering and water management (3 days)			
7	Travel (Return Airfare for chief guests/speakers/senior govt officials)			
8	Travel (Return train/bus fare for delegates)			
Total (C)				
Grand Total (A+B+C)				