



नव नालन्दा महाविहार, नालन्दा
मानित विश्वविद्यालय, संस्कृति मंत्रालय, भारत सरकार
Nava Nalanda Mahavihara, Nalanda
Deemed University, Ministry of Culture, Government of India



Tender Notice

NNM/IBC/2017/806
Dated: 17/02/2017

Sealed tenders are invited in two bid system (**Technical bid and Financial bid separately**) from eligible and reputed bidders for award of contract for **Event Management Services** on the occasion of International Buddhist Conference, Nava Nalanda Mahavihara, Nalanda, Bihar, India to be held from 17.03.2017 to 19.03.2017.

The tender document can be downloaded from the official website of the Nava Nalanda Mahavihara at www.nnm.ac.in. For more information, please visit the website of the Nava Nalanda Mahavihara, Nalanda.

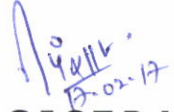
Interested and eligible Bidders may submit their Bid by post (registered or speed post) to the Registrar, Nava Nalanda Mahavihara, Nalanda – 803111, Bihar, India on or before **03.03.2017 by 1.00 p.m.**

The Nava Nalanda Mahavihara, Nalanda reserves the right to reject any or all the Bids wholly or partly or close the tender at any stage prior to award of contract without assigning any reason thereof.

Date of publication of Bid: 17.02.2017

Last date of submission of Bid: 04.03.2017 by 3.00 p.m.

Date of opening of Tender: 04.03.2017 at 04.00 p.m.


REGISTRAR
Nava Nalanda Mahavihara,
Nalanda

TENDER FOR EVENT MANAGEMENT SERVICES

TENDER NOTICE

Sealed Tender/quotation(s) are invited from eligible and qualified bidder under two bid systems (**Technical bid and Financial bid separately**) for **Event Management Services** on the occasion of International Buddhist Conference, Nava Nalanda Mahavihara, Nalanda, Bihar, India to be held from **17.03.2017 to 19.03.2017**.

Besides the Inaugural and Valedictory Functions, the parallel sessions, discussions will be held during **17.03.2017 to 19.03.2017** wherein high dignitaries will preside over and participants/ delegates will include various stockholders, senior academic professionals around the world.

Bids in two separate sealed envelopes super scribing **Packet A "Technical Bid"** and **Packet B "Financial Bid"** may be submitted in a **separate envelop** super scribing **"Tender for Event Management Services"**.

(A) Scope of Work

1. Plan, design, and Coordinate: The Conference coordinator will oversee the pre-event coordination effort from dated 14.3.2017 to dt 21.3.2017 (The initiation of the event through its close). Hold meetings with the NNM/MoC, GOVT. OF INDIA officials concerned as per work plan.

Output: A detailed work plan, conference planning schedule and time lines.

2. Marketing and Promotion:

- Develop a detailed website and provide input updates for the conference website www._____ and **develop conference information & facilitation content** that includes conference registration forms, hotel information, transportation, exhibitor information, social activities etc.
- Develop and manage an Event App (detailed) which will allow delegates and organizers to be informed, register, communicate, transact in a hassle free environment.
- Design Event/Conference Logo (Branding), Event Stationary, Print Ads, Radio Campaign, Web Banners, Social Media Activation, Email campaign (including Block your Days e-mailers), Blogs, Event Brochure, Invites, Welcome Kit (Event Merchandize, comprising of pens, carry bag, notepad, Conference Identity Badge with Lanyard, Give Away Mementos, 3 Event Audio Visuals