

F. No. 6(3)/2/2011 IC-I-CBD
Ministry of Environment & Forests
Paryavaran Bhawan
CGO Complex, Lodi Road
New Delhi-110003

Notice Inviting Expression of Interest (EOI)

for

Hiring of Professional Conference Organizer (PCO) for hosting CoP-11 to CBD (October 1-19, 2012)

Expression of Interest is invited from interested and eligible parties for hosting the 11th Meeting of the Conference of Parties (CoP 11) to the Convention on Biological Diversity and 6th Meeting of the Conference of Parties serving as Meeting of Parties (CoP/ MoP 6) to the Cartagena Protocol on Bio-safety.

2. The venue of the Conference is Hyderabad International Convention Centre (HICC)/HITEX complex in Hyderabad. Total number of expected participants will be more than 5000 from 193 countries and international organizations, apart from a large number from India. Approximately 50 halls of various capacities (40-250 persons and plenary hall), 3500 sq. mtr of exhibition area, adequate space for facilities like registration, information desks, cyber café, document distribution, lobby area are available at the venue.

3. The PCO will be expected to provide all conference related services for the meetings, side events, exhibition including facilitation of accommodation; transport of delegates; tourism; cultural events; creation and maintenance of an interactive website; online registration; VISA facilitation; provision of manpower; security personnel; airport reception and send off; parking(s); provision of office equipments; etc.

4. In order to qualify for short-listing, a bidder should be a Professional Conference Organiser (PCO) having a minimum annual turnover of Rs. ten crore during each of the last three years in conference organizing segment. Besides, the party should have experience of organizing at least 5 prestigious international conferences with participation from 25 countries having a minimum of 3000 delegates. The party should also have organized two United Nations conferences. Experience of key personnel in the same field will also be counted for pre-qualification. These must be substantiated with documentary evidence. The EOI of the parties not fulfilling the above criteria will be summarily rejected without assigning any reasons.

5. Interested parties are requested to submit their EOI for organizing the conference and documentary evidence in respect of para 4 above addressed to

Joint Secretary, Ministry of Environment & Forests, Room no. 621, Paryavaran Bhawan, CGO Complex, New Delhi, Lodi Road, New Delhi-110003 by 02.00 pm on 2nd January 2012 in the drop box kept for the purpose at the Ministry's Central Registry on the ground floor. This EoI may also be accessed at Ministry's website, www.moef.nic.in.

