

# INDIAN INSTITUTE OF TECHNOLOGY DELHI

August 1, 2019

## **Notification Inviting “Expression of Interest” for hosting ISCRE26 Conference (Dec. 6-9, 2020)**

### **About ISCRE26 and APCRE9 Conference**

The Department of Chemical Engineering, Indian Institute of Technology (IIT) – Delhi (IIT Delhi), is scheduled to host the 26<sup>th</sup> International Symposium on Chemical Reaction Engineering (ISCRE 2020) during December 6-9, 2020. The ISCRE Conferences in the specific field of Chemical Reaction Engineering are prestigious international conferences, which are being held since 1957. The ISCRE Conference is held biennially, in cycles of six years i.e. once in North American, European and Asia-Pacific regions each. ISCRE 2020 would be the 26<sup>th</sup> Edition of the Conference, the three immediately preceding ones were in Bangkok, Thailand (ISCRE 23 in 2014), Minneapolis, USA (ISCRE 24 in 2016), and Florence, Italy (ISCRE 25 in 2018). ISCRE26 will be hosted for the first time in India at New Delhi during 06-09 December, 2020 along with the 9th Asia Pacific Chemical Reaction Engineering Conference (APCRE9). Each ISCRE Conference in the past has seen significant participation from around the world. Typically, each of these conferences has 400 participants, of which approximately half are from the host country and half are international participants.

Website of ISCRE26 (or ISCRE2020), hosted on IIT Delhi website, is here:

<http://iscre2020.iitd.ac.in/>

Chemical Engineering in general, and Chemical Reaction Engineering in particular, enjoys a rich history in India. Several research laboratories and institutes, such as the IITs, CSIR laboratories, DRDO laboratories, BARC, NITs, and more than hundred thousand chemical manufacturers, and significant public and private sector petroleum refining and petrochemicals companies are actively engaged in Chemical Reaction Engineering. The chemical industry in India contributes more than 7% of India’s GDP, more than 20% of industrial production and nearly 15% of total exports of the manufacturing sector. Major oil companies like ONGC, Indian Oil, Reliance, HPCL, BPCL, and many others are actively engaged in areas which are within the ambit of the ISCRE Conferences. Thus, we expect to see in ISCRE26 active participation and sponsorship from these companies and institutions, as well as from their multinational partners.

The entire Conference will be run as a not-for-profit basis and is going to be funded by seed funding from the Government of India, corporate donations, and registration fees.

## Invitation of “Expression of Interest”

For the purpose of hosting ISCRE26, the Organizing Committee is seeking Expression of Interest / Quotations from interested hotels/venues located in South Delhi, New Delhi, South East Delhi and Gurgaon. The important specifications required of the venue is given below. Interested parties / hotels / venues have been referred to as the “Bidder” henceforth in this document. Only the bids of the reputed “Bidders” who own the hotel (or the venue) will be considered. The bids submitted by third parties or event management companies will not be considered.

The Expression of Interest / Quotations are to be sent in hard copy in sealed envelopes to the undersigned latest by **August 20, 2019, 5:00 PM**. The quotation documents must clearly mark out the cost for each of the various components listed below, which are a requirement for the award of a contract from IIT Delhi’s side. Any additional features that the bidder may wish to offer should also be listed out separately. The undersigned may please contacted, until 19 August 2019, if additional clarifications are required.

The following specifications / salient features/requirements must be met by the hotel which wishes to submit an offer for hosting the ISCRE 26 Conference.

## Specifications / Salient Features / Venue Requirements

- **Conference dates:**
  - Day 1: Sunday December 06, 2020 (starting late afternoon; registration to start in the morning)
  - Day 2: Monday December 07, 2020 (full day)
  - Day 3: Tuesday December 08, 2020 (full day)
  - Day 4: Wednesday December 09, 2020 (until noon followed by lunch)
- **Expected number of participants: 400** (150 from abroad and 250 from India)  
100 additional guests expected at Inaugural Function on December 06, 2020
- **Venue requirements:**
  - (1) **One** main hall/auditorium to seat up to 500 guests in classroom style layout (preferred), or theatre style layout, for the Inaugural Function scheduled on Day 1 evening;
  - (2) **One** hall for plenary lectures to seat up to 400 guests in classroom style layout (preferred), or theatre style layout, for 5 plenary sessions (to be held at Day 2, 9:00 AM & 2:00 PM, Day 3, 9:00 AM & 2:00 PM, and Day 4, 9:00 AM & 12:00 noon (Closing Ceremony) (this hall may be the same as (1));
  - (3) **Five** rooms for parallel sessions of maximum capacity of 100 guests in classroom style layout (preferred), or theatre style layout, for 5 parallel

sessions (these rooms could be, but need not be, partitioned from the main hall listed in (1) or (2)); Rooms should be at a short walking distance from each other.

- (4) **Lobby Area** for serving tea/coffee with light snacks in between sessions and during Registration and other break-out sessions;
- (5) **Poster Area / Hall** for display of up to 150 posters (A0 size displays: 84 cm x 120 cm), with sufficient walking area to accommodate around 400 people, with service tables for serving tea / coffee / juice / light snacks (Day 2 and Day 3, 4:00 – 7:00 PM);
- (6) **Dining Hall / Area** for buffet lunch for 400 persons (Day 2, Day 3 and Day 4);
- (7) **Dining Hall** for buffet / sit-down dinner for 500 persons (Day 1);
- (8) **One Meeting Room** for hosting a meeting of 25 people (Day 3, 5:30 PM);
- (9) **One additional room** to be used as control room / storage of stationery etc. for the entire duration of the conference;
- (10) **Dining Hall** for full-service sit-down dinner for 300 persons (Day 3).
- (11) Exhibition area that can fit in approximately 30 stalls of standard size

N.B.:

- A detailed schedule of the Conference is provided in the Annexure.
- Regarding requirement (3), 4 or 5 parallel sessions may be held depending on an actual number of oral presentations and attendees. At least 4 rooms are envisioned at this point.
- Option (10) may be quoted separately from the rest of the offer package.
- During all sessions, candies and water bottles to be provided in the rooms (on the table in case classroom layout is offered)

• **Audio/Visual/Connectivity requirements:**

- All meeting rooms to be supported with standard audio-visual equipment for presentations, such as adequate number of microphones, speakers, etc. and the appropriate number of displays;
- In the main hall/auditorium (point (1), (2) above), large screen display to be provided (LCD / LED options to be quoted for). Supplementary smaller sized displays to be placed on size gallery towards the back of the room to be quoted for.
- Main hall/auditorium (point (1), (2) above) should have an adequately sized stage with easy access so that the same is visible from the back of the room. Stage microphone to be provided on the pedestal as well as rolling / cordless.
- Main hall/auditorium (point (1), (2) above) should have at least 6 rolling mikes to be used during question-answer sessions (during Inaugural Function, Plenary Talks, and Closing Ceremony).

- In smaller meeting rooms (point (3)), standard audio-visual equipment to be provided for an audience of about 100. At least two rolling mikes need to be provided for question-answer sessions.
  - Venues should be equipped with an adequate number of charging points for laptops and mobile phones.
  - All meeting rooms should have writing pads and pencils/pens.
  - Some standby essentials, like extra projectors or pointers, for an emergency, should be made available.
  - Wi-Fi connectivity is required for all participants (400). For guests staying in the Conference hotel, this may be part of their stay package. Those who are not staying in the hotel need to be provided Wi-Fi connectivity.
- **Room requirements:**
    - Thirty five (35) rooms will be booked by the Organizing Committee to host the guests of the Conference (Plenary and Keynote speakers). For this, the payment will be made by the organizers to the hotel. Bidder is asked to offer a price quotation for the same (stating the prices, category wise, for the different rooms).
    - Based on past attendance in the ISCRE conferences, many of the guests coming from outside the city or outside the country prefer to stay in the Conference Hotel. The same is expected in ISCRE2020. The bidder is asked to offer such a “package price” per room (inclusive of stay and breakfast) for different categories of rooms, which the Organizing Committee will advertise on its website (<http://iscre2020.iitd.ac.in/index.html>), and also on all publicity material. Participants in the Conference will directly book through this link on the hotel website.

Expected number of single rooms required in this category is 115. The Organizing Committee will not make an explicit payment for these but will try to ensure, through publicity, that these rooms get taken by participants as the conference approaches. In the rare event that these rooms are not booked by participants, the hotel would be free to release the rooms for its other customers on a fixed date (the “release date”) before the Conference (to be agreed to on the contract).

    - Several of the guests prefer to stay exploring cheaper accommodation options. If the Bidder has a “tie-up” with other hotels in their vicinity, they may offer us similar block booking options as above, and the Organizing Committee would agree to advertise the same on its website and other publicity as other accommodation options. Again, for these options, a similar “release date” may be incorporated in the contract.

- **Dining:**

Since a large fraction of the participants are from abroad, the bidder is advised to provide international options in all meals, along with a wide variety of Indian options. The different meals may focus on different regional theme cuisines from different parts of India. However, in each meal, some “low spice” options are to be included.

Adequate vegetarian and non-vegetarian options may be provided in each meal.

Estimates for the following meals to be provided in the bid.

- Hors d’oeuvre to be provided after Inaugural Session and before dinner on Day 1 (500 guests), and during the poster session on Day 2 and Day 3 (400 guests);
- Light snacks to be served with tea/coffee/juice/water during mid-session breaks on Day 2, Day 3 and Day 4 (400 guests);
- Buffet dinner for 500 guests on Day 1;
- Lunch for 400 guests on Day 2, Day 3 and Day 4 (can be a buffet with seating options);
- Conference dinner for 400 guests on Day 3 (should be a full-service sit-down dinner).

N.B.:

- Bidder is asked to quote for the above dining options separately, or as part of the conference package, as appropriate. However, the Conference dinner (Day 3) should be quoted for separately.
- Bidder is asked to offer different venue options for the different dinners and lunches, if possible. Conference dinner offer (which must be quoted for separately), should be in an appropriate venue in keeping with the importance of the occasion.
- In all cases, taxes should be clearly mentioned and be quoted separately.

## **Contract and Payment Terms**

The Organizing/Purchase Committee will evaluate the bids and make “on-site visits” and will award the Contract for hosting the ISCRE2020 Conference based on the following criteria (not necessarily in any order). The committee’s decision will be final.

- Overall facilities offered by the hotel venue in keeping with the requirements listed above;
- Ambiance offered in the hotel, convenience in location of rooms, etc.;
- Proximity to IIT Delhi (the Organizing Institute);
- Overall cost of the package;
- Demonstrated hosting of such conferences in the recent past (details below);
- Contract terms.

In order to qualify for the bid, the bidder is asked to provide documentary evidence (as part of the bid) of having successfully organized at least 5 such conferences / events (with 400 or higher participants) held over the past one year. In each case, the letter of contract (or appropriate documentation) should be appended, showing the number of participants, the cost of the package, and the organizing body. The Organizing Committee reserves the right to contact the organizing bodies of these past conferences and obtain, on request, receive written feedback on their experience.

Following the initial award of contract, the Organizing Committee would require to sign a formal Contract with the bidder, in which payment terms are to be clearly mentioned (in addition to other requirements of such a Contract). Since this is a not-for-profit venture and the Conference is being organized mainly through corporate donations and registration fees, Organizing Committee is not in a position to pay more than 10% of the total package at the time of signing of Contract. Payment will be done instalments as we get closer to the Conference dates. The expected time-table of these payments from the bidder's side should be made part of the bid. The final time-table will be agreed to by both parties at the time of signing of contract.

In the offer, the cost of halls/rooms should be quoted separately on per day basis. It should include costs of sound systems, LCD projector (with a few standby projectors), mikes, laser pointer, pens, small writing pads, candies, water bottles, etc. as listed in the requirements above.

Prices for lunch, dinner, snacks, and coffee breaks should be provided per person per day.

In their bids, the Bidder is encouraged to provide the price quotation for all the above requirements listed above. In addition, if there are other facilities or services that can be offered by the bidder which can help to make ISCRE 2020 a successful and memorable conference, the same can be included in the bid under "Additional Features". The Organizing Committee will give due consideration to the latter in making their final decision.

Bidder may note that in the process of evaluation of bids, the Organizing/Purchase Committee may do an initial shortlisting based on the bids submitted. Thereafter, before making a final decision, it may like to make a site visit to the venues of the shortlisted hotels sometime between August 21, 2019 and September 07, 2019. Bidder would be informed *a priori* about such a visit and a mutually convenient time/date would be worked out.

Should the bidder require further clarification, they may contact the following:  
Prof. Shantanu Roy ([Shantanu.Roy@chemical.iitd.ac.in](mailto:Shantanu.Roy@chemical.iitd.ac.in), Tel: 011.2659.6021)  
Prof. Vivek V. Buwa ([vvbuwa@iitd.ac.in](mailto:vvbuwa@iitd.ac.in), Tel: 011.2659.1027)

## **Submission of the bids**

The hard copy of the bids, complete in all respects, should be submitted in a sealed cover, on or before **August 20, 2019, 5:00 PM**, to the following,

Prof. Shantanu Roy

Department of Chemical Engineering

Indian Institute of Technology Delhi, New Delhi 110016

(Please deliver to Chemical Engineering Department office)

## Annexure: Conference Schedule

### Sunday December 06, 2020 (Day 1)

0900 am onwards	• Registration (Coffee + tea with light snacks, cold drinks/juice) (500 people)
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0400 - 0630 pm	• Inaugural Function (500 people)
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0700 pm onwards	• Dinner (500 persons)
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### Monday December 07, 2020 (Day 2)

0800 am onwards	• Registration (continues)
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0830 am to 0930 am	• Plenary lecture 1 (400 people)
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0945 am to 1100 am	• Five parallel sessions (five halls with seating for up to 100 people each)
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1100 am to 1130 am	• Coffee/tea break (+light snacks)
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1130 am to 0100 pm	• Five parallel sessions (five halls with seating for up to 100 people each) ... continues
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0100 pm to 0200 pm	• Lunch (400 people)
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0215 pm to 0315 pm	• Plenary lecture 2 (400 people)
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0330 pm to 0430 pm	• Five parallel sessions (five halls with seating for up to 100 people each)
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0430 pm to 0500 pm	• Coffee/tea break (+light snacks)
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0500 pm to 0600 pm	• Five parallel sessions (five halls with seating for up to 100 people each) ... continues
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0530 pm to 0700 pm	• Poster Session 1 (400 people, light snacks, coffee, etc.)
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### Tuesday December 08, 2020 (Day 3)

0800 am onwards	• Registration (continues)
0830 am to 0930 am	• Plenary lecture 3 (400 people)
0945 am to 1100 am	• Five parallel sessions (five halls with seating for up to 100 people each)
1100 am to 1130 am	• Coffee/tea break (+light snacks)
1130 am to 0100 pm	• Five parallel sessions (five halls with seating for up to 100 people each) ... continues
0100 pm to 0200 pm	• Lunch (400 people)
0215 pm to 0315 pm	• Plenary lecture 4 (400 people)
0330 pm to 0430 pm	• Five parallel sessions (five halls with seating for up to 100 people each)
0430 pm to 0500 pm	• Coffee/tea break (+light snacks)
0500 pm to 0600 pm	• Five parallel sessions (five halls with seating for up to 100 people each) ... continues
0530 pm to 0700 pm	• Poster Session 2 (400 people, light snacks, coffee, etc.)
0530 pm to 0700 pm	• ISCRE Board Meeting (Room for 25, tea/coffee light snacks)
0730 pm onwards	• Conference dinner (sit-down full service dinner for 300)

### Wednesday December 09, 2020 (Day 4)

0830 am to 0930 am	• Plenary lecture 5 (400 people)
0945 am to 1100 am	• Five parallel sessions (five halls with seating for up to 100 people each)
1100 am to 1130 am	• Coffee/tea break (+light snacks)
1130 am to 1215 pm	• Five parallel sessions (five halls with seating for up to 100 people each) ... continues
1230 pm to 0100 pm	• Closing ceremony (400 people)
0100 pm to 0200 pm	• Lunch (400 people)