



**INDIAN INSTITUTE OF TECHNOLOGY BOMBAY**  
**MATERIALS MANAGEMENT DIVISION**  
**Powai, Mumbai 400076.**

## ANNEXURE- “A”

**Item:** Professional Event Management Service (PEMS)

**PR. No.** 1000050470

**Quantity:** 1

**Rfx. No. :** 6100002420

### Scope of Work

<b>Preface</b>	<ul style="list-style-type: none"> <li>● IIT Bombay will host the <b>International Joint Conference on Natural Language Processing and the Asian Chapter of the Association for Computational Linguistics (IJCNLP–AAACL 2025)</b>, a premier forum for researchers and professionals in the field of Natural Language Processing (NLP).</li> <li>● The conference is scheduled to take place <b>from 20th – 24th December 2025 at the Victor Menezes Convention Centre (VMCC)</b>, IIT Bombay, Powai, Mumbai, Maharashtra 400076.</li> <li>● To ensure the smooth organization and successful management of this five (5) day event, IIT Bombay seeks to engage <b>Professional Event Management Services</b> to provide the support outlined below.</li> <li>● For more details refer: <a href="https://www.afnlp.org/conferences/ijcnlp2025/">https://www.afnlp.org/conferences/ijcnlp2025/</a></li> </ul>			
<b>SR.</b>	<b>EXPECTED SERVICE</b>	<b>QTY.</b>	<b>Complied (Yes/No)</b>	<b>Additional Descript.</b>
<b>1.</b>	<b>LOCAL SECTION</b>	-		
1.1	Forms	-		
a.	Drafting and sharing all types of <b>query forms</b> to gather the relevant information from IIT Bombay, Conference organizers, Participants, etc.	As per requirement		
b.	Drafting and sharing all types of <b>response forms</b> relevant to the query form to give a pertinent response to the submitter.	As per requirement		
1.2	High-speed stable wired and wi-fi internet service with unlimited data for five days and its relevant equipment, suitable for high speed video streaming.	10 rooms		
1.3	Audio-video recording, editing, processing of the entire conference, along with provision of the final feed for live webcast, with the understanding that all required	-		

		accessories and equipment for recording and webcasting will be arranged and supplied by PEMS. (refer ANNEXURE- “B” for details)			
1.4		5 days and 8 hrs per day Photography of all	10 rooms		
1.5		A dedicated person responsible for responding to all email inquiries received from attendees during the period from 10th November 2025 to 31st December 2025.	1 person		
1.6		Novel and Professional Color Designing of the following	-		
	a.	Logo	1 unit		
	b.	Brochures	1 unit		
	c.	Flex of various sizes	26 unit		
	d.	Momentos	1 unit		
	e.	QR code based coupons/tokens for all five days in the set of [Breakfast, Lunch, High Tea and Gala dinner]	5 sets for each 800 participants		
	f.	Badges	1 unit		
		<b>Note:</b> PEMS shall make multiple designs for the above contents, present all the designs to the team at IIT Bombay, and the team at IIT Bombay will select and finalize the design.	-		
1.7		Best quality color printing the following	-		
	a.	Brochures	800 copies		
	b.	Badges	800 copies		
1.8		Best quality color printing, framing, mounting and unmounting of all flexes with various sizes.	26 flex		
1.9		Manufacturing of complete momentos	10 Momentos		
1.10		Provide the latest high-performance and high-speed laptops [Intel i5 13th generation and above with external mouse] on rent suitable for use of this conference on rental basis for five days. <b>Note:</b> <ul style="list-style-type: none"> <li>All the rented laptops must have the relevant plugins and preinstalled software in them.</li> </ul>	20 laptops		
1.11		Complete designing, organizing, and setting up the	-		

		following:			
	a.	Housing the booth at a suitable location in the venue	4 booth		
1.12		<p><b>Provision of Charging Points on rent</b></p> <ul style="list-style-type: none"> <li>● Install portable charging outlets suitable for low-power electronic devices such as mobile phones, laptops, and similar equipment.</li> <li>● Each room shall be equipped with <b>10 charging points</b>.</li> <li>● A total of <b>10 rooms</b> require this provision.</li> </ul>	100 charging points		
1.13		Drafting all the relevant frequently asked questions and answers helpful to all.	-		
1.14		Drafting feedback application, circulating and collecting fill-in feedback application from all the participants [For both your service and conference organization]	-		
<b>2.</b>		<b>TUTORIAL SECTION</b>	-		
2.1		Provide printed paper signage for each room displaying ongoing session details with real-time updates.	10 rooms		
<b>3.</b>		<b>REGISTRATION SECTION</b>	-		
3.1		Novel and Professional Color Designing of the following	-		
	a.	Receipts	1 unit		
	b.	Certificates	1 unit		
3.2		Best quality color printing the payment Receipts	100 copies		
3.3		Make all the certificates digitally available to the participants and its digital authentication interfacing through conference apps and websites.	-		
<b>4.</b>		<b>WEBSITE SECTION</b>	-		
<b>4.1</b>		<b>Scope of Services for Onboarding Virtual Event Management Platform</b>	1 platform		
	a.	<p>Platform Expertise</p> <p>1) The platform shall specialize in delivering engaging, large-scale academic and scientific conferences, with a demonstrable record of successful technical and scholarly event execution.</p>			

			2) It shall possess proven experience managing prestigious international conferences such as ACL, EMNLP, NAACL, COLING, and AAAI, or equivalent events.			
		b.	<p>Integration and Accessibility</p> <p>1) The platform shall offer a simple, user-friendly interface that can be seamlessly integrated with the official conference website.</p> <p>2) It shall provide a secure and scalable infrastructure capable of supporting 3,000+ in-person attendees and an additional 2,500+ virtual participants concurrently.</p>			
		c.	<p>Comprehensive “White-Glove” Service</p> <p>1) The platform provider shall deliver end-to-end event management support, significantly reducing the organizing committee’s workload.</p> <p>2) Services shall include technical setup, real-time coordination, attendee assistance, and event-day operations to ensure a smooth conference experience.</p>			
		d.	<p>Conference Organization Support</p> <p>1) Assist in planning, scheduling, and managing all virtual and hybrid sessions.</p> <p>2) Enable real-time streaming, recording, and interactive features such as Q&amp;A, polls, and breakout sessions.</p> <p>3) Support poster sessions, virtual exhibitions, and networking lounges for participants.</p>			
		e.	Facilitate communication management with authors, presenters, and participants.			
		f.	<p>Technical Capabilities and Services</p> <p>1) Provide reliable live-streaming, on-demand access, and virtual poster presentation tools.</p> <p>2) Ensure data security, privacy compliance, and 24/7 technical support throughout the event duration.</p>			
			Ex: Underline. (refer ANNEXURE- “C” for details)			
			<b>Note:</b> PEMS shall quote the above inclusive of their subscription and other fees (if any) and shall not be separately billed to IIT Bombay.	-		
5.			IIT Bombay will execute an agreement with the successful bidder, and all expenses related to the agreement—including legal fees, stamp duty, and any other applicable charges—shall be borne solely by the	-		

		Professional Event Management Service Provider. IIT Bombay will not bear any such costs.			
<b>Enclosures:</b>					
ANNEXURE- "B": IJCNLP-AACL 2025 AV requirements					
ANNEXURE- "C": Virtual Event Management Platform Proposal					

### **Additional Terms and Conditions**

1. Bidders are requested to ask queries only related to technical specifications and unavailability of the materials (if any) as per the tender document.
2. **Definition of a Service Unit:** Each item specified in the above Scope of Work shall be treated as a single service unit, including sub-items (e.g., 1.1, 1.1.a, 2.1, 4.1.a.1, etc.)
3. Professional Event Management Service (PEMS) providers having the office in Mumbai or in and around the metropolitan area shall be preferred.
4. The Vendor shall appoint a dedicated point of contact, available 24×7 through all standard communication modes, including phone, email, online platforms, and in-person meetings from the date of award of contract till the date of conclusion of the event.
5. The Vendor shall submit a quotation for the complete works/services specified in Annexure 'A' inclusive of all applicable charges, fees, subscriptions, and any other related costs.
6. It shall be expressly agreed by the vendor that they shall not claim any extra amount as consideration or services charges or any other charges either from IITB or from any of the Participants of Event.
7. The Vendor shall have the right to involve subcontractors, availing of specific expertise, in the performance of the scope of work. The vendor shall notify IITB of all subcontractors, specifying in each case their specific expertise.
8. The subcontracting of any part of the above scope of work shall not relieve the vendor from any liability or obligation. The vendor is fully responsible for the compliance with the scope of work by all of its subcontractors.
9. The vendor shall remain fully responsible and liable for the subcontracted obligations and duties to the same extent as the vendor had fulfilled the obligations and duties itself
10. The vendor shall bear all responsibility for paying such subcontractors and not charge IITB for the services performed by such subcontractors and indemnify, defend and hold IITB harmless from and against any and all claims, costs, damages, expenses and liabilities, including attorney fees and costs, resulting from or arising out of the subcontractor's performance, lack of performance.
11. The vendor shall obtain requisite permissions / licenses if any as required by law for the purpose of carrying on its activities under this scope of work.
12. The vendor is solely responsible for collecting all necessary information required to provide a comprehensive and detailed list of services as defined in the Scope of Work document.
13. The Vendor shall complete all works and services specified in ANNEXURE-A above, **on or before 10th December 2025**, except for those justifiable works or services that, for valid reasons, cannot be completed by the aforementioned deadline shall be completed latest before or during the relevant dates of the conference.
14. In the case of cancellation, incomplete or unsatisfactory performance, the following compensations/penalties shall be made applicable:

<b>Sr.</b>	<b>Particular</b>		<b>Deadline</b>	<b>Compensation/Penalty</b>
1.	Service cancelled by PEMS or incomplete services provided after signing the agreement.	a.	After 15th December 2025	Deduction of <b>25% of the total quoted value.</b>
		b.	On or before 15th December 2025 but after 10th December 2025	Deduction of <b>20% of the total quoted value.</b>
		c.	If, after signing date of the Agreement, PEMS does not commence or continue activities, and such inactivity persists beyond 21st November 2025 (whichever occurs later)	Deduction of <b>15% of the total quoted value.</b>
2.	Unsatisfactory services provided by PEMS after signing the agreement		Any time observed during the term of contract/agreement	Deduction of <b>10% of the total quoted value.</b>
<p><b>Note:</b> IIT Bombay reserves the right to recover the above deductions directly from invoice raised by the PEMS. Any additional penalties for delays or partial performance may be imposed at the discretion of IIT Bombay.</p>				

15. The Vendor shall submit a Performance Bank Guarantee (PBG) for an amount of 5% of Purchase Order value along with Order acknowledgement within 15 days from the date of receipt of Purchase Order. The PBG should be valid for a period of 6 months or till the completion of the workshop / Conference whichever is later.
16. IITB reserves the right to add, modify/amend any service/activities listed in the ANNEXURE – “A” at any time prior to the commencement of that service, provided such changes remain within the quoted bid value.
17. Any activity which is incidental or consequential to activities included in the original scope of work shall be managed by the successful bidder/service provider.