



# Institute of Actuaries of India

Statutory body established under an Act of Parliament

Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,  
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706  
+91 22 6243 3333 +91 22 6243 3322

## REQUEST FOR PROPOSAL (RFP)

TO APPOINT PROFESSIONAL AGENCY FOR AUDIOVISUAL &  
INFRASTRUCTURE SERVICES FOR 25<sup>th</sup> GCA AND AGFA

RFP No. IAI: RFP: 2025-26/25GCA/01

Dated: 25.10.2025

Institute of Actuaries of India  
Seawoods  
Navi Mumbai.



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## DISCLAIMER

This RFP is neither an agreement nor an offer and is only an invitation by the Institute of Actuaries of India (IAI) to the interested parties for submission of bids. The purpose of this RFP is to provide the Bidder with information to assist the formulation of their proposals.

This RFP does not claim to contain all the information each bidder may require. Bidder(s) should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP and wherever necessary, may obtain independent advice. IAI makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this RFP. IAI may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP.

This document is meant to provide information only and with an express understanding that recipients will use it only for the purposes set out above. It does not purport to be all inclusive or contain all the information about the requirement or form basis of any contract. No representation or warranty, expressed or implied, is made regarding reliability, accuracy or the completeness of any of the information contained herein. There may be deviation or change in any of the herein mentioned information.

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By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient by or on behalf of IAI. IAI and any of their respective officers or subscribers undertake no obligation, among others, to provide the recipient with access to any additional information or to update this document or to correct any inaccuracies therein which may become apparent, and they reserve the right, at any time and without advance notice, to change the procedure for the selection of or any part of the interest or terminate negotiations or the due diligence process prior to the signing of any binding agreement.



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This document has not been filed, registered or approved in any Court of Competent jurisdiction. Recipients of this document should inform themselves of and observe any applicable legal requirements.



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## REQUEST FOR PROPOSAL TO APPOINT PROFESSIONAL AGENCY FOR AUDIOVISUAL & INFRASTRUCTURE SERVICES FOR 25th GLOBAL CONFERENCE OF ACTUARIES AND ACTUARIAL GALA FUNCTION AND AWARDS

RFP Ref No: 2025-26/25GCA/01

Dated: 25.10.2025

Institute of Actuaries of India is a statutory body for the regulation of profession of Actuaries in India. The nodal ministry for the Institute is Department of Financial Services, Ministry of Finance (MoF).

Institute of Actuaries of India invites RFPs for APPOINTMENT OF PROFESSIONAL AGENCY FOR AUDIOVISUAL & INFRASTRUCTURE SERVICES FOR 25th GLOBAL CONFERENCE OF ACTUARIES AND ACTUARIAL GALA FUNCTION AND AWARDS

Interested Agencies meeting the eligibility criteria as per terms & conditions RFP document may submit their Proposals complete in all respect.

### IMPORTANT INFORMATION AND SCHEDULE RELATED TO RFP:

| Activities                                                                             | Date & Time                                                                                                       |
|----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Issue/Publishing of RFP                                                                | 25.10.2025                                                                                                        |
| Submission of pre-bid written queries (email only) [paresh@actuariesindia.org]         | 06.11.2025 up to 6 pm                                                                                             |
| Last Date and Time for Submissions of Bids                                             | 13.11.2025 up to 6 pm                                                                                             |
| Opening of Technical Bids                                                              | 14.11.2025 at 12 pm                                                                                               |
| Presentation of shortlisted vendors (Mandatory to participate for shortlisted vendors) | 22.11.2025                                                                                                        |
| Opening of Financial Bids                                                              | Will be intimated to shortlisted vendors from technical evaluation round                                          |
| No. of Covers (Two Bid System)                                                         | 02                                                                                                                |
| Contact detail                                                                         | General Manager<br>022-62433343<br><a href="mailto:binita@actuariesindia.org">binita@actuariesindia.org</a>       |
| Location                                                                               | Institute of Actuaries of India,<br>2nd Floor, 'F' wing, Tower II<br>Seawoods Grand Central<br>Navi Mumbai 400706 |

**Note:** The Applicants are requested to read the RFP document carefully and ensure compliance with all specifications/ instructions herein. Non-compliance with specifications/instructions in this document may disqualify the Applicants from selection process



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## SPECIFICATIONS FOR REQUEST FOR PROPOSAL (RFP)

### 1. DEFINITIONS

- (a) “Agency”, “Firm”, “Company”, “Bidder”, “Vendor” means any entity or person or associations of persons who submit their proposals for providing Services to IAI in accordance with this RFP.
- (b) “Assignment / job” means the work to be performed by selected Bidder/Agency pursuant to this RFP. .
- (c) “Institute” or “IAI” means “Institute of Actuaries of India” the invitee for applications in accordance to this RPF. .
- (d) “Contract” means the agreement in a format approved by IAI, to be executed between IAI and the selected/successful Bidder/Vendor as per this RFP for the services as per the terms and conditions approved by the IAI and in accordance with the Terms of Reference (TOR).
- (e) “Day” means English calendar day.
- (f) “RFP” means this Request for Proposal issued by IAI for the appointment of Professional Agency
- (g) “IAI” means Institute of Actuaries of India constituted as per Actuaries Act, 2006 and having office at Institute of Actuaries of India, F-204, Seawoods Grand Central, Tower II Seawoods, Navi Mumbai.
- (h) “Terms of Reference (TOR)” means the document included in the RFP which explains the scope of work, activities, and tasks to be performed.
- (i) “Proposal” or “Bid” means the bidder’s written reply or submission in response to this RFP.
- (j) “Financial Bid” means “Commercial Bid” and vice versa.
- (k) “GCA” means “Global Conference of Actuaries”.
- (l) “AGFA” means “Actuarial Gala Function and Awards”



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## 2. OVERVIEW

- 2.1 IAI is a statutory body established under The Actuaries Act 2006 (35 of 2006) for regulation of profession of Actuaries in India. The nodal ministry for the Institute is Department of Financial Services, Ministry of Finance (MoF). Actuaries are experts in the field of financial modelling, Risk analysis, Statistics, Investments, Information technology & Data science, and Business. One of the main objectives of IAI is to create awareness, knowledge, education & training of Actuarial Science. The head office of the Institute is located in Navi Mumbai. IAI is the apex body for Actuaries in India & currently involved in many activities for members & non-members.
- 2.2 The Global Conference of Actuaries (GCA) is a flagship event of the Institute. GCA is being organised since 1999 and is a major event attracting stakeholders in the insurance and financial sectors including actuaries, and non-actuaries, both as speakers and participants. It is a platform to share thoughts and debate matters that affect the financial services industry in general and insurance and pension industry in particular. Alongside GCA, Actuarial Gala Function and Awards (AGFA) is also conducted, which recognizes the achievements of IAI members and also provides an opportunity to showcase their artistic talents. It is a celebration of achievement and talent of the actuarial community.
- 2.3 IAI is delighted to host the 25th Global Conference of Actuaries and Actuarial Gala Function and Awards, scheduled to be held on 22<sup>nd</sup>, 23<sup>rd</sup> and 24<sup>th</sup> February 2026, at Jio World Convention Centre, BKC, Mumbai. The set-up day is scheduled to be on 21<sup>st</sup> February 2026.
- 2.4 IAI invites proposals from reputed and qualified professional agency for rendering the services as mentioned herein.
- 2.5 The Proposal shall be the basis for a formally signed contract with the selected Professional agency to be engaged for the 25th GCA and AGFA.
- 2.6 Bidders shall bear all costs associated with the preparation and submission of their proposals. IAI is not bound to accept any or all proposals and reserves the right to annul the selection process without assigning any reason(s), at any stage of the RFP process without incurring any liability or obligations on the Institute. IAI also reserves the right to re-issue the RFP, if it decides so.
- 2.7 IAI may in its sole discretion, but without being under any obligation to do so, update, amend, clarify, or supplement the information in this RFP document. IAI also reserves the right to not shortlist or appoint any particular or all agency (ies) without assigning any reasons, whatsoever.
- 2.8 The objective of this activity is to engage Vendor (s) for the upcoming Global Conference of Actuaries to deliver a comprehensive and well-coordinated event that meets high

standards of quality across all aspects. Specifically, the Vendor (s) will be responsible for:

- a. **Social Media and Marketing Content:** Working closely with IAI and IAI's onboarded digital marketing agency partner to develop and design impactful and professional content for social media platforms, marketing initiatives, and event-specific materials to maximize attendee engagement and conference promotion.
- b. **Collateral Design and Printing:** Managing the design and high-quality printing of all conference-related materials, ensuring consistency and branding alignment throughout.
- c. **Audio-Visual (AV) Management:** Providing full AV setup and management services to enhance presentations, speaker sessions, and attendee interactions with high-quality sound and visuals.
- d. **Photography and Videography Management:** Coordinating professional photography and videography to capture all key moments and provide high-quality recordings and images for future use and archival.
- e. **Signage and Branding:** Executing all signage and branding requirements within the venue, including installation and positioning, to ensure clear and effective communication of the conference brand.
- f. **Conference Management:** Coordinating the end-to-end logistical flow of conference activities - from attendee registration to managing sessions - to ensure a seamless and organized event experience. This includes management of onsite registration counters, operation of registration software, badge printing, lanyard distribution, and the distribution of event kits/goodies to participants. The vendor will also be responsible for ensuring the smooth coordination of session transitions, delegate movement, and overall event flow.
- g. **Exhibition Management:** Setting up and managing all exhibition spaces, including IAI's special showcase booth, partner/exhibitor booths, and the Art Showcase Gallery. The vendor will ensure that all exhibition areas are strategically designed, well-branded, and effectively managed to provide maximum visibility, engagement, and interaction opportunities for partners, exhibitors, and attendees.
- h. **Green Room and Special Area Setup:** Setting up and managing designated spaces within the convention venue, including a Green Room for artists and performers, a Media Room, a Speaker Lounge, and a VIP Room. Each area should be appropriately furnished, branded, and equipped with the necessary amenities to ensure comfort, privacy, and seamless coordination for the respective occupants.

- i. **Artist Management:** Coordinating with performers and artists for any entertainment or speaker sessions, ensuring smooth interactions and alignment with the event schedule, and handling all artist-related logistics for an engaging experience.
- j. **Housekeeping Management:** Managing complete housekeeping services for the convention centre, including pre-event cleaning, ongoing maintenance during the event, and post-event cleanup. The vendor shall ensure that all event areas including conference halls, exhibition zones, lounges, and common spaces - are maintained in a clean, hygienic, and presentable condition throughout the event duration.
- k. **License & Permissions Management:** Coordinating the acquisition and administration of all necessary licenses and permissions for the conference, including audio-visual, software, and content usage rights, to ensure full legal compliance and smooth event execution

### 3. CLARIFICATIONS AND AMENDMENT OF RFP DOCUMENT

- 3.1 Vendors may request clarifications on any clause of the RFP documents by raising queries via email to General Manager at [binita@actuariesindia.org](mailto:binita@actuariesindia.org) under copy to [paresh@actuariesindia.org](mailto:paresh@actuariesindia.org) before the time and date stipulated for the said purpose. However, it may be noted that non-receipt of reply to the queries raised by any Bidders shall not be accepted as a valid reason for non-submission of offer or delayed submission.
- 3.2 IAI may at its sole discretion, but without being under any obligations to do so, amend, update, clarify, modify or supplement the RFP by issuing an addendum/corrigendum/clarification in writing, which, if any, will be posted on the institute's website at [www.actuariesindia.org](http://www.actuariesindia.org) on the home page and shall be binding on all the concerned Bidders. To enable the Bidders to take into account the impact of the amendments in their proposals, IAI may, at its sole discretion, extend the deadline for submission of proposals.

### 4. CONFLICT OF INTEREST

- 4.1 IAI requires that Vendor(s) provide professional, objective and impartial services and at all times hold IAI's interest's paramount, strictly avoid conflicts with other Assignment(s)/Job(s) or their own corporate interests and act without any expectations/consideration for award of any future assignment(s) from IAI.
- 4.2 Vendor(s) shall have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of IAI, or that may reasonably be perceived as having this effect. If the Vendor(s) fail to disclose said situations and if IAI comes to know about any such situation at any time, it may lead to the disqualification of the Vendor(s) during bidding process or the termination of its RFP during execution of assignment.
- 4.3 Employees of IAI shall not work as, for or be a part of the Vendor(s)'s organisation. Similarly, employees of the Vendor's shall not have any right of employment in the Institute.

## 5. BROAD SCOPE OF WORK

The broad scope of work includes but is not limited to the following:

### 5.1 DEVELOPMENT AND DESIGNING OF CONTENT FOR 25th GCA and AGFA:

The selected Vendor(s) will be responsible for providing comprehensive content development and design services for the 25th Global Conference of Actuaries (GCA) and Actuarial Gala Function and Awards (AGFA), covering both digital and on-premises needs. Below is a non-exhaustive list of services, with potential for additional requirements as mutually agreed:

#### A. Design of Event Collaterals

- Develop creative designs for all event collaterals, ensuring alignment with the overall event branding and theme. This shall include, but not be limited to:
  - Flyers, brochures, agendas, and informational materials.
  - On-site materials such as banners, signage, posters, certificates, badges, name cards, labels, and branded apparels.
  - Specialized designs for PowerPoint presentations, cover letters, letterhead, and any other official communications.

#### B. Adaptation and Localization

- Modify designs to fit multiple formats and platforms, such as resizing for WhatsApp or adapting for mobile views, ensuring consistency across all digital touchpoints.

#### C. Video and Motion Graphics Production

- Conceptualize, script, and produce various types of videos, including:
  - Recording & Editing for Pre-event promotional video in Mumbai (Up to 3 mins)
  - Static and dynamic video creatives for event promotions, speaker introductions, and intermission loops.
  - Intro/outro video templates for sessions and ceremonies (e.g., opening animation, transition slides, sponsor acknowledgments).
  - Animated e-signage and branding loops for LED walls on stage, foyer areas, and partner zones.
  - Digital backdrops, lower-thirds, countdowns, and overlays for live streaming or hybrid sessions.
  - E-posters and digital slides for sponsor showcases and event updates.
  - Customized visuals for the Actuarial Gala Function and Awards (AGFA), including nominee announcements and winner reveals.

#### D. Print Collaterals and High-Quality Production

- Manage the design and production of printed materials, maintaining high-quality standards for items such as flyers, banners, posters, and other physical branding assets required for the event.

The Vendor(s) will work closely with the IAI staff, conference organizing committee and any other agency appointed by IAI to ensure all designs meet the GCA's branding and quality standards and align with the overall event strategy. Collaboration and flexibility are essential to adapt designs and content based on ongoing feedback and event needs.

### 5.1.1 Specifications and Service Performance Standards:

- i. The Vendor(s) must provide a swift response time for graphic design services, completing simple revision requests within a maximum of 4 hours. For highly time-sensitive requests, the Vendor(s) should be prepared to deliver designs immediately, as required. For any new design approvals, the Institute expects a minimum of 3 unique artwork variations to choose from.
- ii. The Vendor(s) must have the capability to receive, edit, and enhance design files electronically, accommodating various file types and software formats used by the Institute.

## 5.2 ONSITE EVENT FABRICATION & TECHNICAL SET-UP

### A. PRE-FUNCTION AREA – SETUP & DESIGN

The selected vendor will be responsible for the complete design, fabrication, installation, and management of the **Pre-Function Area Outside Jasmine 2 Convention Hall** for the 25<sup>th</sup> Global Conference of Actuaries (GCA) and AGFA. The setup should reflect the scale, prestige, and professional identity of the event while ensuring seamless delegate experience and operational efficiency.

- i. **Welcome & Branding Zone**
  - a. Design and fabrication of a Welcome Backdrop at the Pre-Function entrance area, aligned with the event theme and overall branding guidelines.
  - b. Installation of Entrance Arch with red carpet at the main entry point, ensuring a premium and visually appealing first impression.
- ii. **Registration Area Setup & Design**
  - a. Conceptualization and execution of a functional and aesthetically designed Registration Area, equipped to manage **1500+ delegates** efficiently.
  - b. Provision of Registration Counters with appropriate branding, signage, queue managers, bollards, and directional standees to ensure smooth flow of participants.
  - c. Design and setup of a **'May I Help You' Desk** to assist delegates with general and event-specific queries.
  - d. Provision of adequate waiting area arrangements for delegate comfort during peak registration hours.
  - e. Storage & Distribution of Delegate Kits during the registration process, ensuring smooth and organized handover with proper tracking and verification.
- iii. **Attendance & Registration Management System**
  - a. Deployment of a comprehensive registration and attendance software (with barcode & QR code feature) capable of handling over **1500+ delegates**.

- b. Integration with delegate database for pre-registration, check-in, and real-time attendance tracking.
  - c. Facility for on-spot badge printing, with hardware and technical support included.
  - d. Provision of custom-designed lanyards and delegate badges consistent with event branding.
- iv. **Technical and Manpower Support**
  - a. Deployment of trained registration staff and technical team to manage registration operations, software handling, and troubleshooting throughout the event.
  - b. Onsite coordination with IAI staff and organizing committee to ensure smooth delegate movement and experience.
- v. **Queue & Access Management**
  - a. Supply and installation of bollards, queue managers, and signage for orderly crowd management.
  - b. Layout planning to optimize delegate flow between registration, pre-function, and main conference areas.
  - c. Arrangement of dedicated security personnel to monitor and manage access to the event area, ensuring entry only for authorized delegates and guests.

## B. EXHIBITION AREA - SETUP & DESIGN

The exhibition area will be located in **one part of Jasmine 2** and will be dovetailed with the dining area setup, ensuring a seamless blend of networking and engagement spaces. The design and execution must be carried out in coordination with the Jio World Convention Centre (JWCC) team to maintain overall spatial harmony, aesthetic coherence, and functional efficiency. The vendor will be responsible for the conceptualization, design, fabrication, installation, and management of the exhibition area.

- i. **Concept & Layout Design**
  - a. Develop a comprehensive concept plan and layout for the exhibition area, ensuring efficient space utilization, smooth delegate flow, and visual balance with the adjoining dining setup.
  - b. Coordinate with the IAI Organizing Committee and JWCC team for approval of layout, stall positioning, and structural compliance.
  - c. Ensure the design complements the event's overall branding and enhances delegate engagement.
- ii. **Exhibition Booth Fabrication**
  - a. Fabrication of Octonorm stalls for conference partners as per approved layout.
  - b. Each stall (2 meters x 2 meters – 15 Qty & 3 meters x 2 meters – 3 Qty) to include:
    - i. Fascia branding with partner/institution name and logo.
    - ii. Adequate lighting, furniture (table and chairs), dustbin, branding panels, and electrical power points.
  - c. Ensure professional, uniform, and premium finishes, allowing easy setup and dismantling within the specified timelines.
- iii. **Common and Interactive Areas**

- a. Design and setup of common lounge and networking zones within the exhibition area, incorporating branding opportunities.
  - b. Installation of digital display zones - including LED walls (Digital Wall with Partner branded Fascia/Side Panels) , plasma screens, or digital kiosks—to broadcast event information, partner content, and live updates.
  - c. Provision and placement of backdrops, direction boards, standees, and signage for effective visibility and wayfinding.
  - d. Subject to space availability, inclusion of light engagement activities for delegates (e.g., digital dartboard, VR experience, brainteasers, quizzes, etc.).
- iv. **IAI's Silver Jubilee of GCA Walking Gallery/ Museum**
  - a. Design and fabrication of a dedicated IAI Gallery/Museum, specially conceptualized to commemorate the Silver Jubilee of the Global Conference of Actuaries (GCA).
  - b. The space will narrate the journey and evolution of GCA since 1999, featuring visual timelines, archival highlights, and interactive elements.
  - c. The vendor will work in close collaboration with the IAI Organizing Committee for content development, creative design, and fabrication to ensure thematic alignment and quality execution.
- v. **Photo Booth Setup**
  - a. Design and install an engaging Photo Booth Zone within the exhibition area, themed around the 25th GCA celebrations and its theme.
  - b. The booth should feature a custom “25th GCA” 3D cut-out and a IAI branded backdrop, suitable for individual and group photos.
  - c. Include an instant photo zone equipped with digital and physical printing capabilities, enabling delegates to instantly receive their photos both digitally (QR download or email) and physically ( Up to 500 printouts x 3 days).
  - d. The photo booth design should be visually appealing, aligned with the event’s theme, and serve as an interactive engagement point for delegates.
- vi. **Memory Wall Set-up**
  - a. Design, fabricate, and install a Memory Wall for the 25th Silver Jubilee Conference, themed “Actuarial Pathways to Viksit Bharat: Managing Risk for Inclusive Social and Economic Growth.”
  - b. Provide concept designs and materials for attendees to write their thoughts/experiences on the wall. This will be transported to IAI office post the event.
- vii. **Branding and Integration**
  - a. Incorporate consistent event branding across the exhibition area, including branding panels, digital zones, photo booth and common areas.
  - b. Ensure a cohesive look and feel through colour palettes, typography, and visual motifs aligned with the GCA & AGFA brand identity.

## C. STAGE, AUDIO-VISUAL & TECHNICAL SETUP

The vendor will be responsible for the conceptualization, design, installation, and management of all stage, audio-visual, and technical elements across the event venue. The



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objective is to deliver a world-class technical and visual experience befitting this Silver Jubilee milestone event.

i. **Main Stage Setup**

- a. Design, fabrication and installation of a premium stage (approx. 80 ft x 24 ft x 2.5 ft height) in Jasmine 2 - Main Hall, equipped with high-quality finishing, step units, and safety features.
- b. Stage backdrop to include LED screens, watchout screens, decorative panels, and event branding, reflecting the theme of the 25th GCA.
- c. Ensure the stage design accommodates panel discussions, keynote addresses, award ceremonies, and cultural performances, with flexible configurations as required.
- d. Include appropriate skirting, carpeting, podium, onstage seating arrangements, and thematic décor elements to enhance visual appeal.

ii. **Visual Systems & Displays**

- a. Installation of LED backdrops with watchout screens on stage and supporting display screens for presentations, sponsor branding, and live session relay.
- b. LCD Prompters (50") with masking, positioned in front of the stage for use by the Emcee, speakers, and session chairs.
- c. Delay LCDs (50") on stands to be strategically placed throughout the hall for enhanced visibility for all delegates.
- d. Video distribution system to synchronize all delay LCDs and ensure real-time signal transmission.
- e. Provision of AV Technician(s) to manage feed distribution, synchronization, and troubleshooting during live sessions.
- f. iPads for Emcee and Session Chairs for smooth transitions and live coordination.
- g. Laptops (minimum high-performance configurations) to be provided for presentations, video playback, and session management.

iii. **Lighting Design & Implementation**

- a. Provide professional stage lighting for speakers, performers, and award presentations.
- b. Deploy ambience and effect lighting across both parts of Jasmine 2 (Main Hall & Dining Hall) to maintain a cohesive visual experience.
- c. Include intelligent lighting controls for transitions between sessions, performances, and networking events.
- d. All power requirements, cabling, and backup arrangements to be safely managed with adherence to venue protocols.

iv. **Audio System**

- a. Install a professional-grade sound system suitable for a capacity of **1,500 delegates+**, ensuring clear, uniform, and distortion-free audio coverage across the hall.
- b. Include wireless and lapel microphones, audio mixers and stage monitors as required.
- c. Include headsets (for up to 15 participants for drama/skit performances), as required for AGFA evening.
- d. Dedicated audio console with mixers, amplifiers, and sound processing units.



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- e. Provide dedicated technical personnel to manage sound during the event for all sessions, performances, and ceremonies.

v. **Live Feed & Streaming Setup**

- a. Establish a live feed system (2-way) to relay sessions and ceremonies to online platforms.
- b. Ensure seamless integration of video and audio feeds with the conference's technical infrastructure and streaming software.
- c. Include provisions for live projection on LED screens within the main and dining halls.

vi. **Videography & Photography**

- a. Provide professional videography and still photography services for the entire duration of GCA & AGFA.
- b. Coverage to include:
  - I. All sessions, panel discussions, and keynote addresses.
  - II. Exhibition area, partner stalls, and networking lounges.
  - III. Actuarial Gala Function & Awards (AGFA).
  - IV. Delegate interactions and candid moments.
- c. Deliverables to include:
  - I. Full HD video recordings of all sessions.
  - II. Edited highlight reels (including event summary video up to 5 minutes).
  - III. High-resolution photographs for archival and promotional use.
  - IV. Short-form digital content (e.g., 30–60 second clips) suitable for social media promotion.
  - V. AI-powered event photo sharing or facial recognition event photo delivery to be provided through a link available to all participants.
  - VI. 1 TB Hard drive with all deliverables post event.

vii. **Technical Management & Support**

- I. Provide an experienced technical crew to oversee the operation of all stage, audio, and visual components throughout the event.
- II. Ensure backup systems (audio-visual, power, connectivity) are available to minimize disruptions.
- III. Coordinate closely with the IAI Organizing Committee and venue technical team for setup, testing, and event-day operations.

viii. **Console and Control Area Setup**

- a. Designated console area at the rear of the hall to house all audio and video mixing consoles, switchers, and control systems.
- b. Provide console masking and barricading for aesthetic concealment and operational safety.
- c. Adequate workspace, lighting, and power supply for the technical crew to operate seamlessly during all sessions.

## D. FABRICATION OF MISCELLANEOUS SPACES

i. **Media Room**

- a. Soundproof walls with backdrop for media interactions.
- b. Capacity: 10-15 people.

- c. Checkered Backdrop – 8 ft x 8 ft & Platform 8 ft x 1 ft
  - d. Adequate electrical points for cameras, lighting, and other media equipment.
  - e. Proper lighting setup for interviews and video recording.
- ii. **Speaker Lounge**
  - a. Controlled access for authorized personnel.
  - b. Furnished with sofas and tables.
  - c. Capacity: 15-20 people.
  - d. Electrical points for laptops, charging, and AV equipment.
  - e. Ambient and task lighting for comfort and usability.
  - f. Provision for serving tea, coffee, and light refreshments.
- iii. **VIP Lounge**
  - a. Controlled access for authorized personnel.
  - b. Furnished with sofas and tables.
  - c. Capacity: 10-15 people.
  - d. Electrical points for laptops, charging, and AV equipment.
  - e. Ambient and task lighting for comfort and usability.
  - f. Provision for serving tea, coffee, and light refreshments.
- iv. **Green Room**
  - a. Located near the stage for easy access by performers and speakers.
  - b. Equipped with amenities such as seating, mirrors, and refreshment area.
  - c. Capacity: At least 10 people.
  - d. Electrical points for personal devices and equipment.
  - e. Adequate lighting for grooming and preparation.
- v. **VIP Seating Arrangement**
  - a. Arrangement of three-seater and single-seater sofas with coffee tables, adorned with a floral showpiece, to accommodate 24-30 VIP dignitaries in the front row.

**Note:** All the above miscellaneous spaces to be fabricated in Jasmine 2. All areas to have proper electrical layouts and lighting provisions to ensure smooth operations and safety.

## E. MANPOWER FOR CROWD & STAGE MANAGEMENT AND OTHER ACTIVITIES

- a. 10 Male Volunteers, 10 Female Volunteers & 3 Female Hostess for Stage – 1.5 Shifts for all 3 days.
- b. All manpower to report to IAI staff.
- c. Duties include crowd control, stage assistance, ushering, and general support.
- d. Shift timings and allocations to be coordinated with event schedule.

## F. LICENSES

The vendor will be responsible for procuring licenses for 2 days of AGFA event for delegates up to 1000 pax.

- a. PPL

- b. IPRS
- c. NOVEX
- d. RMPL
- e. POLICE NOC FOR SOUND

## G. ANCILLARY SERVICES AT JWCC

The appointed production vendor will be responsible for coordinating with JWCC / JWCC-contracted vendors for the procurement of the following services on behalf of IAI:

- a. Electrical Wire Distribution
- b. Fire Retardant
- c. Heavy Vehicle Entry & Parking Fees
- d. Fire Marshals inside the venue
- e. Structural stability certificate
- f. External Housekeeping service for clearance of production waste before & post event.

## H. MISCELLANEOUS

Any other expenses not listed in the above scope of work including Transportation for event materials, Travel, Boarding & Loding for event crew.

Note: The above requirement is subject to change and shall be finalised based on the exact venue & event requirement.

## 6. TERMS AND CONDITIONS OF THIS RFP:

- 6.1 The Vendor(s) shall not assign, sub-contract or sub-let the whole or any part of the RFP in any manner. In case of an unavoidable circumstance, the Vendor(s) shall assign, sub-contract or sub-let to a third party after the approval of the Institute, for the same, has been given in written to the Vendor(s). However, the job shall be sublet only to the party approved by the Institute.
- 6.2 **Exit Clause:** At any instant RFP will be terminated if service of the Vendor(s) is not found satisfactory by IAI. Should IAI, at any point in time bear any damage or loses due to such dissatisfactory service and eventual termination, the Vendor's shall compensate for the same.
- 6.3 Budget, Duration, and other related factors will be based on the requirement of IAI.
- 6.4 The rates as per award of contract shall remain same throughout the contract period and shall not be changed in any circumstances.
- 6.5 The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and your performance.



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6.6 IAI shall have discretion to give any work to any Bidder/Vendor selected through RFP process and the other Bidder/Vendor will not have to claim for the work.

6.7 IAI reserves the right to cancel the RFP at any time without assigning any reasons whatsoever.

## 7. PAYMENTS TERMS:

7.1 The charges will be paid on monthly basis at the end of each month (Subject to no dispute in bills submitted). Payment of any monthly bill will be made after deducting TDS/ other taxes. However, for delayed payment, the Bidder/Vendor Bidder/Vendor will not charge any penalty or interest to IAI.

7.2 The payment under this RFP shall be made on satisfactory completion of job services to be certified by MARKETING (EVENTS) DEPARTMENT of IAI, through NEFT/RTGS. The final payment shall, however, be made only after adjusting all the dues / claims of the IAI.

7.3 The selected Bidder/Vendor shall solely be responsible for all payments (including any statutory payments) to its employees and shall ensure that at no time shall its employees, personnel or agents/sub-contractors hold themselves out as employees or agents of Institute, nor seek to be treated as employees of Institute for any purpose, including claims of entitlement to fringe benefits provided by Institute, or for any kind of income or benefits. The selected Bidder/Vendor alone shall file all applicable tax returns for all of its personnel assigned hereunder in a manner consistent with its status as an independent contractor of services; and the selected Bidder/Vendor will make all required payments and deposits of taxes in a timely manner.

7.4 Bill to be made in the name of Institute of Actuaries of India. GST No, Pan No and account details should be clearly mentioned on the bill. Parties mutually agree that vendor will submit E-invoice to the IAI as applicable under the GST laws in India. Further, if the IAI requires any hard copy of the tax invoice then same shall be provided by the Vendor.

7.5 The provisions of the Income Tax Act, 1961 regarding deduction of tax at source shall apply. IAI shall deduct the withholding tax (TDS) as per the Income Tax Act, 1961. All the parties to the agreements shall have to complete all the compliance applicable to them as per the Taxation laws prevailing in India.

7.6 Goods and Service Tax (GST) shall be paid as per the existing GST laws or amendments in the same fromtime to time applicable in India.

## 8. FORCE MAJEURE:

- 8.1 If at any time, during the continuance of this RFP, the performance in whole or in part by either party, of any obligation under this RFP, shall be prevented or delayed by Force Majeure situation. The Bidder/Vendor shall not be liable for liquidated damages or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the RFP is the result of an event of Force Majeure.
- 8.2 For purposes of this Clause, "Force Majeure" means an event beyond the control of the Bidder/Vendor or IAI and not involving the Bidder/Vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Institute either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 8.3 If a Force Majeure situation arises, the Bidder/Vendor shall promptly notify the Institute in writing of such conditions and the cause within 7 days from the date of occurrence thereof. Unless otherwise directed by the Institute in writing, the Bidder/Vendor shall continue to perform its obligations under the RFP as far as is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 8.4 Neither party shall be due to reason of such event be entitled to terminate this RFP nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance.
- 8.5 The decision of IAI in regard to interpretation of the Terms & Conditions and the RFP shall be final and binding on the Bidder/Vendor.
- 8.6 In case of any disputes on execution of the work during the period of forthcoming contract arising out of this RFP, the decision of the President, IAI shall be binding and final, agreeable in full by both the parties.

## 9. ARBITRATION CLAUSE:

- 9.1 In the event of any dispute or difference(s) between the Institute (IAI) and the Vendor(s) arising out of non-supply of material or supplies not found according to specifications or any other cause whatsoever relating to the supply or purchase order before or after the supply has been executed, shall be referred to "President, IAI", who may decide the matter himself or may appoint arbitrator(s) under the Arbitration and Conciliation Act, 1996. The decision of the arbitrator shall be final and binding on both the parties.

- 9.2 The venue of the arbitration shall be the place from where the order is issued.
- 9.3 The place of arbitration and the language to be used in arbitral proceedings shall be decided by the arbitrator.
- 9.4 Further, any legal dispute arising out of any breach of forthcoming contract, arising out of this RFP, shall be settled in the court of competent jurisdiction located within the local limits of IAI.

## 10. ELIGIBILITY CRITERIA

- 10.1 The Bidder/Vendor Bidder/Vendor should be registered as a Company as per the Companies Act. 1956 / 2013 Appropriate documents/certificates issued from appropriate authorities should be enclosed to support this and if it is a partnership Bidder/Vendor , a certified copy of the Partnership Deed.
- 10.2 The minimum average annual turnover of the Bidder/Vendor during the last three (3) financial years ending on 31st March 2025 should not be less than INR 20 lakh from similar services.
- 10.3 The Bidder/Vendor should have PAN Number and GST Registration.
- 10.4 The Bidder/Vendor should have at least one Office located in Mumbai Metropolitan Region with Address Proof.
- 10.5 The Bidder/Vendor should have at least three (3) years of experience and satisfactory performance of conducting end to end management of any event for any Central Govt Ministries/ Departments, Public Sector Undertakings, Autonomous/ Statutory Bodies, Financial Sector Companies, Multinational Companies/ Educational Boards/ Universities etc. The reputation/track record of the Bidder will be subject to verification by IAI.
- 10.6 The Bidder/Vendor must have successfully implemented at least three (3) similar projects of conducting the event/conference having cost not less than INR 20 lakh each for Central Govt Ministries/ Departments, Public Sector Undertakings, Autonomous/ Statutory Bodies, Financial Sector Companies, Multinational Companies/ Educational Boards/ Universities etc during last 3 years as on 31 March 2025.
- 10.7 The Bidder/Vendor should submit the satisfactory Performance report of working experience from their clients from Central Govt Ministries/ Departments, Public Sector Undertakings, Autonomous/ Statutory Bodies, Financial Sector Companies, Multinational Companies/ Educational Boards/ Universities etc.



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10.8 The Bidder/Vendor should have not been debarred / blacklisted / terminated / ceased without completing the entire duration of contract period by any Central/State Govt. Department, Public Sector Undertaking, Autonomous Bodies, Academic Institutions, CFTIs or any other Regulatory body in India. Self-Declaration to be enclosed as per Annexure VI.

10.9 Non-compliance with any of the aforementioned conditions by the Bidder shall amount to non- eligibility and such tender shall be summarily rejected.

## 11. INTELLECTUAL PROPERTY RIGHTS

11.1. All intellectual property rights, including but not limited to copyrights, trademarks, and design rights in all materials, content, designs, photographs, videos, graphics, and other deliverables specifically created by the Vendor for IAI under this RFP ("Deliverables") shall vest in and be the exclusive property of IAI upon creation and payment.

11.2. The Vendor shall retain ownership of any pre-existing intellectual property rights in materials, methodologies, know-how, and proprietary elements used to create the Deliverables ("Pre-existing Materials"). The Vendor grants to IAI a perpetual, worldwide, non-exclusive, royalty-free license to use such Pre-existing Materials as incorporated in the Deliverables.

11.3. For any third-party materials incorporated into the Deliverables, the Vendor shall secure appropriate licenses for IAI's use and shall disclose any usage limitations to IAI prior to incorporation.

11.4. The Vendor may include general descriptions of services provided to IAI in its portfolio and promotional materials, but shall not use IAI's specific Deliverables, logos, or trademarks without prior written approval from IAI.

11.5. To the extent permitted by law, the Vendor waives all moral rights in relation to the Deliverables created under this RFP.

11.6. The Vendor warrants that the Deliverables will be original works and will not infringe upon the intellectual property rights of any third party.

## 12. PREPARATION OF BIDS:

### 12.1. POINTS FOR BID PREPARATION

- i. Bidder/Vendor should consider any corrigendum published on the RFP before submitting their bids.
- ii. Bidder/Vendor, in advance, should get ready the bid documents to be submitted as indicated in the RFP / schedule.
- iii. Each Bidder/Vendor acknowledges and accepts that IAI may, in its sole discretion, apply whatever criteria it deems appropriate in the selection, not limited to those selection criteria set out in this document.
- iv. The bids shall contain no overwriting, except where necessary to correct errors made by the Agency officials and should be authenticated by the official who has signed the bid.

- v. An authorized representative of the Bidder/Vendor shall authenticate/sign all pages of the original bid proposal. The authorization of such a representative shall be in the form of a letter or in any other form demonstrating that the representative has been duly authorized to sign and submit the proposal and shall be enclosed to the Proposal.
- vi. The signed proposal shall be marked **“ORIGINAL”**. The Bidder/Vendor should adhere to all instructions and submit relevant documents which have been specified in the RFP. Submission of applications without complying with the instructions will result in their rejection. Please submit the signed copies of the Technical Bid (Cover A) and Financial Bid (Cover B) in 2 separate sealed envelopes only which will be used as basis for the legally binding offer. The bids should be accompanied by the documents specified in the Annexures to this RFP.
- vii. The Financial Bid should be quoted and presented in a separate sealed cover. The Financial Bid should not include any conditions attached to it and any such conditional Financial Bid shall be liable for rejection. The Bidder/Vendor shall express the fee in Indian Rupees only.
- viii. The signed original bid be placed in a sealed envelope clearly marked **“TECHNICAL”**. Similarly, the signed original Financial/Commercial Bid shall be placed in a sealed envelope clearly marked “Financial Bid” followed by the name of the Assignment/job i.e., **Appointment of Professional Agency for Audiovisual & Infrastructure Services for 25th GCA and AGFA**. The envelopes containing the Technical Bid and the Financial Bid must be placed in an outer envelope and sealed. This outer envelope shall be super scribed **“Proposal for Appointment of Professional Agency for Audiovisual & Infrastructure Services for 25th GCA and AGFA”**.
- ix. The Financial Bid shall contain the documents to be submitted in the standard formats given in this RFP Document
- x. IAI shall not be responsible for misplacement, losing or premature opening, if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be a cause for rejection of Proposal and no communication will be entertained in this regard.

## 12.2. BID SUBMISSION PROCESS:

The offer/bid should be submitted in two bid systems (i.e.) Technical bid and Financial bid. The technical bid should consist of all technical details along with commercial terms and conditions. Financial bid should indicate item wise price for the items mentioned in the technical bid. Financial Bids to be submitted in Bill Of Quantities (BOQ) format only.

### 12.2.1 TECHNICAL BID SUBMISSION:

- i. Bidder/Vendor should number the pages submitted in form of Technical Bid and provide an INDEX/COMPLIANCE SHEET (**As per Annexure-I**) indicating the page number of each document submitted. The index should be placed on the top of the Technical Bid, without which the RFP will be considered incomplete and hence, summarily rejected.
- ii. The Technical Bid should be accompanied by the relevant documents, duly signed and stamped by Authorised Signatory on each page of Technical Bid & relevant documents and

all supportive documents to be attached with related annexure only, without which the RFP will be considered incomplete and hence, summarily rejected.

- iii. The RFP has to be submitted on or before the due date. The offers received after the due date and time will not be considered.
- iv. The Technical Bid should be accompanied by a copy of this RFP with each page duly signed by the authorized signatory of the Bidder/Vendor s, who has signed the bid, as taken of having read, understood and complied with RFP, the terms, and conditions contained herein. Bids not accompanied by a duly signed copy of the RFP will not be considered.
- v. The bid should be precise, complete in all respect and in the prescribed format as per the requirement of the bid document. Failure to furnish all information required through the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder/Vendor 's risk and may result in rejection of the bid.
- vi. The bid should be clear and without any condition. Conditional bids shall be summarily rejected.
- vii. The signed bid should be placed in a sealed envelope clearly marked “**TECHNICAL**”.
- viii. Any change/corrigendum/extension of closing/ opening dates in respect of this RFP shall be issued through IAI website only and no press notification will be issued in this regard. Bidder/Vendors are therefore requested to regularly visit IAI website for updates.

## 12.2.2 FINANCIAL BID SUBMISSION:

- i. A standard BOQ format has been provided with the RFP to be filled by all the Bidder/Vendor s. Bidder/Vendor to note that they should necessarily submit their financial bids in the prescribed format and no other format is acceptable.
- ii. The Financial Bid (Price Bid) shall be submitted in IAI Office by the time & date as specified in RFP.
- iii. The financial cover shall contain price bid in the enclosed “Price Bid format” i.e., in BOQ format. Submission of the Financial Bid (Price Bid) by any other means shall not be accepted by the Institute in any circumstances.
- iv. The Bidder/Vendor shall not tamper/modify Financial Bid Format in any manner. In case, if the same is found to be tampered/modified in any manner, RFP will be completely rejected.
- v. All duties, taxes and other levies payable by the vendor shall be included in the total price. However, GST will be paid extra as actual.
- vi. The Bidder/Vendors are required to quote their rates in Indian Rupees (INR) only.
- vii. The signed bid should be placed in a sealed envelope clearly marked “**FINANCIAL**”.

## 12.3 BIDS SUBMISSION:

The bids (complete in all respect) must be submitted to IAI office in two covers i.e., Cover A (Technical Bid) and Cover B (Financial Bid) as explained below:



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| COVER – A (TECHNICAL BID)                                                                       |               |                                                                                                                 |
|-------------------------------------------------------------------------------------------------|---------------|-----------------------------------------------------------------------------------------------------------------|
| Sr. No                                                                                          | Document      | Content                                                                                                         |
| 1.                                                                                              | Technical Bid | Index (As per Annexure-I) indicating the page number of each document submitted                                 |
| 2.                                                                                              |               | Technical Bid As per Annexure – II                                                                              |
| 3.                                                                                              |               | Acceptance of Terms & Conditions of RFP as per Annexure-III.                                                    |
| 4.                                                                                              |               | Copy of Permanent Account Number (PAN) in the name of the Bidder/Vendor , if not proprietorship Bidder/Vendor . |
| 5.                                                                                              |               | Copy of GST Registration Certificate.                                                                           |
| 6.                                                                                              |               | MANDATE FORM FOR Electronic Fund Transfer/ RTGS TRANSFER As per Annexure- IV.                                   |
| 7.                                                                                              |               | Self-Declaration about Non-Black Listing as per Annexure-VI.                                                    |
| 8.                                                                                              |               | Certificate of Conformity/ No Deviation                                                                         |
| 9.                                                                                              |               | Duly signed and stamped of the entire RFP document along with its addendum/corrigendum, if any                  |
| 10.                                                                                             |               | All other documents, as required in terms of the RFP, to claim eligibility.                                     |
| Note: Institute may ask the Vendor to submit any other certificate/document as it may deem fit. |               |                                                                                                                 |
| COVER – B FINANCIAL BID (PRICE-BID)                                                             |               |                                                                                                                 |
| 11.                                                                                             | Financial Bid | Price Bid in given format BOQ only. (Annexure VIII)                                                             |

## 12.4 ASSISTANCE TO BIDDER/VENDORS:

Any queries relating to the RFP and the terms and conditions contained therein should be addressed to the relevant contact person indicated in the RFP.

## 12.5 BID VALIDITY:

- The bids shall remain valid for a period of 30 days from the date of opening of financial bid. In casethe Bidder/Vendor withdraws, modifies or changes his offer during the validity period, bid is liable to be rejected. The Bidder/Vendor should also be ready to extend the validity, if required, withoutchanging any terms, conditions etc. of their original RFP.
- The Submission of bids does not entitle any Bidder for automatic grant of award.
- Any enquiry after submission of the proposal will not be entertained.

**12.6 EARNEST MONEY:** Each Bidder is required to submit the Earnest Money Deposit (EMD) of Rs. 50,000/- (Rs. Fifty thousand Only) as bid security in the form of a demand draft or pay order or Institute Guarantee in favour of Institute of Actuaries of India payable at Mumbai. The EMD shall be forfeited in the event of withdrawal of bid during the period of bid validity or if the successful Bidder fails to sign the contract in accordance with the terms and conditions and other requirements specified in RFP or any act of the Bidder not in line with contract obligations. The EMD should be kept in the envelope containing the



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technical Bid. Any bid not accompanied with the requisite EMD shall be treated as non-responsive and is liable to be rejected.

## 12.7 BIDS OPENING & EVALUATION:

- The bids will be open at IAI office, Seawoods by a committee duly constituted for this purpose.
- Technical Bid containing commercial details or Revelation of Prices in any form or by any reason before opening the Financial Proposal shall not be considered.
- The Technical Proposal will be open first and evaluated based on the following criteria:

| Sr. No.         | Parameters                                                                                                                                                                                             | Maximum Marks and Points | Documents to be submitted                                                                                                                                                                                                                                                                 |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Part – I</b> |                                                                                                                                                                                                        |                          |                                                                                                                                                                                                                                                                                           |
| 1               | Total experience in Event Management as on 31 <sup>st</sup> March, 2025<br><br>3-5 Years - <b>5 Marks</b><br>> 5 Years to <10 Years - <b>10 Marks</b><br>> 10 Years – <b>15 Marks</b>                  | <b>15 Marks</b>          | Copy of the Certificate of Incorporation issued by Registrar of Companies along with Memorandum & Articles of Association and full address of the registered office. In case of proprietorship/partnership firms please submit copy of trade license and GST certificate/partnership deed |
| 2               | Average Turnover of the year FY 22-23, FY 23-24, FY 24-25<br>> INR 20 Lakhs to < INR 1 Crore – <b>5 Marks</b><br>> INR 1 Crore to < INR 3 Crores - <b>10 Marks</b><br>> INR 3 Crores – <b>15 Marks</b> | <b>15 Marks</b>          | Enclose audited Financial Statements                                                                                                                                                                                                                                                      |



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| 3                                                                                                                                                                                                                                                                                                                                         | No of Events conducted above INR 20 lakhs in the last 3 years<br>3 events upto < 5 events – <b>5 marks</b><br>> 5 events upto < 10 events – <b>10 marks</b><br>>10 events – <b>15 marks</b>                                  | <b>15 Marks</b> | Enlclose Work Orders/ Completion Certificates |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------|
| 4                                                                                                                                                                                                                                                                                                                                         | Team Composition and Assigned Staff for End-to-End Project Execution (Excluding Onsite Manpower & Technicians)<br><br>2-5 Employees – <b>5 Marks</b><br>>6-10 Employees – <b>10 Marks</b><br>>10 Employees – <b>15 Marks</b> | <b>15 Marks</b> | Enclose Team composition as per Annexure V    |
|                                                                                                                                                                                                                                                                                                                                           | <b>Total Part – I</b>                                                                                                                                                                                                        |                 | <b>60</b>                                     |
| <b>Part – II (Presentation)</b><br>Bidders scoring a minimum of 60% marks (i.e. 36 out of 60 marks) will be shortlisted and shall have to make a presentation of max. 30 slides on the overall concept and shall be marked as below. The Presentation of such shortlisted bidders shall be evaluated on the following indicative criteria |                                                                                                                                                                                                                              |                 |                                               |
| Indicative Criteria                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                              |                 | Maximum Marks                                 |
| <ul style="list-style-type: none"><li>Overall idea and theme</li><li>Stage setup for Conference and award function (3-D Designs to be included in Presentation)</li><li>Creativity and innovation in the planning and implementation</li><li>Strategy for Delegates Registration &amp; Crowd Management</li></ul>                         |                                                                                                                                                                                                                              |                 | <b>40</b>                                     |



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|                                                                                                                                                                                 |                                   |                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Branding and marketing plan (Broad list of branding collaterals shall be presented )</li><li>• Use of Technology in the event</li></ul> |                                   |                                                         |
|                                                                                                                                                                                 | <b>Total Part – II</b>            | <b>40</b>                                               |
|                                                                                                                                                                                 | <b>Total Technical Score (Ts)</b> | <b>60 Marks (Part I) +40 Marks (Part II) =100 Marks</b> |

The Bidders who have qualified in Part I of the bid will be evaluated based on the presentation and criteria mentioned above in Part II (out of 40 marks). Bidders scoring a minimum of 60% marks (i.e., 24 out of 40 marks) in Part II will only be qualified for further evaluation and such decision would be final and binding.

- iv. The Financial Proposal of only those Bidders/Vendors whose technical bid is found to be technically responsive by the Committee will be opened. The Financial Proposals of ineligible Agencies will not be opened.
- v. **Evaluation of the financial bid:**  
The Bidder/Vendor who is cost effective and is equivalently efficient will be assigned a score of 100 in the financial bid. The other bidders will be allotted score relative to the score of Bidders with the lowest quote as below:  $F_s = 100 * F_l / F$ ; Where:  $F_s$  = The financial score of the Financial Proposal being evaluated,  $F_l$  = The price of lowest priced Financial Proposal,  $F$  = The quoted price of Financial Proposal under consideration.
- vi. **Final Bid Selection Method:** The selection of the Bidder will be based on the maximum accumulated points in collaboration of weight associated with technical aspect i.e., Technical Proposal which will be 70% and that associated correspondingly with cost i.e. Financial Proposal which will be 30%.

The formula will be as follows  $Stf = (Ts/100) \times 70 + (Fs/100) \times 30$  ; where  $Ts$  = Technical score and  $Fs$  = Financial score.

**Note:** IAI, at its sole discretion, shall have the right to interpret various aspects of the evaluation criterion as it deems fit. The decision of the IAI on such interpretation and awards of marks shall be final and binding on all Bidders.

- vii. IAI reserves the right to negotiate the quoted price with the successful Bidder to arrive at the fair and reasonable consideration price.
- viii. IAI is not bound to award forthcoming contract, arising out of this RFP, at the lowest price received in the RFP and reserves the right to decide on fair and reasonable consideration price of the services of the RFP for any counter offer the same to the Bidder/Vendors. All other terms and conditions of the RFP shall remain operative even if a counteroffer rate is offered to the Bidder/Vendors.
- ix. The institute reserves the right to seek clarifications or additional information/ documents from any Agency regarding its technical Proposal. Such clarification(s) or additional information/document(s) shall be provided within the time specified for the purpose. Any request and response thereto shall be in writing. If the Bidder/Vendor does not furnish the



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Unit No. F-206, 2nd Floor, F Wing, Tower II, Seawoods Grand Central,  
Plot no R-1, Sector 40, Nerul Road, Navi Mumbai - 400706  
+91 22 6243 3333 +91 22 6243 3322

clarification(s) or additional information/document(s) within the prescribed date and time, the proposal shall be liable to be rejected.

- x. In case the day of opening of proposals is declared as a Public Holiday or there is nonfunctioning of the Institute due to any unavoidable reason, the next working day will be treated as a day for the purpose. No separate intimation will be given.
- xi. Any act on the part of the Bidder/Vendor to influence anybody in the institute is liable to rejection of its bid.
- xii. Failure of the Institute to select an Bidder/Vendor shall not result in any claim whatsoever against the Institute and the Institute reserves the right to reject any or all bids in part or in full, without assigning any reason whatsoever.
- xiii. IAI reserves the right to reject any application without assigning any reason.
- xiv. IAI reserves the right to relax/amend/add/withdraw any of the terms and conditions contained in the RFP without assigning any reason thereof.
- xv. The decision of Competent Authority, IAI will be final in all matters relating.
- xvi. An eligible agency/ vendor will be invited to IAI office to make an exclusive presentation detailing the proposed assignment, assignment execution approach, strategy, team expertise etc. for the assignment.

## 13. AWARD OF FORTHCOMING CONTRACT:

*It is to be duly noted that, contents hereinafter shall not be treated as the final contract but merely a representation of a part the forthcoming Contract arising out of this RFP that shall be awarded to the selected Bidder/Vendor. The Final Contract shall be detailed and have be mutually agreed upon by both parties therein.*

- i. The selection criteria will encompass various factors such as expertise, past experience, team capabilities, pricing, track record, and the ability to meet our specific requirements. We believe in ensuring transparency, fairness, and a level playing field for all potential Bidder/Vendor. While we appreciate the interest and efforts from all participating vendors, it's crucial to emphasize that the IAI's decision will be made in the best interest of the project's success.
- ii. IAI reserves the right to select any Bidder/Vendor who demonstrates exceptional value, reliability, and a commitment to delivering results. The final decision will be communicated promptly to the chosen agency/ vendor.
- iii. The Successful Bidder/Vendor should accept the offer within 10 days from the date of receipt of "Letter of Offer", failing which the offer will be cancelled.
- iv. IAI reserves the right to empanel more than one agency through this RFP process or to engage one or more agencies at a time.
- v. It is clearly understood by the parties that no financial liability of any type is created by issuance of work order. The Institute does not guarantee any minimum business or assignment which will depend on the requirements, financial resources available and performance.

## 14. OTHER CONDITIONS

- 14.1 DATA SECURITY AND PREVENTION OF FRAUD:** The Bidder/Vendor will undertake that all process and standards are being followed to ensure that the data that

IAI, shall make available to it during the period of this RFP and the forthcoming contract, is secure and is immune to any fraudulent activity.

- 14.2 ATTENDEE DATA HANDLING AND PRIVACY COMPLIANCE:** The Bidder/Vendor shall ensure that all attendee data collected, processed, or stored during the course of the assignment is managed in strict accordance with applicable privacy laws and regulations, including but not limited to the Information Technology Act, 2000 and any relevant data protection guidelines. The Bidder/Vendor must implement robust security protocols to safeguard personal information, prevent unauthorised access, and ensure that data is used solely for the purposes explicitly defined in the contract. Furthermore, the Bidder/Vendor shall obtain necessary consents from attendees where required, and promptly address any requests for data access, correction, or deletion as per statutory requirements. Non-compliance with these obligations may result in immediate termination of the contract and potential legal action.
- 14.3 CHANGE MANAGEMENT:** The parties acknowledge that, during the course of the assignment, requirements or deliverables may need to evolve. In the absence of a formal change management process, there is a risk of misunderstandings or disputes regarding scope changes. Therefore, any requests for changes to the scope of work must be submitted in writing by either party and shall be subject to a formal change control procedure. This procedure will include an evaluation of the proposed change, assessment of its impact on timelines and costs, and agreement on any pricing implications. No change shall be implemented unless mutually agreed upon in writing by both parties.
- 14.4 CONFIDENTIALITY:** Both parties agree to maintain the confidentiality of all information obtained during this period. Any breach of this confidentiality will be subject to appropriate legal recourse take by IAI as it may deem fit .
- 14.5 INDEMNIFICATION:** The Bidder agrees to indemnify and hold harmless the Institute from any claims, damages, or legal actions arising out of the Bidder's negligence, misconduct, or breach of this RFP.
- 14.6 AMENDMENTS:** Any changes or modifications to the forthcoming contract arising out of this RFP, must be in writing and signed by both parties.
- 14.7 WARRANTIES AND REPRESENTATIONS:** The Vendor represents and warrants that all services provided under the forthcoming contract arising out of this RFP, will be of professional quality and free from any defects.
- 14.8 TERMINATION CLAUSE:** The Institute reserves the right to terminate the forthcoming contract arising out of this RFP, at any point, with a 30-day written notice, in case of unsatisfactory performance or breach of any terms of this agreement by the vendor.

Name, Signature and Seal of Authorized Signatory of Agency



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## ANNEXURE 1

| Sr no. | Document                                                                                                            | Compliance (Yes / No) | Page No |    | Remarks |
|--------|---------------------------------------------------------------------------------------------------------------------|-----------------------|---------|----|---------|
|        |                                                                                                                     |                       | From    | To |         |
| 1      | Technical Bid As per Annexure - II                                                                                  |                       |         |    |         |
| 2      | Acceptance of Terms & Conditions of RFP as per Annexure-III.                                                        |                       |         |    |         |
| 3      | Copy of Permanent Account Number (PAN) in the name of the Bidder/Vendor , if not proprietorship Bidder/Vendor .     |                       |         |    |         |
| 4      | Copy of GST Registration Certificate                                                                                |                       |         |    |         |
| 5      | MANDATE FORM FOR Electronic FundTransfer/ RTGS TRANSFER As per Annexure- IV.                                        |                       |         |    |         |
| 6      | Team Composition as per Annexure- V                                                                                 |                       |         |    |         |
| 7      | Proof of Experience: PO/ WO/ Agreement/ Experience Certificate/ Performance certificate from the clients.           |                       |         |    |         |
| 8      | Self-Declaration about Non-Black Listing as per Annexure-VI                                                         |                       |         |    |         |
| 9      | Certificate of Conformity / No Deviation as per Annexure -VII                                                       |                       |         |    |         |
| 10     | Duly signed and stamped of the entire RFP document along with its addendum/corrigendum, if any                      |                       |         |    |         |
| 11     | Annual Turnover for last three years (FY 2022-23, 2023-24 & 2024-25). (Please enclose audited Financial Statements) |                       |         |    |         |
| 12     | All other documents, as required to claim eligibility                                                               |                       |         |    |         |
| 13     | Financial Bid & BOQ as per Annexure VIII                                                                            |                       |         |    |         |
| 14     | Authorization to sign documents as per Annexure IX                                                                  |                       |         |    |         |

Place:  
Date:  
(Signature with stamp of the Agency)



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## ANNEXURE II

### TECHNICAL BID

(To be submitted on the letterhead of the Agency/  
Bidder/Vendor)

### TECHNICAL PROPOSAL SUBMISSION FORM

**Date.....**

To:  
President  
Institute of Actuaries of India  
Unit No. F-206,  
2<sup>nd</sup> Floor, F Wing, Tower II,  
Seawoods Grand Central  
Plot No R-1, Sector 40,  
Nerul Road  
Navi Mumbai 400706

Dear Madam,

### TECHNICAL PROPOSAL REQUEST FOR APPOINTMENT OF PROFESSIONAL AGENCY FOR AUDIOVISUAL & INFRASTRUCTURE SERVICES FOR 25<sup>th</sup> GLOBAL CONFERENCE OF ACTUARIES AND ACTUARIAL GALA FUNCTION AND AWARDS

We, the undersigned, offer to provide the services for the above-mentioned in accordance with your request for proposals dated [insert date]. We are hereby submitting our Technical Proposal, in response to your invitation to us to submit a technical proposal and a financial proposal.

We hereby declare that

- a) All the information and statements made in this Technical Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by the IAI.
- b) Our Proposal shall be valid and remain binding upon us for the period of 30 days from the date of RFP/proposal opening.
- c) We have no conflict of interest.
- d) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in India
- e) We undertake to negotiate a Contract on the basis of the technical proposal to carry out the assignment.
- f) We accept that there will be no substitution of key personnel for reasons which may lead to the termination of Contract negotiations and even the contract itself.



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g) Our Proposal is binding upon us and it is subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in the negotiated contract. We understand that IAI is not bound to accept any Proposal that it receives.

We remain, Yours Sincerely,  
Authorized Signature



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## ANNEXURE III

### ACCEPTANCE OF TERMS & CONDITIONS OF RFP

(On the letter head of the Agency/ Bidder/Vendor )

Date:

To  
President  
Institute of Actuaries of India

Sub: Acceptance of Terms & Conditions of RFP for 'APPOINTMENT OF PROFESSIONAL AGENCY FOR AUDIOVISUAL & INFRASTRUCTURE SERVICES FOR 25<sup>th</sup> GCA AND AGFA' vide RFP Ref No: 2025-26/25GCA/01

Dear Madam,

I/We have downloaded / obtained the RFP document(s) for the above mentioned "Goods" from the website(s) namely as per your notice given in the above-mentioned website(s).

1. I/We hereby certify that I / we have read the entire terms and conditions of the RFP documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract and I / weshall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organization with this RFP has also been taken into consideration, while submitting this acceptance letter.
3. I/We hereby unconditionally accept the terms and conditions of above-mentioned RFP document(s) / corrigendum(s) in its totality / entirely.
4. I / We do hereby declare that our Bidder/Vendor has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. No employee or direct relation of any employee of IAI is in way connected as Partner/Shareholder/Director/Advisor/Consultant/Employee etc. with the / Bidder/Vendor .
6. I/We certify that all information and data furnished and attachments submitted with the application by our Bidder/Vendor are true & correct.
7. I/We are aware that if any information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason thereof summarily reject our Proposalor terminate our contract, without prejudice to any other rights.

Yours Faithfully,

(Signature of the Agency, with Official Seal)



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## ANNEXURE IV

(On the letterhead of the Agency duly stamped and signed) **MANDATE  
FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

President  
Institute of Actuaries of India

Sub: Authorization for release of payment / dues from Institute of Actuaries of India through  
ElectronicFund Transfer/RTGS Transfer.

1. Name of the Bidder/Vendor /Company/Institute:

2. Address of the Bidder/Vendor /Company/Institute:City\_\_\_\_\_ Pin Code\_\_\_\_\_

E-Mail ID\_\_\_\_\_ Mob No:\_\_\_\_\_ Permanent Account Number\_\_\_\_\_

|                                                                                                                                                                                                        |                                                                                                                                                                                            |             |             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| Bank Name                                                                                                                                                                                              |                                                                                                                                                                                            | Branch Name |             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Branch Place                                                                                                                                                                                           |                                                                                                                                                                                            | Branch City |             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| PIN Code                                                                                                                                                                                               |                                                                                                                                                                                            | Branch Code |             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| MICR No.                                                                                                                                                                                               |                                                                                                                                                                                            |             |             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach aXerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number) |                                                                                                                                                                                            |             |             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| IFS Code:(11 digit alphanumeric code)                                                                                                                                                                  | <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>                                                       |             |             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                        |                                                                                                                                                                                            |             |             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Account Type                                                                                                                                                                                           | Saving                                                                                                                                                                                     |             | Cash Credit |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Account Number                                                                                                                                                                                         | <table><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table> |             |             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                        |                                                                                                                                                                                            |             |             |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

DECLARATION:  
I hereby declare that the particulars given above are correct and complete. If any transaction delayed andnot effected for reasons of incomplete or incorrect information, I shall not hold Institute of Actuaries of India responsible. I also undertake to advise any change in the particulars of my account tofacilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.  
Place:\_\_\_\_\_ Date: \_\_\_\_\_

Signature & Seal of the Authorized Signatory of the Bidder/Vendor /Company/Institute:



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Certified that particulars furnished above are correct as per our records

Bankers Stamp: Date: \_\_\_\_\_ Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.



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## ANNEXURE V

### TEAM COMPOSITION AND TASK ASSIGNMENTS STAFFING FORM

| Sr.No | Name of Personnel | Position/ Expertise | Task | Nos |
|-------|-------------------|---------------------|------|-----|
| 1.    |                   |                     |      |     |
| 2.    |                   |                     |      |     |
| 3.    |                   |                     |      |     |

## ANNEXURE VI

### SELF-DECLARATION ABOUT NON BLACK-LISTING

(To be submitted on the letterhead of the Agency/ Bidder/Vendor )

To  
President  
Institute of Actuaries of India

Date:

Subject: Self Declaration About Non Black-Listing for RFP for ‘APPOINTMENT OF PROFESSIONAL AGENCY FOR AUDIOVISUAL & INFRASTRUCTURE SERVICES FOR 25th GCA AND AGFA’

Madam,

In response to RFP under reference, I/ We hereby declare that presently our Bidder/Vendor / agency/ company is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations.

We further declare that presently our agency / Bidder/Vendor / company is also not blacklisted/ debarred and not declared ineligible for any reason other than corrupt & fraudulent practices by any Central/ State Govt. Department, Public Sector Undertakings, Autonomous Bodies, Academic Institutions and Commercial Organizations in last five years from the last date of submission of Proposal.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken and the proposal if any to the extent accepted may be cancelled.

Yours faithfully,

(Name & signature with stamp of the Agency)



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## ANNEXURE VII

### CERTIFICATE OF CONFORMITY/ NO DEVIATION

To  
President  
Institute of Actuaries of India

This is to certify that, I/ We shall supply/provide support to the mentioned scope of work if I/ We am/ are awarded with the work, and that there are no deviations of any kind from the requirements.

Also, I/ we have thoroughly read the tender/ bidding document and by signing this certificate, we hereby submit our token of acceptance to all the tender terms & conditions without any deviations.

I/ We also certify that the price I/ we have quoted is inclusive of all the cost factors involved in the end-to-end implementation and execution of the project, to meet the desired Standards set out in the Tender/bidding Document.

Thanking you,

Name of the Bidder:

Authorised Signatory: -

Seal of the Organization: -

Date:

Place:



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## ANNEXURE VIII

(On the letterhead of the Agency duly stamped and signed by authorised person)

Dear Madam,

**Sub: Financial Bid for selection of Agency for 25th Global Conference of Actuaries (25th GCA) And Actuarial Gala Function and Awards (AGFA)**

As a part of the Bid for selection of agency for providing services for 25th GCA and AGFA and related activities as per the scope of work mentioned in the RFP document, we hereby submit our financial bid to the IAI.

| S. No | Particulars                                                                                                 | Amount (in INR) |
|-------|-------------------------------------------------------------------------------------------------------------|-----------------|
| 1     | DEVELOPMENT AND DESIGNING OF CONTENT FOR 25th GCA (As per scope of work mentioned in RFP point number 5.1 ) |                 |
| 2     | ONSITE EVENT FABRICATION & TECHNICAL SET-UP (As per scope of work mentioned in RFP point number 5.2 )       |                 |
|       | <b>Total Amount in words (INR)</b>                                                                          |                 |

Note: Detailed item wise costing to be provided for above activities as per below:

| 5.1 DEVELOPMENT AND DESIGNING OF CONTENT FOR 25th GCA & AGFA 2026 |                                                                              |     |               |              |
|-------------------------------------------------------------------|------------------------------------------------------------------------------|-----|---------------|--------------|
| Sr No                                                             | ELEMENTS                                                                     | QTY | COST PER ITEM | TOTAL AMOUNT |
| A                                                                 | Design of Event Collaterals                                                  |     |               |              |
| B                                                                 | Adaptation and Localization                                                  |     |               |              |
| C                                                                 | Video and Motion Graphics Production                                         |     |               |              |
| i.                                                                | Recording & Editing for Pre-event promotional video in Mumbai (Up to 3 mins) |     |               |              |



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|      |                                                                                                                               |  |  |  |
|------|-------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| ii.  | Static and dynamic video creatives for event promotions, speaker introductions, and intermission loops                        |  |  |  |
| iii. | Intro/outro video templates for sessions and ceremonies (e.g., opening animation, transition slides, sponsor acknowledgments) |  |  |  |
| iv.  | Animated e-signage and branding loops for LED walls on stage, foyer areas, and partner zones                                  |  |  |  |
| v.   | Digital backdrops, lower-thirds, countdowns, and overlays for live streaming or hybrid sessions.                              |  |  |  |
| vi.  | E-posters and digital slides for sponsor showcases and event updates                                                          |  |  |  |
| vii. | Customized visuals for the Actuarial Gala Function and Awards (AGFA), including nominee announcements and winner reveals      |  |  |  |
| D    | Print Collaterals and High-Quality Production                                                                                 |  |  |  |
|      |                                                                                                                               |  |  |  |
|      | <b>Total Amount (Excluding GST)</b>                                                                                           |  |  |  |

| 5.2 ONSITE EVENT FABRICATION & TECHNICAL SET-UP |                                                                                  |       |       |               |       |              |
|-------------------------------------------------|----------------------------------------------------------------------------------|-------|-------|---------------|-------|--------------|
| SR NO                                           | ELEMENTS                                                                         | SQ FT | Q T Y | COST PER ITEM | D A Y | TOTAL AMOUNT |
| A                                               | <b>PRE-FUNCTION AREA - SETUP &amp; DESIGN</b>                                    |       |       |               |       |              |
|                                                 | (Kindly provide detailed element-wise break-up for each area, wherever possible) |       |       |               |       |              |
| B                                               | <b>EXHIBITION AREA - SETUP &amp; DESIGN</b>                                      |       |       |               |       |              |
|                                                 | (Kindly provide detailed element-wise break-up for each area, wherever possible) |       |       |               |       |              |
| C                                               | <b>STAGE, AUDIO-VISUAL &amp; TECHNICAL SETUP</b>                                 |       |       |               |       |              |
|                                                 | (Kindly provide detailed element-wise break-up for each area, wherever possible) |       |       |               |       |              |
| D                                               | <b>FABRICATION OF MISCELLENAOUS SPACES</b>                                       |       |       |               |       |              |
|                                                 | (Kindly provide detailed element-wise break-up for each area, wherever possible) |       |       |               |       |              |
| E                                               | <b>MANPOWER FOR CROWD &amp; STAGE MANAGEMENT AND OTHER ACTIVITIES</b>            |       |       |               |       |              |
|                                                 | (Kindly provide detailed element-wise break-up for each area, wherever possible) |       |       |               |       |              |
| F                                               | <b>LICENSES</b>                                                                  |       |       |               |       |              |
|                                                 | (Kindly provide detailed element-wise break-up for each area, wherever possible) |       |       |               |       |              |
| G                                               | <b>ANCILLARY SERVICES AT JWCC</b>                                                |       |       |               |       |              |



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|          |                                                                                  |  |  |  |  |  |
|----------|----------------------------------------------------------------------------------|--|--|--|--|--|
|          | (Kindly provide detailed element-wise break-up for each area, wherever possible) |  |  |  |  |  |
| <b>H</b> | <b>MISCELLANEOUS</b>                                                             |  |  |  |  |  |
|          | (Kindly provide detailed element-wise break-up for each area, wherever possible) |  |  |  |  |  |
|          |                                                                                  |  |  |  |  |  |
|          | <b>Total (Excluding GST)</b>                                                     |  |  |  |  |  |

We agree to be bind by this offer if we are selected as the preferred bidder. We also understand that as per the requirements of RFP the financial proposal submitted by us shall take into account all expenses and liabilities associated with this project and IAI shall not be responsible for any another payment apart from the price submitted in the financial bid.

Sign

Name of Authorised Signatory Address  
with Phone No and E Mail ID & Stamp

Date  
Place

Note:

- All Bidder/Vendor Bidder/Vendor must mention in detail what all work/task will be undertaken undereach activity head mentioned in the above table. Without the detailing of each activity the financial bid will not be accepted.
- The Bidder/Vendor Bidder/Vendor are required to quote their rate in Indian rupees only.
- The rate quoted shall be inclusive of all the charges like Service Charges, Insurances, overheads,profit etc. However, GST will be extra and will be paid as actual.

Place:

Date:

(Signature with stamp of the Agency)



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## ANNEXURE IX

Authorisation to sign documents \*

Pertaining to bid submission for appointment of Agency For 25th GCA and AGFA

[to be given on agency/firm/company letter head]

It is certified that Agency/firm M/s..... having its  
registered office at..... is submitting a bid  
proposal..... for appointment of Agency For 25th GCA and AGFA

In connection with the above Mr./Ms. .... working  
with the company as.....has been duly

authorised to sign bid proposal documents or any other documents related to this bid submission.

Agency/firm is liable of the consequences arising by the act of signing bid documents by Mr./Ms.  
.....

Signature :

Name of Signatory:

Designation :

Seal of Agency/firm/company

Date :

Place :

\* If agency is a company, certified copy of the extract of Company's Board Resolution to this effect shall be required