



Kathmandu University

**Integrated Rural Development Project/
Nepal Technology Innovation Center (IRDP/NTIC)**

Open Call for Event Management Companies for Hosting Techno Fair 2023

Call Published date: 18th May, 2023

Deadline: 21st June, 2023 (35 Days)

KU- IRDP/NTIC, a KOICA-funded project jointly managed by Kathmandu University (KU), Nepal and Jeonbuk National University (JBNU) Korea announces an open call for conducting a two day Techno Fair at NTIC, Kathmandu University, Dhulikhel. The call is open to event management companies who have a strong experience in organizing big events.

Main Agenda of the Event:

Nepal Technology Innovation Center is a research center established by the Korean Government in the year 2023. The research center consists of high-level research equipment & many research laboratories in three thematic areas Energy, Health and Agriculture. In addition, the project has granted seed money to around 30 research and business ideas within and outside of Kathmandu University. With the vision to showcase the prototype/ product developed by our grantee and also to conduct the handover and inauguration ceremony of NTIC, we announce open bidding for the Techno Fair and handover ceremony of NTIC.

Objectives of Techno fair are:

1. To inaugurate the building of NTIC.
2. To hand over the building of NTIC to Kathmandu University.
3. To demonstrate the research and development outcomes of NTIC grantees.
4. To conduct panel discussion.
5. To showcase NTIC grantee product/ prototype, building and research equipment to the visitors
6. The proposed Exhibition will also be a platform for researchers, school and university students, tertiary and higher educational institutions to popularize their inventions and create enthusiasm amongst the younger generation to engage in science and initiate startups based on new inventions and innovations.

Venue and Themes:

The proposed exhibition will be held in the month of August 2023 at Nepal Technology Innovation Center, Kathmandu University

Participation:

The Techno Fair will showcase about 30 exhibitors from small, medium and large businesses from all locations of Innovation Centers, as well as providing the opportunities for the local

NGOs, Banepa and Dhulikhel municipalities to showcase the work they do. It is expected that more than 500 people will attend the Techno Fair. The high-level delegates from KOICA, Korean Embassy, Nepal Government, Korean Government are expected as a VVIP guest of this event.

Scope of work:

The service provider should provide full-fledged event management support ensuring smooth logistical preparation and execution. The assignments are not bound to one location and should be available for field travel sometimes at the short notice. Upon the requirement, the service provider shall identify a suitable location and venue with other required service providers and present up to 3 options to offer (where possible) for consideration and approval.

Ceiling Budget: NRS 2,000,000.00 (In word: Twenty Lakh Rupees Only)

The service provider will work closely under the overall supervision of NTIC.

1. Administrative services:

- In line with the program requirement, Event Management company ensures that promotion for the event is done prior to 1 month of the event date including management of accommodation, venue fixing, catering, list of participants confirmations, invitations, name tags, pick-up banners/materials in coordination with NTIC team. and for each request will be provided/agreed in writing prior to commencement of the services. Products and materials to be used in the events shall be eco-friendly and sustainable to the maximum extent possible;
- To establish the infrastructure to record event data and later use it for dissemination.
- Provide suggestion to find the right advertisers and brand ambassadors for the event
- Acting as the main point of contact for the event to answer questions and offer support throughout the event's creation
- Handling event planning challenges and finding suitable solutions and alternatives to ensure that the event runs as intended
- To provide event management services as requested despite the working hours or working weeks to meet NTIC emergency response when occur.

2. Service support during events:

- Timely arrange an event consumable: Stationery and materials, name tag, direction signs holders, name tent holders, setting banners, etc. Specific requirements for each request will be provided/ agreed in writing prior to commencement of the services.
- To arrange participants' registration to the event, including (a) staffing of event reception/registration desk; (b) monitoring of and reporting on actual attendance at the event. Specific requirements for each request will be provided/agreed in writing prior to commencement of the services.

- Appoint one of the volunteers for coordination and communication from the beginning till the completion of the event and settlement of reimbursement.
- To provide technical support, including IT support and narrators/translators (English/Nepali) where needed, coordination with venue management throughout the event and ensure that all requirements are provided and arranged on time and as required, including the travel arrangements for high level delegates from KOICA, Nepal and Korea.
- To arrange the service/help desk in the venue of the event to reply to participants' requests/needs and assist them during the event. It should provide full-day administrative support to the participants in the event; ensure that there are people at the service desk who have English/Nepali speaking skills to facilitate communication with the participants and who are up to date with the latest arrangements on the event.
- To take on any miscellaneous tasks to ensure smooth management of the event that might arise before, during, or after the event

3. Venue Management services:

- Provide decoration to the Stage, Entrance gate, booths, Labs, halls and whole NTIC event areas.
- Must ensure that the recommended venues are accessible with volunteers with acceptable security for VVIPs, space for temporary parking, The services shall also include seating arrangements, set-up of dais/podium, proper sound system and decorations such as backdrops on the podium.
- To make timely arrangements for and ensure electronic and audio-visual equipment are installed, and fully functional (screen, LCD, pointers, notebooks/laptops, conference system, the system for simultaneous translation, recorder, lightning, cable extension, etc.). Specific requirements for each request will be provided/agreed in writing prior to the commencement of the services.
- To arrange internet access in the venue areas, inside accommodations, seating and venue arrangement/decoration, and direction guiding signs. Specific requirements for each request will be provided/agreed in writing before commencement of the services.
- Arrange live streaming of events where required.
- Ensure safety protocol during every program.

4. Travel arrangement:

- Coordinate and confirm participants and local travel arrangements.
- Pickup and drop including protocol arrangements for VIPs, including arrival and departure at the event with proper parking arrangement.
- Site visit arrangements.

5. Catering services:

- To make timely arrangements for serving meals (lunch, coffee breaks, dinner, reception) in line with the approval. Specific requirements for each request will be provided/agreed after selection to commencement of the services.
- To arrange local food stalls for the visitors

6. Photo/video services:

- To provide photo and audio/video documentation and make a production of the photos and audio/video as requested. Specific requirements for each request will be provided/agreed after selection to commencement of the services.
- Within the day or during the event to provide the best quality photo.
- Ensure that the photographer or videographer adheres to media policy intaking videos or photos during the event.
- Produce audio video recordings where required.

7. Security Arrangement

- Conducting security checks at all gateways and entry points
- Appointing security personnel throughout the venue for VVIPS.
- Mapping out exit points to evacuate event participants safely in case of emergencies or threats
- Monitoring the CCTV cameras to stay aware of any suspicious activities in and around the venue during the event
- Keeping communication lines open with attendees and encouraging them to report uncomfortable incidents
- Having a backup plan in case of a security mishap

8. Documentation

- Event report writing and technical documentation

Additionally, some minor activities has to be supported during the event. Based on their experiences, some minor activities for the betterment of the event is expected from applicants.

Outputs/Deliverables:

Technical and financial reports are to be submitted within two weeks after the completion of the event.

Report: A detailed report on all assignments covered including locations and assigned supervisor details.

The main eligibility criteria are as follows:

1. The event team should have more than 2 years of experience in event management.
2. The proposal should contain detail plan of budget

The Documents to be submitted are:

- Event Proposal
- Event concept
- Detailed budget plan
- Company Registration and Tax Clearance paper

1. Interested applicants may obtain further information during office hours from KU-IRDP/NTIC Office Dhulikhel, Kavre. For further discussion about the event applications visit KU-NTIC/IRDP <http://ntic.ku.edu.np>. or mail us at ntic.ku.edu.np.
2. Proposal documents having been signed on each page by authorized personnel must be submitted not later than 21st June, 2023. The document received later than the above-mentioned time and date will not be entertained. Electronic submission must be done on ntic@ku.edu.np email before 11:59 PM (NST) on 21st June, 2023. Proposals received after this deadline will be rejected.
3. If the last date of submission falls on a Government/Kathmandu University holiday, then the following working day shall be considered as a deadline.
4. Costs incurred for preparation of applications and site visits are to be borne by the applicant.
5. KU-IRDP/NTIC reserves the right to accept or reject any or all applications, cancel the process and reject all proposal applications without assigning any reason whatsoever. The applicant shall have no right to claim any cost associated with the preparation of a proposal document under such circumstances.

For Further Information

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