

**Invitation for Bids to Host 7<sup>th</sup> Conference of Transportation Research  
Group of India (CTRG) in 2023  
and  
The Processes of Bidding and Site Selection of the Conference Host**

May 2021

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Convenor, Site Selection Committee (SSC) of TRG**

Transportation Research Group of India (TRG) invites bids from leading Indian academic/research institutions, with a recognised international profile and reputation in transport research, who wish to be considered as prospective organisers of the 7<sup>th</sup> CTRG to be held in 2023.

The invitation includes:

- Section I: Introduction
- Section II: Notes to Bidders
- Section III: Site Selection Criteria
- Section IV: Timeframe of the Steps in the Process of Site Selection for 7<sup>th</sup> CTRG, 2023
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## **I. Introduction**

The Conference of Transportation Research Group of India (CTRG) is the premier event of TRG. It is held every two years and traditionally moves around India. In the past, CTRG has been organized in Bangalore (Dec. 2011), Agra (Dec. 2013), Kolkata (Dec. 2015), Mumbai (Dec. 2017), Bhopal (Dec. 2019) and Trichy (upcoming in Dec. 2021 jointly with NIT Trichy, in association with IISc Bangalore, IIT Madras, IIT Palakkad and NATPAC). CTRG has been getting wide scale recognition from reputed Indian and international institutions/organizations like, IIT Kanpur, IIT Kharagpur, IIT Guwahati, IIT Bombay (Mumbai), SVNIT Surat, MANIT Bhopal, NIT Trichy, TRB, WCTRS, CSIR-CRRI, ATPIO, T&DI-ASCE, EASTS, to name a few. CTRG is a large conference typically attended by around 400-500 participants usually from 12-15 countries and which require considerable advance planning, organisational capabilities and sustained commitment on the part of the host institution and which should work closely with TRG to ensure a high-quality conference.

The Executive Board (EB) of TRG has assigned all matters regarding selection of the Host Site (place) and host institution of the conference to a Site Selection Committee (SSC). However, the decision of choosing a Host Site of a CTRG is in the hands of the EB after receiving recommendations from the SSC.

## **II. Notes to Bidders**

- 1) As the CTRG is an academic research conference, bids should be submitted by an Indian University, or an Indian University Department, or an Indian research institute with a recognised international profile and reputation in transport research. If the bidding

institution desires, it can involve other similar Indian institutions as supporting institutes. Bids submitted by entities different than those mentioned above (e.g., by Professional Conference Organiser (PCO), travel agent, conference tourism agency, etc.), shall be disqualified. The Chairperson, Vice-Chairperson (can be also called as Organizing Secretary, based on requirements of a bidding institution) of the proposed Organizing Committee (OC) by bidder should be Life Members of TRG (See also point no.4 below in the same section). The Chairperson, Vice-Chairperson of the proposed Organizing Committee (OC) by bidder should also be on full time service tenure in their respective institutions at least till 31.12.2024.

- 2) Bidders should be aware of the locations of previous CTRGs as, everything else being same, preference will be given to the bids that propose a venue of the conference in a city that is different from the cities where CTRG has already been conducted in the past.
- 3) The proposed host city and venue by the bidder should be befitting to the stature and requirement of a prestigious international conference like CTRG, where around 400-500 participants usually from 12-15 countries attend the conference. This means that the host city and venue should have good national and international connections for ease of travel of high value of time delegates of the conference, besides other requirements, and should also be of particular interest to transportation researchers.
- 4) The host institution, which is selected will form an Organizing Committee (OC) consisting of a Chairperson, Vice-Chairperson (or Organizing Secretary), 3 nominated members from TRG, few nominated members from other organizations in case TRG has a specific MOU with them, and other members nominated by the host institution. The size of OC should not be very large and preferably between 10-15 members, maximum.
- 5) A Memorandum of Agreement (MOA) will be signed between President of TRG and the Chairperson of the OC of CTRG (after due written authorization from the head of the host institution) in order to formalize the relationship between the two parties and to guide their mutual effort during the process of organising such an important international conference. The MOA will also specify all specific rules and general guidelines of TRG related to organizing of CTRG and which the organizers of CTRG are bound to follow and adhere to in all circumstances.
- 6) All the scientific matters of the conference (CTRG) will be handled by TRG directly through a Scientific Committee (SC) constituted by the Executive Board (EB) of TRG.
  - a) The SC will be constituted and made active at least 1.5 years before the scheduled date of the 7<sup>th</sup> CTRG. TRG typically re-constitutes the SC after completion of every CTRG. There will be a Chair of SC which will be appointed by EB of TRG. The President TRG and SC Chair will then formulate proposals for membership of SC, to be approved by EB.
  - b) The Chairperson and Vice-Chairperson (or Organizing Secretary) of OC of CTRG will be member of SC by default.
- 7) The OC of CTRG will deal with the local organisation and all non-scientific matters of the conference which are not covered by the SC of CTRG. The OC of CTRG can, if needed, form one or more sub - committee(s) to help in the organisational and non-scientific matters of the conference. However, the interwoven nature of these committees ensure that both the society and host institution contribute to scientific as well as non-scientific matters.

- 8) All the membership fees decided by TRG and collected by organizing committee will be completely transferred to TRG. The registration fee structure for CTRG will be proposed by the OC of 7<sup>th</sup> CTRG to TRG (with discounted rates for TRG members) and will be approved by EB of TRG. For gross conference earnings (i.e. gross receipts from registration fees, sponsorship, institutional support etc.) up to INR 50 Lakhs, twenty (20) percent of all the gross earnings of 7<sup>th</sup> CTRG should be transferred to TRG as royalty for the conference, while also ensuring that at least 60 percent of all gross earnings is spent for the purpose of the conference. In case the gross earnings are more than INR 50 Lakhs then the royalty for the conference will be INR 10 Lakhs + 30% of the amount by which gross earnings exceed INR 50 lakhs; in this case at least INR 30 lakhs + 50% of the amount by which gross earnings exceed INR 50 lakhs shall be spent for the conduct of 7<sup>th</sup> CTRG. TRG being a charitable society is bound to use these funds generated solely for all charitable purposes for which it is formally established. Considering the charitable nature of the society and if the organizers wish so, they can contribute more royalty amount to TRG over and above the minimum amount specified above.
- 9) While preparing and proposing the budget for 7<sup>th</sup> CTRG in the bid document, the bidders should study and understand all typical expenditure requirements from experience of past CTRGs and should include all budget components in the bid document. Additionally, the proposed budget should also include cost of hiring the professional licence of EasyChair (for paper management and review), development of conference app and cost of publishing an open access indexed proceedings of 7<sup>th</sup> CTRG with a leading international publisher.
- 10) The host site OC should also commit to be in full co-operation with TRG President, EB of TRG, and the SC of TRG and be prepared to give regular update of activities related to the conference preparation progress to the EB and SC and for inclusion in TRG's electronic dissemination material.
- 11) Bidders responding to this call should formally notify by e-mail, no later than 30<sup>th</sup> June 2021, the Convenor of the Site Selection Committee (SSC) of TRG, Prof. Ashish Verma ([ashishv@iisc.ac.in](mailto:ashishv@iisc.ac.in); [rsashu74@gmail.com](mailto:rsashu74@gmail.com)) with a copy marked to President (TRG), Prof. Akhilesh Maurya ([maurya@iitg.ac.in](mailto:maurya@iitg.ac.in); [akmaurya@gmail.com](mailto:akmaurya@gmail.com)) their interest to submit proposals to bid for hosting 7<sup>th</sup> CTRG, 2023.
- 12) Any questions that bidders might have may kindly be addressed to Convenor of the Site Selection Committee (SSC) of TRG, Prof. Ashish Verma ([ashishv@iisc.ac.in](mailto:ashishv@iisc.ac.in); [rsashu74@gmail.com](mailto:rsashu74@gmail.com)) with a copy marked to President (TRG), Prof. Akhilesh Maurya ([maurya@iitg.ac.in](mailto:maurya@iitg.ac.in); [akmaurya@gmail.com](mailto:akmaurya@gmail.com)). Answer(s) to any question(s) related to this bidding that will be received by one bidder shall be sent to all other bidders.

### **III. Site Selection Criteria**

- 1) Adequate good quality conference facilities, within a conference venue, or in a very close walking proximity, for a large conference involving 400-500 participants. These considerations also include; good upkeep of facilities, cleanliness and hygiene, access to clean and well maintained toilets, ease of access to venue, etc.
- 2) Adequate quantity, quality, and price range, of accommodation in the vicinity of the conference site, including the possibility of quality dormitory or hostel rooms.
- 3) Adequate prior experience of the proposed Chairperson and Vice-Chairperson (or Organizing Secretary) of OC of CTRG in organizing similar such large conferences.

- 4) Visible team strength and support of the bidding institution and supporting institutes.
- 5) Presence of Life Members of TRG in the bidding institution and supporting institutes.
- 6) A site with particular interest for transportation researchers.
- 7) A location consistent with a multi-purpose conference offering professional and technical appeal and attractive tourist tours to the conference participants.

#### **IV. Timeframe of the Steps in the Process of Site Selection for 7<sup>th</sup> CTRG, 2023**

<b>S.No.</b>	<b>Step</b>	<b>Date</b>
1.	Release of invitation for bids to host 7 <sup>th</sup> CTRG in 2023	28 <sup>th</sup> May 2021
2.	E-mail Notification of interest to bid for 7 <sup>th</sup> CTRG in 2023	30 <sup>th</sup> June 2021
3.	Submission of bid proposals to SSC	31 <sup>st</sup> Aug. 2021
4.	Disqualification or possible elimination of bidders	15 <sup>th</sup> Sep. 2021
5.	Intimation to the shortlisted bidders	17 <sup>th</sup> Sep. 2021
6.	SSC comments on bid proposals to shortlisted bidders	12 <sup>th</sup> Oct. 2021
7.	Submission of revised bid proposals by shortlisted bidders to SSC	28 <sup>th</sup> Oct. 2021
8.	Communication of standard MOA template to shortlisted bidders for internal review and approval from head of the host institution	31 <sup>st</sup> Oct. 2021
9.	Visit of SSC members to the host sites of shortlisted bidders, if felt necessary by SSC	During Nov. 2021 on convenient dates
10.	Submission of letter to SSC from the head of the host institution confirming review and acceptance of standard MOA template and authorization to Chairperson of OC of CTRG to sign the MOA, if selected to host 7 <sup>th</sup> CTRG in 2023	30 <sup>th</sup> Nov. 2021
11.	SSC comments on revised bid proposals to shortlisted bidders	5 <sup>th</sup> Dec. 2021
12.	Submission of final (re-revised) bid proposals by shortlisted bidders to SSC	10 <sup>th</sup> Dec. 2021
13.	Presentation of final (re-revised) bid proposals to SSC at Trichy	14 <sup>th</sup> Dec. 2021
14.	EB decides the winning bidder to host 7 <sup>th</sup> CTRG in 2023	15 <sup>th</sup> Dec. 2021
15.	Signing the MOA with the winning bidder during the Closing Session of 6 <sup>th</sup> CTRG at Trichy	17 <sup>th</sup> Dec. 2021

#### **V. Note on the Preparation of the Bid Submission File**

It is obligatory that all bids include the following Sections\*:

- Section 1: Introduction: On the host institution and the host city and venue of the Bid submitters.
- Section 2: Proposed Organizing Committee (OC)

- Section 3: Capabilities of the host institution: why and how is the host institution capable of organising a prestigious and large conference like CTRG?
- Section 4: Satisfying the Site Selection Criteria: How does the bid respond to the site selection criteria given in Section III above, taken one by one?
- Section 5: Business Plan of the conference

Appendices:

- Formal letters from heads of Bidding and Supporting Institutions approving and endorsing the bid submission.
- Brief CVs of Chairperson and Vice-Chairperson (or Organizing Secretary) of proposed OC.

\* Note:

- Bidders may include additional Sections and/or Appendices in the Bid Proposal.
- However, the above mentioned five Sections and two Appendices are obligatory.

Bid File Format

- Soft file in “pdf”.
- Maximum 25 pages; A4 size.
- Font Times New Roman; size 12.

**VI. Note on Confidentiality**

TRG maintains a policy of transparency and openness, but recognises that in a competitive process there is a need for confidentiality. Information provided by bidders will only be made available to members of the SSC and EB (as per the process timeline) of TRG who will respect its confidentiality.

**VII. Method of Correspondence**

All bid Notifications/Bid Proposals are to be addressed/submitted electronically to Convenor of the Site Selection Committee (SSC) of TRG, Prof. Ashish Verma ([ashishv@iisc.ac.in](mailto:ashishv@iisc.ac.in); [rsashu74@gmail.com](mailto:rsashu74@gmail.com)) with a copy marked to President (TRG), Prof. Akhilesh Maurya ([maurya@iitg.ac.in](mailto:maurya@iitg.ac.in); [akmaurya@gmail.com](mailto:akmaurya@gmail.com)).