

**Invitation for Bids to Host 5th Conference of Transportation Research
Group of India (CTRG) in 2019
and
The Processes of Bidding and Site Selection of the Conference Host**

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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 5th CTRG to be held in 2019.

The invitation includes:

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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), and Mumbai (upcoming in Dec. 2017 jointly by IIT Bombay (Mumbai), NIT Surat.), CTRG is getting widescale recognition from reputed Indian and international institutions/organizations like, IIT Kanpur, IIT Kharagpur, IIT Guwahati, IIT Bombay (Mumbai), NIT Surat, TRB, 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) composed of five members. 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 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 31.12.2020.

- 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, 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 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 CTRG. TRG will re-constitute 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 of OC of CTRG will be member of SC by default.
 - c) The TRG would also constitute standing Technical Committees of TRG (TCT) broadly based on themes/tracks of CTRG. Each TCT will have a Chair and a Co-Chair. The guidelines and process for constituting TCT will be framed by TRG in due course and with approval of EB of TRG. The TCT's would not only handle all the technical aspects of CTRG related to their theme/track, as per the guidelines framed by TRG, but will also be expected to carry out independent technical activities related to their theme/track under the aegis of TRG and in consonance with the mission, vision, and objectives of TRG.

- 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.
- 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 5th 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 5th 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 5th 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) 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.
- 10) Bidders responding to this call should formally notify by e-mail, no later than 10th November 2017, the Convenor of the Site Selection Committee (SSC) of TRG, Prof. Ashish Verma (ashishv@iisc.ac.in) with a copy marked to Vice-President of TRG, Prof. Akhilesh Maurya (maurya@iitg.ernet.in, akmaurya@gmail.com) their interest to submit proposals to bid for hosting 5th CTRG, 2019.
- 11) 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) with a copy marked to Vice-President of TRG, Prof. Akhilesh Maurya (maurya@iitg.ernet.in, 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 conference facilities, within a conference venue, or in a very close walking proximity, for a large conference involving 400-500 participants.
- 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 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 5th CTRG, 2019

S.No.	Step	Date
1.	Release of invitation for bids to host 5 th CTRG in 2019	4 th Nov. 2017
2.	E-mail Notification of interest to bid for 5 th CTRG in 2019	10 th Nov. 2017
3.	Submission of bid proposals to SSC	25 th Nov. 2017
4.	Disqualification or possible elimination of bidders	28 th Nov. 2017
5.	Intimation to the shortlisted bidders	30 th Nov. 2017
6.	SSC comments on bid documents to shortlisted bidders	5 th Dec. 2017
7.	Submission of revised bid proposals by shortlisted bidders to SSC	15 th Dec. 2017
8.	Presentation of revised bid proposals to SSC at IIT Bombay	17 th Dec. 2017
9.	EB decides the winning bidder to host 5 th CTRG in 2019	18 th Dec. 2017
10.	Signing the MOA* with the winning bidder during the Closing Session of 4 th CTRG at IIT Bombay	20 th Dec. 2017

* A copy of the standard MOA template will be provided by email to shortlisted Bidders in advance so that they are prepared and ready to sign the MOA on 20th Dec. 2017 during 4th CTRG Closing Session, if selected to host 5th CTRG in 2019.

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 endorsing the bid submission.
- Brief CVs of Chairperson and Vice-Chairperson 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 20 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) with a copy marked to Vice-President of TRG, Prof. Akhilesh Maurya (maurya@iitg.ernet.in, akmaurya@gmail.com).