المعهد الهنــدي للتكنولوجيـــا دلهي
أبــوظبي

**INDIAN INSTITUTE OF TECHNOLOGY DELHI
ABU DHABI**

Request for Proposal

Event Management Agencies for Conducting Convocation 2026

(RFQ-IITD AD-PD 26/030)

January 2026

Introduction

Indian Institute of Technology Delhi – Abu Dhabi, is a branch campus of Indian Institute of Technology Delhi, which is a world-renowned institute established in 1963 In New Delhi, India. The Abu Dhabi campus of IIT Delhi was announced in 2023 and classes commenced in 2024. The first batch of students from IITD Abu Dhabi will graduate in January 2026 where a convocation ceremony is planned to celebrate their graduation in April/May 2026.

The information contained in this RFP and any related correspondence, documents or discussions is subject to non-disclosure by all bidders. Submission of a response to this RFP does not in any way bind IITD AD to select any vendor for further inclusion in the vendor selection process.

Invitation for Bid Offers

Indian Institute of Technology Delhi - Abu Dhabi invites technical and commercial bid (separate file) from eligible and experienced agency for the following services as per the terms and conditions specified in the bid document, which is available on the procurement page of the IIT Delhi - Abu Dhabi (https://iitdabudhabi.ac.ae/procurement). Bidders are requested to review the bid document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.

Please include lead time, warranty terms, and support options in your quotation. Send the Required Documents along with the proposal document to: procurement@iitdabudhabi.ac.ae

Indian Institute of Technology Delhi - Abu Dhabi is seeking quotations for the supply, and delivery of the following items.

Scope Of Works (SOW) with BOQ

IITD Abu Dhabi is currently operating within the Abu Dhabi campus of Zayed University and the convocation ceremony is planned to be held in the Zayed University convention center. Depending on availability, etc., the event may have to be held at another venue, to be discussed with the selected agency at a later stage, if required. We invite you to propose other suitable venues for the convocation based on your previous experience and assessment.

As IITD-AD's inaugural graduation ceremony and considering the G2G nature of this event, the event is likely to be attended by **VVIPs from both India and UAE**.

The invited guests will also include faculty, staff, students and graduating students' family members, government officials, alumni of IIT Delhi, press and other stakeholders in a prestigious graduation celebration.

Proposals are sought from event management agencies to carry out an end-to-end management service of the ceremony, as described below.

Event: Convocation Ceremony – Indian Institute of Technology Delhi – Abu Dhabi (IITD-AD)

Event Date: Tentatively on 11th or 12th April 2026

Venue:

       Option 1 : Zayed University Convention Centre

       Option 2 : Another indoor venue in Abu Dhabi City

Client: IIT Delhi – Abu Dhabi (IITD-AD)
Event Type: Inaugural Convocation Ceremony & Celebration at IITD-AD

Number of MTech/Masters graduates: 17 **(mix of UAE, Indian, other nationalities)**

Event Size: approx. 350 attendees

Main deliverables expected from the agency

- Full event management and production

- Venue coordination and build-up

- Creative design (branding, screen content, décor) – in accordance with the brand guidelines of IITD, IITD-AD, Abu Dhabi Govt etc.

- AV setup and management

- Guestlist and ticketing solutions

- Protocol handling for government and VIP/VVIP guests

- End-to-end logistics including catering, ushering, parking, and security

- Post-event wrap-up support (cleanup, content handover, etc.)

- Event photography and videography

- Coordination with third-party public relations and communications agencies

Event management requirements

1. Event Planning & Coordination

- Develop a detailed project plan and timeline

- Form an organizing committee with clear roles and responsibilities.

- Coordinate with university leadership, protocol teams, and external stakeholders.

2. Venue Preparation

- Select and prepare the on-campus venue (e.g., auditorium, outdoor space)

- Ensure accessibility, safety, and comfort for all attendees

- Install temporary structures if needed (e.g., tents, stages, seating)

3. VVIP Protocol & Management

- Identify VVIPs (e.g., government officials, board members, dignitaries)

- Coordinate with protocol offices for seating arrangements, security, and arrival/departure procedures

- Prepare VVIP holding areas, escort services, and personalized welcome kits

- Arrange for official photographers and videographers

4. Guest Management

- Develop invitation lists and RSVP tracking systems

- Provide guest registration and ushering services

- Arrange parking, transportation, and hospitality for guests

5. Ceremony Program Development

- Design the official program (e.g., speeches, award presentations, performances)

- Coordinate with academic departments for graduate lists and procession order

- Arrange for MCs, interpreters (if needed), and stage management

6. Technical & AV Setup

- Propose and Install sound systems, lighting, and video projection

- Professional photographers and video crew to cover the event

- Set up live streaming and recording capabilities

- Provide backup power and technical support

- Translation services (simultaneous translation in Arabic, Hindi and English)

7. Security & Safety

- Coordinate with campus security and local authorities for the security of VVIPs

- Implement crowd control measures and emergency response plans

- Ensure compliance with health and safety regulations

8. Branding & Communication

(In accordance with the PR & comms agency appointed)

- Design event branding (banners, signage, digital assets)

- Develop printed materials (program booklets, Convocation certificates, name tags)

- Produce branded wayfinding assets

- Digital screens for dynamic branding and live updates.

9. Catering & Hospitality

- Arrange refreshments for guests, graduates, and staff

- Provide special catering for VVIPs

- Ensure dietary accommodations and high service standards

10. Post-Event Activities

- Manage teardown and cleanup

- Conduct debriefing and feedback collection

Evaluation and Award Criteria

Agencies bidding for the above work must qualify for all the requirements below:

1. The agency must be a registered legal entity in UAE. A copy of the VAT registration certificate must be provided.

2. The agency must have been active in event management for at least 10 years. The registration certificate of the agency must be provided. In cases where the name of the agency has been changed after its incorporations, certificates attesting to the same must be submitted.

3. The agency must have managed at least 5 events with at least 350 participants in the last 3 years. Details of such events, including the responsibilities handled, must be provided.

4. The agency must have managed at least 2 events attended by the top leadership of UAE during the last 3 years. Details of such events, including the responsibilities handled, must be provided. Agencies with experience of organizing graduation events will be given preference.

5. It is desirable that the agency has managed at least 2 events attended by the top leadership of countries other than UAE during the last 3 years. Details of such events, if any, including the responsibilities handled, should be provided.

6. The agency must have in-house personnel with experience of at least 5 years under each of the heads under "Event management requirements". The experience of each individual involved must be provided.

7. Convocation/commencement/convocation experience (UAE and International)

<u>Submission</u>

Required to submit 2 separate e-Mail proposals.

All proposals must be sent by email to procurement@iitdabudhabi.ac.ae (sharing or copying with any other email id will be disqualified)

The technical submission must include details such as the proposed theme, the team, the proposed arrangements, etc.

The commercial submission must include a break-up of the costs in the form of a detailed bill-of-quantities with costs mentioned against individual line items.

A site-visit for potential bidders will be organized prior to the submission deadline. Details regarding the schedule and arrangements will be communicated in advance.

Submission Requirements

- Two separate proposals:
    1. Indoor venue (Zayed University Convention Centre)
    2. Another indoor venue in Abu Dhabi City
- Each proposal in separate file name as follows:
    - File 1: Non-financial proposal (Technical) at Zyed University Convention Centre)
    - File 2: Financial proposal (Technical) at Zyed University Convention Centre)
    - File 3: Non-financial proposal (Technical) at Optional indoor venue at Abu Dhabi city
    - File 4: Financial proposal (Technical) at Optional indoor venue at Abu Dhabi city

RFP Date and Timeline:

Publish date	**Friday, 30th January 2026**
EOI to procurement@iitdabudhabi.ac.ae	**Monday, 2nd February 2026 on or before 12 noon**
Site Visit on request to procurement@iitdabudhabi.ac.ae	**3rd and 4th February 2026 time TBC by email**
Request for Information (RFI) to procurement@iitdabudhabi.ac.ae	**Thursday 5th February 2026, on or before 5:00 PM**
RFI response to bidders (will be shared across all the suppliers)	**Friday, 6th February 2026, on or before closing of business (COB)**
Submission date: **Separate Technical and Commercial Soft copy to procurement@iitdabudhabi.ac.ae**	**Wednesday, 11th February 2026, on or before 11.00 AM**
Presentations for the shortlisted suppliers	**Thursday, 13th February 2026 time slot TBC**
Award	**3rd Week of February 2026**

Indian Institute of Technology Delhi - Abu Dhabi is in the process of purchasing the following item(s) as per the details given below.

Item name/Service description	**Event Management Agencies for Conducting Convocation 2026**
Bid Bond	NA
Warranty*	SLA
Bid validity*	90 days
Performance security*	NR
Delivery Schedule*	**11th or 12th April 2026 (TBC)**
Address for Communication	IIT Delhi Abu Dhabi, Khalifa City B, Abu Dhabi, UAE. procurement@iitdabudhabi.ac.ae
Bidder Contact No.*	
Bidder Email Address*	

*To be filled by the Bidder