

## **Notice**

Punjab Information & Communication Technology Corporation Ltd (Punjab Infotech), A State Undertaking having its office at Udyog Bhawan, Sector-17, Chandigarh invites sealed proposals from identified prominent industry associations for organizing outreach visits/roadshows as a precursor to Progressive Punjab Investors Summit, 2026. The detailed criteria, scope of work and financial proposal for hiring of Institutional Partner are as under;

Last date for Submission- October 03, 2025 3.00 PM

**Punjab Information & Communication Technology Corporation Limited  
(Punjab Infotech)**

Dated- 19<sup>th</sup>, September, 2025  
PCTC/IR/E/I/ DIS/36336 /2025

**Sub- Invitation for Proposal for being Institutional Partner for Outreach Vists/Roadshows as a pre cursor to Progressive Punjab Investors Summit, 2026.**

Punjab Information & Communication Technology Corporation Ltd (Punjab Infotech), A State Undertaking having its office at Udyog Bhawan, Sector-17, Chandigarh invites sealed quotations from the prominent industry associations for organizing outreach visits/roadshows as a precursor to Progressive Punjab Investors Summit, 2026. The detailed criteria, scope of work and financial proposal for hiring of Institutional Partner are as under;

**A. Criteria-1**

<b>Sr No</b>	<b>Criteria</b>	<b>Requirement</b>
1	Experience	1. Should have organized at least 4 roadshows for State or Central Government in last 3 years (2022-2023,2023-24 and 2024-25) 2. Should have organized at least one international roadshow for State or Central Government in last 3 years (2022-2023,2023-24 and 2024-25)
2	Offices	The bidder should have an office in Chandigarh/Mohali and in atleast 10 cities of India preferably Mumbai, Pune. Hyderabad, NCR. Kolkatta. Chennai and Bengaluru
3	Professional Staff	Bidder should have atleast 80 full time staff strength in India.
4	Presence in other countries	The bidder should have offices in minimum five other countries with atleast one in Europe, Asia.and North America

**Criteria-2**

<b>Sr No</b>	<b>Particulars</b>
1	Understanding scope of work
2	Event Management and Execution Plan
3	Innovative ideas
4	Proposed list of daiss and other prominent CXO invitees for roadshows at Delhi, Mumbai, Bengaluru, Chennai and Hyderabad

**B. Scope of Work for Selected Institutional Partner**

**Assistance in organizing domestic & international roadshows/outreach visits.**

Institutional Partner will assist in coordinating

- Domestic roadshows/outreach visits in India
- International Roadshow.

The dates for the same will be finalized by Government of Punjab. The activities related for such road shows include:

- 1) Institutional Partner will identify and suggest appropriate venues for organizing outreach visit and, post Government approval will make the necessary arrangements for the following
  - i) Hotel Bookings as per the direction and approval of Punjab Infotech

- ii) Conference Hall Set up – Audio Visual System, Backdrops/ Banners/ Signages as per the direction and approval of Punjab Infotech
  - iii) Photography
- 2) Institutional Partner will draft Minute to Minute schedule for the visit of Government of Punjab delegation to each of these places.
- 3) Institutional Partner will reach out to prospective investors / industry members to participate in the Roadshow.
- 4) Institutional Partner will organise meetings with industrialists using its members network at each of the respective road-show locations in India.
- 5) Institutional Partner will provide administrative support and guidance to Government of Punjab in the following areas during the roadshows:
  - i) Head table and Dias Management
  - ii) Sitting arrangement
  - iii) Registration to capture the details of participants
  - iv) Master of ceremonies
- 6) Institutional Partner will endeavour maximum participation of Industry Delegates in all road shows /meetings

**C. Financial Proposal**

S. No.	Item	Charge s per Event	No.*	Total
a.	Organizing and Executing all activities for domestic road show/outreach visits		4	
b.	Organizing and Executing all activities for international roadshow		1	
	Total			
Total Amount in words:				

- This financial proposal covers remuneration for all the Personnel (Expatriate and Resident, in the field, office etc.), equipment etc.
- The Financial Proposal is without any condition.
- These rates would be valid for the period of assignment.

**Note:**

- i. All expenses pertaining to the boarding, lodging, and transportation of state delegation, printing for branding like flexes & backdrops etc, lunches & dinners and other venue expenses that are to be paid to third party vendors will be borne by state govt. including required advances for all arrangements made by the Institutional Partner.
- ii. The Stay and travel costs of (max two officials) of Institutional Partner for Domestic roadshows and international roadshow will also be borne by the Govt. of Punjab.
- iii. Taxes would be paid extra as per prevailing rates.
- iv. 50% of payment will be made before the outreach visits/roadshows and remaining 50% after the event within 15 days of the submission of the invoice.
- v. The Number (No.) of domestic/ International roadshows is indicative for purpose of calculation of most responsive proposal only. Payment on above rates will be as per actual number of events during one year from on boarding of Institutional Partner

**Selection Method**

- (i) The selection of Institutional Partner will be based on QCBS Method.

**Terms and conditions:**

- (i) Selected Institutional Partner will be responsible for the delivery of the requisite proposal at Punjab Infotech, Udyog Bhawan, Sector-17, Chandigarh without any cost.
- (ii) The Corporation reserves the right to reject the proposal in case if it is not as per our criteria
- (iii) You are requested to submit the presentation and financial proposal in separate envelopes on or before 3.00 PM, October 3,2025 by writing on top "QTN-IR-IP"
- (iv) Any corrigendum to this proposal will be published on [www.punjabinfotech.in](http://www.punjabinfotech.in)