



**Request for Proposal (RFP) for selection of
an Event Organizer for “5G, 6G and
Emerging Technologies Hackathon” and
“WTSA Outreach Sessions”**

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Disclaimer

1. This RFP is not an agreement and is neither an offer nor invitation by the TCOE India to the prospective Bidders or any other person. The purpose of this RFP is to provide interested parties with information that may be useful to them in preparing their proposals i.e. technical proposals and financial offers pursuant to this RFP. This RFP includes statements, which reflect various assumptions and assessments arrived at by TCOE India in relation to the assignment. Such assumptions, assessments and statements do not purport to contain all the information that a Bidder may require.
2. This RFP may not be appropriate for all persons, and it is not possible for TCOE India, its employees or advisors to consider the investment objectives, financial situation and needs of each party who reads or uses this RFP. The assumptions, assessments, statements, and information contained in this RFP may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements, and information contained in this RFP and obtain independent advice from appropriate sources. Information provided in this RFP to the Bidder(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law.
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4. TCOE India is bound to select a Bidder or to appoint the Selected Bidder as Event Partner for the Assignment and that TCOE India reserves the right to reject all or any of the Bids or Proposals without assigning any reason whatsoever. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, delivery fees, expenses associated with any demonstrations or presentations which may be required by TCOE India, or any other costs incurred in connection with or relating to its Proposal. TCOE India shall not be liable in any manner whatsoever for the same or for any other costs or other expenses

incurred by a Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Bidding Process.

5. TCOE India reserves the right to accept or reject all bids, to revise the RFP, to request one or more re-submissions or clarifications from one or more Applicants, or to cancel the process in part or whole. No Applicant is obligated to respond to or to continue to respond to the RFP. Additionally, TCOE India reserves the right to alter the specifications, in part or whole, during the RFP process, and without re-issuing the RFP. Each party shall be entirely responsible for its own costs and expenses that are incurred while participating in the RFP and subsequent presentations and contract negotiation processes. TCOE India may revise any part of the RFP, by providing a written addendum on TCOE India's website till 48 hours before the last timeline for submission of the bids. The bid and all supporting documentation submitted by the Applicant shall become the property of TCOE India.

About the Event: 5G, 6G and “Emerging Technologies Hackathon” and WTSA Outreach Sessions

Background: India will host the World Telecommunication Standardization Assembly (WTSA 2024) from October 15 to 24, 2024, at Pragati Maidan, New Delhi, coordinated by the Department of Telecommunications (DoT), Government of India. Additionally, the DoT will organize the Indian Mobile Congress (IMC 2024) at the same venue, scheduled from October 15 to 19, 2024.

About IMC 2024: IMC 2024, Asia’s largest technology forum and a well-known platform, provides the perfect pretext for showcasing innovative solutions, services and state-of-the-art use cases for industry, government, academics, startups and other key stakeholders in the technology ecosystem. This year, the focus will be on Artificial Intelligence, Quantum technology and Circular Economy along with spotlight on 6G, 5G use-case showcase, cloud & edge computing, IoT, semiconductors, cybersecurity, green tech, satcom and electronics manufacturing.

Aspire, the flagship start-up program introduced in IMC 2023, is expected to be bigger this time. The initiative drew participation from 402 startups from a wide range of industries, 40 angel investors, and 50 VC funds, facilitating 250 1-on-1 investor meetings and resulting in 2 startups receiving funding through the IMC platform.

About WTSA 2024: International Telecommunications Union (ITU) is a specialized agency of the United Nations for telecom/ ICT. The Telecommunication Standardization Bureau (TSB) of ITU conducts the World Telecommunication Standardization Assembly (WTSA) once every four (4) years to plan its standardization programme for the next 4 years. India is hosting the prestigious international conferences - World Telecommunication Standardization Assembly (WTSA 2024) from 15-24 Oct, 2024 preceded by Global Standards Symposium (GSS 2024) on 14 Oct 2024 at New Delhi. They play a crucial role in shaping the global agenda for standardization of telecom and information and communication technologies (ICTs). The WTSA 2024, will be accompanied by other related initiatives such as the ITU Kaleidoscope conference (21-23 Oct 2024), ITU exhibitions (14-24 Oct 2024), Network of Women (17 Oct 2024) and AI for Good (18 Oct 2024) to enrich the discourse and promote inclusivity in the sector. Additionally, a Hackathon prior to the event will further provide a platform to developers to showcase different solutions.

The prestigious ITU Conferences and IMC 2024 are expected to witness around 8,000 plus CXOs and industry delegates, 150,000 plus attendees, 350+ exhibitors, 400+ speakers, 80+ sessions.

The launch of these initiatives underscores the Government's unwavering commitment to promoting technological advancement, fostering innovation, and ensuring equitable access to telecommunications services for all citizens.

About the proposed activity:

The event aims to bring together various stakeholders in the telecom value chain on a single platform. This would enable these stakeholders to exchange knowledge, ideas and innovation. In order to bring the required talents from MSMEs, R&D Institutions, Academia, Start-ups and Industry etc, to these platforms for showcasing their innovations, the following activities are planned:

1. **Organizing hackathons for IMC 2024:** Hackathons focused on next-generation telecom technologies will be organized, inviting telecom stakeholders such as Industry members, Academia, R&D Institutions & corporate houses to participate with their innovative ideas [*the problem statement will be finalized at a later stage by TCOE India in coordination with DoT*]. The Hackathon will be operationalized in 3 key phases:
 - a. **Stage 1:** Call for applications to be put on the TCOE India online portal. A committee appointed by the TCOE India will shortlist the applications on merit
 - b. **Stage 2:** The selected applicants (proposed to be 30 teams of 2-4 members each, for each of the 3 locations) will be invited to further finetune and showcase their solution at the 30-hour Hackathon event (spread over a period of 2 days) at three physical locations of established 5G labs – one each in Delhi, Hyderabad and Bangalore. The applicants would need to refine their idea/prototype on the Sandbox Environment hosted by the Institute or on their private cloud and then subsequently host it on the Sandbox. The event organizer will ensure that the facility of internet, Wifi, electricity etc be provided to the applicants. that the necessary connectivity (power supply, internet etc) to the infrastructure for showcase is maintained for the participants. Participants will present their solutions to the jury, receive feedback for further improvements, and have the chance to refine their ideas during the 30-hour duration. Winners will be declared the next day of the Hackathon.
 - c. **Stage 3:** Winners will be invited to showcase their solutions at the IMC 2024 event.
2. **Organizing Outreach sessions for WTSA 2024:** Three hybrid outreach sessions will be conducted at the above identified locations - Delhi, Hyderabad, and Bangalore, to raise awareness about WTSA and Standardization. These sessions are designed for students and the research community from the 100 5G Lab Institutes primarily. At maximum 100 participants would be invited for each location to join this half a day event to engage and learn more about these important topics. The outreach sessions for WTSA awareness, will be organized at Delhi, Hyderabad, and Bangalore at the same venue and on the first day (morning first half) scheduled for the Hackathon.

Scope of Work

The selected bidder will provide requisite manpower and services as below in addition to any other activity for successful implementation of the proposed activities in the IMC2024 and WTSA 2024 event:

Tentative preparatory programmes for the activities:

All activities to be organized in coordination with TCOE India and other relevant stakeholders:

Sl. No.	Proposed Activity	Proposed Tentative Timeline
1.	Announcements of Hackathon for IMC 2024	T0
2.	Launch of Event on the portal	T0+10 Days
3.	Stage 1: Submission of Ideas online	T0+10 to T0+20 days
4.	Shortlisting of the applications by the Committee (online mode)	T0+20 to T0+30 days
5.	<p>Stage 2:</p> <p>(a) Outreach sessions for WTSA (first half of Day 1)</p> <p>(b) Hackathon for “30 hours” continuously hosted on Sandbox of the identified Institute</p> <p>(3 locations parallelly at Delhi, Hyderabad and Bangalore in identified 5G Lab Institutes)</p>	In 1st Week of September, 2024
6.	Hackathon Winners Announcement (via email and will be posted on the portal including DoT portal)	In 2 nd Week of September, 2024
7.	<p>Stage 3:</p> <p>(a) Winners will be invited to showcase their solution at IMC 2024 (TA and stay only) - Maximum of two persons per team (for IMC duration)</p> <p>(b) 10 students from each location (total 30) will be invited to attend the WTSA event for 1 day in Delhi</p> <p>{Costing of (a) and (b) On actual cost basis or a maximum amount fixed}</p>	15.10.2024 - 19.10.2024

A. Pre-Event Responsibilities:

1. Conceptualization and planning for the activities with a focus on maximum participation.

- Conceptualize the event plan, its scope, objectives, and deliverables based on the venue and event's requirements and maintain a universal theme for all aspects of the event execution in coordination with vision for the event.
- Design the event flow which would include the parallel outreach sessions at 3 places, inaugural ceremony, various parallel sessions/activities, business meetings (B2B/B2G), VCs pitching session, conferences, closing ceremony etc.
- Create the event execution plan for executing the event indicating specific timelines with the respective milestones along with detailed specifications of works to be carried out.

2. Venue Development:

- Management of exhibition area as per the requirements of the event at Delhi, Hyderabad and Bangalore in consultation with TCOE India, such as arrangements of , appropriate decoration, audio & video facility, photography, videography etc.
- In case the venue gets changed, the agency will have to make the necessary arrangements accordingly.
- Help Desks inclusive of registration desk

3. Participation Arrangements:

- Coordinate with TCOE India for obtaining the list of speakers, panelists, invitees, stakeholders and sending invitation to them. Ensuring attendance/ participation of speakers, VIPs, Guests, Dignitaries, Delegates etc.
- Arrangement of snacks, tea and lunch for the participants of the event.
- Ensure that the connectivity to the Sandbox infrastructure is maintained for the participants including any setup required e.g., AV, wired connections, etc.
- Ensure that the demonstrations are conducted seamlessly, and proper AV displays are available
- Set up facilitation counters at the events location to provide a smooth experience to all participants.
- Arrange for travel/accommodation of the winning teams to the IMC 2024, Delhi (On actual cost basis, maximum 2 persons per team)
- Arrange for travel/accommodation of 10 identified students to the IMC 2024 from each of the 3 locations (total 30 students)– Delhi, Hyderabad and Bangalore. (On actual cost basis or a maximum amount fixed)

4. Marketing and Promotion:

- Reach out to Entrepreneurs having the domain knowledge/expertise of proposed problem statements
- Reach out to early and Minimum Viable product (MVP) stage startups falling under problem statements.
- Reach out to Academia (IITs, NITs, Technical Institutions etc)
- Reach out to all Incubators, Accelerators, innovation hubs & VCs.
- Reach out to “MeitY/DPIIT, NITI Aayog/Startup India/Higher Education, Defence (IDEX), DST, MoHUA
- Reach out to any other relevant stakeholders.

5. Coordination and Staffing:

- To supply experienced personnel with domain knowledge and expertise, tailored to the specific needs of the event. The bidder will efficiently manage assigned tasks and provide detailed profiles of their members, including their relevant experience, as determined in consultation with TCOE India

B. During-Event responsibilities:

- End-to-end program management of the Hackathon event and ensure the program runs smoothly
- Systematically manage and engage the various stakeholders involved including participants, jury, academia, corporate professionals, investors, etc.
- Live streaming of the outreach session for WTSA to be held at Delhi, Hyderabad and Bangalore.
- Photography and filming of the complete event at Delhi, Hyderabad and Bangalore.

C. Post-Event responsibilities:

- To prepare a final report of the Event including key outcomes/ achievements accorded through the event such as number of audiences reached, number of startups/ Academia members participated, Hackathons winners, B2B discussions organized, MoUs/ LOIs signed etc.
- Reports of outcomes along with recommendations and way forward.
- Releasing the film of the event (with visual infographics of the event outcomes).

D. Organizing Hackathons on Online Platform: An online registration and communication platform will be hosted on TCOE India portal. This platform will inter-alia includes:

- Registration by the applicant
- Submission of the proposal
- Sharing important announcements and updates
- Communication between participants, organizers, mentors, Committee members, Jury etc.
- Creation of the scoring mechanism for the shortlisting of the proposals by the committee on the portal.
- Support mechanism for any queries raised by the stakeholders.

E. Submission guidelines & deadline: Please submit your proposal in electronic format (PDF) by 24:00 of 15th July 2024 through email to neetu@tcoe.in with a copy to pankaj@tcoe.in. For further enquiries, bidders can reach out to the above mentioned TCOE India representatives.

APPLY HERE

Annexures

A. Hackathon Event & WTSA Awareness Session Format:

The 30-hour hackathon and 4-hour WTSA session will be conducted according to the following schedule:

Item no.	Events/Activities	Timings	Remarks
I	WTSA Awareness Session	8:00 AM -12:00 PM	Day:1
II	Hackathon Opening Ceremony Day 1: 12 PM onwards		
2	Registration	Day 1	Registration Desk opens at 10 AM
3	Introduction of the Event	Day 1: 12:00 PM- 1:00 PM	
4	Keynote Address		
5	Address by the IMC representatives		
6	Introduction of Mentors & Jury		
7	Hackathon Agenda & Rules		
8	Evaluation Mechanism by the Jury		
9	Participants/ Teams Introductions		
10	Lunch Break (Day 1) 1:00 PM to 2:00 PM		
11	Hackathon Inauguration (Flag off) -(Day 1) 2:00 PM		
12	1st Checkpoint: Teams to host their solution on the Institute Sandbox environment and share their progress, problems, and future plans	Day 1 (2:00 PM-7:00 PM)	Evaluation and mentoring
	Dinner Break- (Day 1) - 9 PM to 10 PM		
13	Participants engagement activities by organizers and	10:00 PM of Day 1 to 8:30 AM of	

	ongoing refinements to the solution	Day 2	
14	Breakfast (Day 2) 8:30 AM		
15	Final Checkpoint: Review by the Mentors/Jury	Day 2: 10:00 AM	Marking by the Jury
16	Hackathon Ends: DAY 2 at 12 PM		
	Lunch Break: Day 2: 12:30 PM to 1:30 PM		
17	Jury comments and way forward	Day 2: 1:30 PM-2:30 PM	
18	Participation certificates and mementos to Jury and other dignitaries	Day 2: 2:30 PM-3:30 PM	
19	Closing Keynote Address	Day 2: 3PM-5PM	IMC team to address the event
20	Vote of Thanks		
21	Tea and Snacks		

B. Budget & Finances (per physical location):

Kindly provide the breakup of the various costs in your proposal using the below cost heads:

<u>S.No.</u>	<u>Activity</u>	<u>Description</u>	<u>Cost per unit</u> <u>(to be filled</u> <u>by applicant)</u>	<u>Number of</u> <u>events</u>	<u>Total Cost</u>
			[A]	[B]	[C]=[A] x [B]
1	Contents & creatives for TCOE India Online Platform	Submitting the content to TCOE India for the Online Portal			
2	Venue Cost (preferable venue is any 5G Lab Institute)	Actuals, will be finalized in coordination with TCOE India			
3	F&B (Food and Beverages)	Costs related to providing meals, snacks, for participants, mentors, jury, and other attendees for two days as per the scheduled events			
		Number of people per location			
		Day 1: 200-250 (tentative)			

		Day 2: 100-150 (tentative)			
4	All Print Collaterals (Design and Print)	Costs for designing and printing all necessary materials such as banners, flyers, posters, badges, Certificates, and any other printed items required for the event.			
5	Stage Preparation	Costs associated with setting up the stage for presentations, demos, and award ceremonies, including audio-visual equipment, facilities for live streaming, stage decoration, ensure internet connectivity.			
6	Travel Expense/Accommodation	(a) Winners of Hackathon to travel to Delhi (b)30 students to Delhi			
8	Jury/Mentors-Travel, Stay and Other Expenses	Travel and accommodation expenses for Jury/Mentors for attending the			

		hackathon			
9	Delegate / Mentor mementos				
10	Photography, Filming and Live Streaming				
11	Marketing and Advertisements				
12	Event Management Services cost				
13	Miscellaneous costs (please provide breakup)				
<p>* Any other work assigned by the Ministry related to the above event. This is an indicative list. Any other activities deemed essential may be added.</p>					