

File No. A-01/30/2018-ISA
Secretariat
International Solar Alliance

Dated:24.09.2018

Subject: Invitation for engaging of Event Coordinator on Retainer-ship basis on Swiss challenge basis-regarding.

International Solar Alliance (ISA) is a treaty based inter-governmental organization in the making, which specializes in implementing programmes in the field of Solar Energy.

International Solar Alliance has received a proposal from The International Connection (TIC), New Delhi on monthly retainer ship of Rs. 1,60,000/-. TIC closely work with all 149 Heads of Mission of the Diplomatic Corps since last 10 years providing Public Relation Services and Services Consultancy for Trade and Investment. The Terms of Reference offered by TIC is given at Annexure.

If any firm in India or outside has better proposal than that submitted by TIC, are invited to submit their detailed proposals mentioning the activities & services offered to ISA at the following address with five working days from 24.09.2018.

Secretariat of International Solar Alliance,
National Institute of Solar Energy Gwal Pahari,
Gurgaon-Faridabad Road,
Gurgaon – 122003 (Haryana), India.
Email: sudhakar@isolaralliance.org.

For any queries please contact between 11:00 am to 5:00 PM during weekdays: Mr Sudhakar Upadhyay, Consultant: - Contact No. 0124-2853074 email: sudhakar@isolaralliance.org.



(Sudhakar Upadhyay)
Consultant

TORS for Firm on Retainership Basis

The International Solar Alliance (herein after referred to as 'the ISA') shall empanel Firm on retainer-ship basis having closely work with all 149 Heads of Mission of the Diplomatic Corps since last 10 years providing Public Relation Services and Services Consultancy for Trade and Investment initially for three months.

Scope of work on Retainership:

1. Professionally advise to ISA Secretariat in organizing the events and meetings that the Interim Director General will like to have with Heads of Mission of the Diplomatic Corps and with the media. This means supervising sending of invitations, suggest venues and monitor all the logistics arrangements needed for a successful event.
2. Individually follow up with each of the Heads of Mission of the Diplomatic Corps and of Media invited to obtain replies on attendance or media coverage.
3. Absolve the queries that the Head of Mission of the Diplomatic Corps formulate regarding the agenda of the events organized by the Secretariat of ISA or convey them to the letter for reply.
4. Be present in all the events organized by the ISA with the Head of Missions.
5. Prepare Press Releases of the events by ISA and forward them to the media.
6. Organize meetings for the ISA with desired Heads of Missions.
7. Organize interview with Media.
8. Provide information on specific countries as requested by IDG, ISA for visit of foreign dignitaries in India.
9. Update ISA Interim Director General on new arrivals and final departures of Heads of Mission.
10. Getting participation from member as well as partner countries for ISA programmes.
11. Any other PR activities requested by ISA.
12. Any expenses will arise for organizing ISA activities or meetings will be borne by ISA.

Payment:

1. The bills shall be submitted to ISA in triplicate along with supporting documents, if required.
2. The claim for reimbursement of expenditures for outstation conveyance, boarding & lodging shall be settled on production of tickets and hotel bills.
3. ISA will make payments of all bills within a period of one month from its submission if the bills are complete in all respects.