



**Proforma for bidding to hold
Indian Chemical Engineering Congress (IIChE-CHEMCON)**

Bid for the year:

(This proforma duly filled-in is to send to the Honorary Secretary, IIChE any time during the year but one month before the IIChE-CHEMCON of that particular year. Persons signing the bid will also have to present their bids in person to the Council) at its meeting for the year which is held at the time of IIChE-CHEMCON.

1.	Name of the bidding Regional Centre/ Institution	
2.	Address	
	Tel. No.	
	E-mail :	
3.	Name and addresses of persons authorized to bid	
4.	Available Physical facilities	
	a) Auditorium	
	b) Lecture rooms (for parallel sessions)	
	c) Guest House/Hotel accommodation (to be provided free for Council Members/ Speakers of Memorial Lectures)	
	d) Guest House/Hotel accommodation (with approx tariffs) for delegates	
	e) Catering venue	
	f) Telecom facilities at the venue	
	g) Transport facilities (Railway network/ Bus Station/Airport/Local transport etc)	
5.	Estimated budget (planned for ----- delegates)	
Expenditure Rs.		
	a) Delegates hospitality (Including kit, bag/gift etc.)	
	b) Physical arrangements	
	c) Transport/Travel	
	d) Printing & Stationery	
	e) Catering	
	f) Others (Specify)	
Income Rs.		
	a) Delegates registration (@ per delegate)	
	b) Sponsors/Donations	
	c) Souvenir Advertisements	
	d) Exhibition	
	Others (Specify)	
6.	Plan for raising funds	
7.	Others remarks, if any	

UNDERTAKING

We, the undersigned, representing the _____ Regional Centre of IIChE, have read the Guidelines of IIChE-CHEMCON, framed by the IIChE Headquarters and agree to strictly abide to them in all respects. We agree to accept that we, _____ Regional Centre, as the IIChE-CHEMCON Organizer, will receive 59% of the total RIL sponsorship (**after deduction of the applicable taxes at the time of distribution**) from the IIChE-HQ. We further agree that **a minimum of Rs. 8.0 Lakh OR 50% of the total surplus, (whichever is higher)**, generated from the conducting IIChE-CHEMCON, will be disbursed to the IIChE-HQ. We also note that in case of an income deficit over expenditure for conducting of IIChE-CHEMCON, it will be the responsibility of the bidding Regional Centre to bridge the gap generated. We abide to submit the dedicated exclusive IIChE-CHEMCON - (Year) Bank Account Closing Certificate to the Headquarters within **six months** after completion of IIChE-CHEMCON. In case of any differences of opinion arising due to conducting of the IIChE-CHEMCON, the decision / interpretation of the IIChE National Council, conveyed through the IIChE National President, will be final and will be abiding by the same.

Signature :

Signature :

Name of the Chairman :

Name of the Honorary Secretary :

Date :

Date :

N.B.: The above undertaking should be submitted separately in a non-judicial stamp paper (Rs.100/-) after receiving the approval letter from IIChEHQ.