



Indian Academy of Pediatrics

Secretariat: Kamdhenu, Business Bay, 5th Floor, Plot No. 51, Sector 1, Juinagar,
(Near Juinagar Railway Station), Nerul, Navi Mumbai – 400706 (India)
Email: centraloffice@iapindia.org Website: www.iapindia.org

INVITATION FOR BIDDING TO PEDICON-2027

Indian Academy of Pediatrics, hereby inviting you bid for the PEDICON-2027 which will be the **64th** National Conference of Indian Academy of Pediatrics (**PEDICON-2027**). The IAP Branch wish to bid for PEDICON-2027 are requested to note the following guidelines:

I – Guidelines:

1. Only those applications which are complete in all respect as per the prescribed format will be considered.
2. The Bid documents should reach the Central IAP Office on or before **January 31, 2025**.
3. The Bid Application Format is provided herewith.
4. A district branch with a minimum of 200 members can bid for the PEDICON
5. The bidding Branch must submit an MOU with state and / or venue branch as applicable to conduct the PEDICON within their State.
6. MOU format shall be as described in IAP Rule Book

II - Eligibility criteria for a branch to bid

1. Shall be in accordance with clause 23.3 of MOA.
2. The bidding branch shall:
 - a. Have a minimum of 200 Members strength.
 - b. Be registered with statutory authorities ex. Registrar of Societies.
 - c. Have their own PAN card.



- d. Have a valid 12 A/12AA/12AB Certificate from the IT department.
- e. Have filed Income tax returns for the last 3 years continuously.
- f. Have no arrears to the IAP.
- g. Have a place and venue to accommodate around 10000 delegates.
- h. Have an own reserve fund of a minimum Rs.50 (fifty lakh).
- i. Have prior experience in organizing either a National PEDICON, a Zonal PEDICON, or
 - a National Conference of a Subspecialty Chapter.

III - Terms of Reference for Bidding to Host National PEDICON

As per clause 23.3 of the Memorandum of Association, accompanying the application, a demand draft for application fees of Rs.5 (five) lakh in favor of the "Indian Academy of Pediatrics," payable at Mumbai, must be attached, Alternatively, if payment is executed through NEFT or RTGS transfer to the IAP account, the inclusion of such transaction details and a copy of the transaction is mandatory. The IAP shall return the application fees to all unselected branches within one week of announcing the selected branch. However, 10% of the bidding (application) fee shall be retained by the IAP as administrative charges.

IV - The application must include the following attachments:

- a. Copy of the Society Registration Certificate. [along with recent renewal certificate]
- b. Copy of PAN card.
- c. Copy of valid 12 A/12AA/12AB Certificate.
- d. Copy of Audit Reports and IT returns for the last three financial years.
- e. Copy of detailed 'Budget estimate' for PEDICON.
- f. Copy of the documents about Application fees paid.
- g. Copy of the latest Bank Statement/fixed deposits etc. showing reserved funds of a minimum of Rs 50 (fifty) lakh.
- h. Brief Note on Organising Committee, Place, Venue with conference layout plan, Registration fee structure in each category, options for delegates' accommodation, including details of hotels and room rates, and plan for compliance with regulatory requirements.



- i. Copy of the GBM resolution selecting the Organising Chairperson, Organising Secretary, and the Organising treasurer.
- j. An undertaking that "they shall work for the success of the PEDICON conference"
- k. A proposal outlining the registration slab/amount for the PEDICON.
- l. Requisite undertakings as mentioned in the following clauses.
- m. Any MOU with the State Branch and Venue Branch as applicable.
- n. The application must be accompanied by an undertaking confirming that the Organising committee will submit to the IAP at least 6 months before the event, all necessary 'No Objection Certificates' from the Ministry of External Affairs and the Ministry of Home Affairs of the Union Government of India if foreign delegates are participating.
- o. Additionally, an undertaking must accompany the application confirming that the organizing committee will provide the IAP with all the necessary permissions or NOCs from authorities before the event, such as:
 1. National Medical Commission and State Medical Council
 2. Fire Safety department
 3. Local Government Police Department for Security
 4. Local Government Transport Department
 5. Local Government Health Department for Ambulance Service
 6. Local Corporation/Municipality Certificate if needed
 7. Local Government Environment Department if needed
 8. Any other Permission/NOC/Licences/Certificate from the
 9. Statutory authorities as necessary or applicable at the place of proposed PEDICON.
- p. The applicant Branch shall provide the minutes of the General Body meeting, indicating the details of the Organizing Chairperson, Organizing Secretary, and the Organizing Treasurer of the PEDICON as per clause 23.3 of the Memorandum of Association.
- q. The application shall also be accompanied by the detailed estimate budget for the PEDICON as directed in clause 23.3 of MOA.



- r. In the event of a faulty or incomplete application, or failure to provide all required documents and undertakings as stipulated, the bid will be immediately disqualified and will not be considered for further scrutiny by the committee appointed by the Executive Board.

V- A format that the bidding branch to submit a bid for the PEDICON:

1. Name of the bidding branch for the PEDICON: Insert the name of the IAP State Branch or IAP District Branch.
2. Does the hosting city have a medical college?
 - ii. Yes / No
If yes, are they government medical colleges or private medical colleges?
3. Details of Possible Venue:
 - a. Distance from Railway Station:
 - b. Distance from Airport:
 - c. Main Hall Seating Capacity:
 - d. Details of Subsidiary Halls Seating Capacity:
 - e. Inauguration Ceremony Hall Seating Capacity:
 - f. Accommodation Capacity in the Host City:
 - g. Number of Rooms Available at Hotels (Star and Non-Star):
 - h. Number of Guest Houses available:
4. Transport Connections to Other Parts of the Country:
 - a. Number of Trains per Day:
 - b. Number of Flights per Day:
5. Details of the recent National Conference hosted by the branch, including the status of report submission.
6. Details of the last Zonal, State, District, or City Conferences hosted by the branch, including the status of report submission.



VI - Notes for Financials Processor:

1. The branch selected to host PEDICON shall give **Rs.10 lakhs as Administrative Fee to National IAP**.
2. The branch selected to host PEDICON shall pay **Rs.5 lakhs to Indian Pediatrics**,
3. The host branch of PEDICON-2027 shall share the conference surplus as describe in the IAP Rule Book for PEDICON Management:
4. The contribution from early bird registrations will be paid to Central IAP immediately after completion of early bird registration details for before **March 31st, 2026** whichever date is earlier along with names, IAP membership number, address and PAN of the delegates. With further registration in the year, contribution to CIAP is to be paid in 3-4 slabs, in April, July, October and December. After completion and auditing of conference accounts, contribution to Central IAP corpus from registrations on or before **March 31st, 2028 (Clause No: 23.5 CIAP Constitution Effective from 8th May 2017)** and on-spot registrations will be paid along with the submission of accounts to Central IAP. If over and above the total amount paid to Central IAP, the conference has a surplus, then **30%** of that surplus will be paid to Central IAP.
5. Internal Audit of the PEDICON Accounts will be done by CIAP at regular interval.
6. The Internal Auditors of CIAP will interact with the Auditors of PEDICON Accounts and discuss and obtain necessary information / documents that are required from audit point of view.
7. Budget for the PEDICON should be submitted to CIAP in advance by the Organizers of PEDICON for approval of the Executive Board.
8. The Organizers of PEDICON are required to submit the interim accounts of PEDICON to CIAP every three months and ensure actual expenses as per the budget.
9. Complete internal audit within one year of the event.
10. Central IAP to carry out external audits at predetermined intervals.



11. The Organizers to close the bank accounts & transfer the funds due to CIAP in time.
12. CIAP will publish the budget of the PEDICON and the audited accounts of the previous year PEDICON as done for all the other accounts of CIAP for scrutiny / approval by members.

Details guidelines for conference organization shall be refer IAP rule book

Declaration: We have read the PEDICON conference guidelines and will abide by all the rules and regulations for PEDICON.

Signature

Name

President

Mobile No

Signature

Name

Secretary

Mobile No

Signature

Name

Treasurer

Mobile No