Request For Proposal

Event Management Agency: Bengaluru Tech Summit

The Indo-Korea Science and Technology Center requests for proposals from qualified agencies to manage the Korean Session and Exhibition at the Bengaluru Tech Summit(BTS) 2026. We look forward to active participation from capable agencies to ensure the successful organization of the event.

November 3, 2026

Director, Indo-Korea Science and Technology Center

1 Overview

○ Event Title : Bengaluru Tech Summit(BTS) 2026

○ Contract Period : From contract signing until the completion of the event and final settlement

○ Event Dates : November.17(Wed) – November.19(Thurs).2026, 3 days

○ Event Venue : Bangalore International Exhibition Centre

○ Budget : Approx. INR 1,378,526(Up to KRW 19,500,000) + GST, 18%

○ Contract Type : Private contract (direct appointment)

○ Application & Selection Procedure:

Application & Submission	→	Evaluation	→	Selection & Agreement	→	Preparation	→	Bengaluru Tech Summit
Proposal submission (online)		Eligibility screening & document review		Notification of selection & agreement signing		Event preparation, promotion, booth setup, etc.		Operation of BTS 2026
Nov. 3 - Nov. 6		**Early November**		**Early November**		**Mid November**		**Nov. 17-19, 2026**

※ Note: The schedule is subject to change depending on detailed event circumstances.

2 Scope of Work

○ Overall Event Planning and Management
- Develop and implement the event operation roadmap
- Management for the Deploy operational staff and oversee on-site

○ Exhibition Booth Setup and Support
- Design booths for approximately 5 participating companies
- Provide operational support for company promotion and business consultations
- Supply basic infrastructure such as posters, logos, and booth signage

○ Seminars and Side Events Management
- Arrange seminar rooms and provide stage/audio/visual equipment
- Support program operations such as panel discussions and presentation sessions
- Manage participant registration, seating, and on-site guidance

○ Post-Event Settlement
- Submit a financial settlement report (template to be provided)

3 Application Method & Required Documents

○ Application Method : Online submission via email (info@ikst.res.in)

○ Application Period : Nov. 3 (Tue) – Nov. 6 (Fri), 2026

- All proposals and required documents must be submitted within the application period.
- Applicants are advised to submit in advance to avoid possible system errors or delays on the deadline date.

○ Eligibility Requirements

- Agencies with prior experience in event planning and management, exhibitions, or seminars
- Legally registered business entities
- Preference for agencies with proven experience in managing exhibitions, conferences, or similar events within the past 3 years

○ Disqualification Criteria (Automatic Exclusion)

- Agencies with unpaid national or local taxes
- Agencies restricted due to fraudulent subsidy claims, misconduct, or public controversies
- Agencies that are inactive, closed, or financially insolvent at the time of application

○ Required Documents (scanned copies)

- Mandatory documents (7 types) : ①Proposal※, ②Quotation, ③Certificate of Incorporation, ④Business Registration Certificate, ⑤Proof of tax payment, ⑥GST Certificate, ⑦Permanent Account Number(PAN) Card

※ Proposal should include: Event operation plan (detailed schedule, implementation strategy, etc.) and itemized budget (total amount including GST).