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ROTARACT DISTRICT 3292, NEPAL- BHUTAN

1ST PRESIDENT SECRETARY MEET **BIDDING DOCUMENT** RY 2026-27

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About the Event

The First President and Secretary Meet (1st PS Meet) is an annual event organized by the Rotaract District 3292. It is a formal gathering that brings together the Presidents and Secretaries of all Rotaract clubs across the district.

As a standard practice, two Presidents and Secretaries Meets are conducted each Rotary year, providing a unified platform for club leaders nationwide. The 1st PS Meet is typically held during the first half of the Rotary year.

This meet serves as an essential forum for dialogue, where Presidents and Secretaries engage in meaningful discussions on key issues, agendas and challenges relevant to Rotaract clubs. The primary objective is to present, deliberate and reach resolutions on various matters raised by both the clubs and the district committee, ensuring collective progress and alignment.

Furthermore, the 1st PS Meet offers an excellent opportunity for club leaders to exchange ideas, enhance their understanding of Rotaract operations, and strengthen leadership capabilities. Beyond its formal agenda, the event also fosters fellowship, collaboration and networking among Rotaractors across the district.

Event Plan

The **1st President and Secretary Meet (1st PS Meet)** is a formal district-level meeting exclusively designed for the Presidents and Secretaries of Rotaract Clubs under Rotaract District 3292. The event is structured into two distinct segments: the **Formal and General Sessions** in the first half, and the Fellowship and Interaction segment in the second half.

Event Details

- i. **Proposed Date:** 21st November, 2026
- ii. **Event Duration:** One-day program from 8:00 AM to 8:00 PM
- iii. **Expected Attendance:** Approximately 500–800 participants
- iv. **Venue Requirements:** The venue should provide two primary halls. Hall 1, designated for the Opening Ceremony and Formal Session, should accommodate approximately 800 participants in a theater-style seating arrangement, with reserved seating for Club Presidents, Secretaries and

authorized representatives. Hall 2, designated for General Sessions, should accommodate approximately 300–400 participants in a theater-style seating arrangement.

a) Formal Meeting

The Formal Meeting constitutes the official Presidents and Secretaries Meet and will be strictly conducted by the Rotaract District Committee (RDC). The session will be chaired by the District Rotaract Representative (DRR), with the District Secretary facilitating the proceedings.

This session will focus on deliberations of pre-circulated agendas, district updates and other formal matters relevant to the functioning and coordination of clubs. Participation in this session is limited strictly to the Club President and Secretary.

In cases where either or both are unavailable, an authorized representative may attend on behalf of the club. Such representation must be supported by a formal consent letter issued on the club's official letterhead, duly signed and stamped.

b) General Session (Parallel Session)

The General Session will run concurrently with the Formal Meeting in a separate hall. This segment will consist of informative and capacity-building sessions delivered by experienced resource persons on a variety of relevant topics.

These sessions may include discussions on the Rotary-Rotaract framework, updates in policies, grant management systems, leadership development and other pertinent areas aimed at enhancing the knowledge and efficiency of participants.

c) Fellowship and Interaction

The second half of the program will be dedicated to Fellowship and Interaction, providing an informal platform for Presidents, Secretaries and other participants to engage, connect and collaborate.

This segment will be jointly designed and executed by the Rotaract District Committee and the Host Club. It will primarily focus on networking-based

activities that allow club leaders to identify opportunities for collaboration, share resources and build partnerships for future projects and initiatives

Logistics Requirement

To ensure the successful execution of the 1st President and Secretary Meet, the host club must fulfill the following logistical requirements:

a) Venue (Hall Requirements)

A minimum of **two fully air-conditioned halls** must be arranged to accommodate the different segments of the event.

i. Hall 1: Opening Ceremony / Formal Session

- Capacity: Approximately 800 participants
- Seating Arrangement: Theater style (reserved seating for Presidents, Secretaries, or authorized representatives)
- Stage Setup:
 - Two podiums equipped with a desktop microphone
 - Dais arrangement for at least 6-8 officials with a front table
- Access Control: At least 2 volunteers stationed at the entrance for delegate verification

ii. Hall 2: General Session

- Capacity: Approximately 300-400 participants
- Seating Arrangement: Theater style
- Stage Setup:
 - Minimum one podium with a desktop microphone
 - Dais arrangement for up to 5 individuals

b) Branding and Promotion

All promotional materials must be reviewed and approved by the District Rotaract Representative (DRR), District Secretary (DS), District IT & Data Management Chair or the designated Event Coordinator prior to publication.

Branding materials must incorporate:

- District logo (DRR Theme) and RI President Theme with Rotary and Rotaract Wheel
- Logos of district partners
- Clear mention of the organizer: Rotaract District 3292

Required branding materials include:

- Official event banners (flex with metal frames) for both halls
- Selfie standee
- Checkerboard (backdrop) banner
- Photo stand/banner
- Welcome Gate

c) Stage and Venue Decoration

The main hall designated for the opening ceremony and fellowship segment must be aesthetically decorated to reflect the significance of the event and align with the official Rotaract theme. Decorations may include balloons, floral arrangements and other appropriate elements that complement the theme. Additional areas may be decorated as deemed necessary by the host club.

d) Sound System

A high-quality sound system must be installed in both halls, ensuring clear audibility throughout the venue.

Hall 1: Minimum of 4-6 wireless microphones and 2 desktop microphones

Hall 2: Minimum of 2 wireless microphone and 1 desktop microphone

e) Presentation Facilities

Hall-wise presentation arrangements must be ensured to support smooth and effective visual delivery throughout the event.

Hall 1: Opening Ceremony / Formal Session

The main hall must be equipped with a high-quality LED display screen for presentations and visual content. A dedicated technician/operator must be assigned to manage and ensure uninterrupted operation of the LED system.

The display must be clearly visible from every section of the hall to ensure maximum engagement.

Hall 2: General Session

The second hall must be equipped with a fully functional projector system along with all necessary accessories, including HDMI cables, Type-C adapters, presentation pointers and reliable power connections.

In both halls, visual content must be clearly visible from all seating areas to ensure an effective and seamless presentation experience.

f) Lighting

Adequate lighting must be ensured across all areas of both halls. Continuous power supply must be maintained throughout the event, with no interruptions.

g) Photography

A professional photographer (or videographer) must be arranged to capture high-quality images covering all key moments of the event.

h) Delegate Kit

A standardized delegate kit must be provided to all registered participants. Each kit should include:

- Event ID card with lanyard
- Event schedule
- Food coupons
- Diary & Pen
- Official kit bag

i) Catering

Appropriate catering services must be arranged for all participants. The food menu should be well-planned, hygienic, and sufficient to accommodate the expected number of attendees.

Breakfast	Tea/Coffee, Bread with Butter & Jam, Egg (boiled/omelet), Puri-Tarkari
Lunch	Plain Rice / Pulao / Jeera Rice, Dal / Rajma, Mixed Vegetables, Non-Vegetarian Dish (if applicable), Naan / Roti, Achar (Pickle), Saag (Leafy Greens), Salad, Paneer Gravy, Papad, Chutney, Dessert
Hi-Tea	Tea/Coffee, Biscuits / Cookies, Pakoda / Fried Snacks or any complementary snack item
Dinner	Plain Rice / Pulao / Jeera Rice, Dal / Rajma, Mixed Vegetables, Non-Vegetarian Dish (if applicable), Achar (Pickle), Saag, Salad, Paneer Gravy, Papad, Chutney, Dessert

NOTE: Non-vegetarian items must be compulsorily included at least once during either lunch or dinner.

Roles and Responsibilities

a) Host Clubs

- The Host Club(s) shall be responsible for the overall execution and management of the event in coordination with the Rotaract District Committee. The RDC will design the program structure, agenda and schedule, while both RDC and Host Club(s) will jointly plan the fellowship segment. The Host Club(s) shall ensure proper execution of all activities as per the approved plan.
- The Host Club(s) shall arrange all logistical requirements, including venue, catering, stage setup, lighting, sound system, seating arrangement, decorations and delegates' kits.
- The Host Club(s) shall manage the financial requirements of the event. Fundraising may be conducted to support expenses. The RDC will only bear the pre-approved program cost related to mandatory district activities, excluding logistics. No additional funds will be provided beyond the allocated budget.
- Any additional activity or change beyond the approved plan that may affect the schedule or execution must be discussed with the RDC and the final decision shall rest with the District Committee.

- The Host Club(s) shall handle delegate registration, hospitality and on-site assistance, along with support for travel coordination and accommodation as needed.
- The Host Club(s) shall manage online promotions, social media activities and event branding in line with district guidelines.
- District team registration shall follow the approved fee structure within the minimum and maximum slab defined by the district.
- The Host Club(s) must use the designated payment partner assigned by the Rotaract District Committee.
- The Host Club(s) shall manage allocated business stalls for Rotaract District partner organizations.

b) Rotaract District Committee

- The Rotaract District Committee shall design the program schedule and manage the selection and coordination of speakers, guests and emcees, including their travel and accommodation. The Host Club(s) will be responsible only for logistical execution as per the approved plan.
- The RDC shall provide official content, branding materials and guidelines for promotions, social media and overall event identity to ensure consistency with district standards.

Responsibility Area	Rotaract District Committee	Host Club(s)
Venue	X	✓
Delegates kit	X	✓
Food	X	✓
Hospitality	X	✓
Event schedule	✓	X
Master of ceremony	✓	✓
Social media promotions	✓	✓
Speakers, facilitators & sessions	✓	X
All logistics (as specified above)	X	✓

Requirements from Host Club(s)

- a) A formal Expression of Interest (EOI) letter issued on the official club letterhead.
- b) Minutes of the General Meeting where the decision to host the 1st PS Meet was approved, duly signed by the Club President and Club Secretary (digital signatures are acceptable).
- c) The completed bidding form along with any additional supporting documents as specified in the form.
- d) Venue proposal including photographs and location map
- e) Details of the designated contact person for coordination and communication

Terms and Conditions

- a) The bid submission must include an authorization letter from the concerned venue or authorized party confirming the availability and permission to host the event at the proposed venue.
- b) The bidding club shall fully comply with and adhere to all minimum requirements, standards and specifications outlined in this bidding document.
- c) The bidding club shall be solely responsible for fulfilling all commitments made in the bid proposal and must ensure strict compliance with the criteria and requirements specified in this document.
- d) In the event that any modification to the approved criteria becomes necessary, the Host Club and the Rotaract District Committee (RDC) shall convene a joint meeting to discuss the proposed changes and their justification. Any amendments may only be implemented upon receiving formal approval from the RDC.
- e) No alteration or deviation from the approved bid proposal—including, but not limited to, the venue, event date, schedule, budget, food arrangements, accommodation, speakers, registration fees or program structure—shall be made without prior written consultation and approval from the RDC.
- f) The Host Club shall ensure that the selected venue is safe, hygienic, accessible and suitable for the scale and nature of the event. The venue must provide adequate facilities and meet the standards and commitments presented in the approved bid. The RDC reserves the right to inspect the venue or request

supporting evidence, including photographs, videos, agreements, or other relevant documentation, prior to granting final approval.

- g) The Host Club shall maintain a high standard of hospitality and food service as committed in the bid proposal. This includes ensuring proper hygiene in food preparation, timely meal service and reasonable accommodation of dietary requirements where feasible. Any proposed changes to the approved food arrangements must receive prior approval from the RDC.
- h) Failure to comply with any provision of these Terms and Conditions may result in disciplinary measures, including but not limited to:
 - Issuance of a formal warning or notice by the RDC
 - Restriction or disqualification from hosting future district events and/or
 - Any other action deemed appropriate by the RDC in accordance with district policies and procedures.

Selection Procedure

The selection of the Host Club(s) will be conducted during a Rotaract District Committee meeting. Representatives from the bidding clubs may be invited to present and discuss their proposals.

The final selection will be based on multiple factors, including the quality and clarity of the proposed plan, the club's technical capabilities, familiarity with digital platforms, feasibility of execution, team management capacity and other relevant considerations.

Submission Procedure

Interested clubs must submit their complete bidding documents in the prescribed PDF format. Submissions received after the specified deadline will not be considered valid.

Email to: rtrprakash3292@gmail.com & rtrsurbhandari@gmail.com

Deadline: 23rd August, 2026, 11:59 PM