



## **BID FOR NEOCON-2026**

Bids are hereby invited for the “**NEOCON-2026**” which will be the 45<sup>th</sup> Annual Convention of National Neonatology Forum of India. NNF branches who wish to bid for “**NEOCON-2026**” may kindly note the following guidelines:

It has been resolved in the Executive Board Meeting that only those applications which are filled completely according to the prescribed format and received by the Central NNF Secretariat on or before 5:00pm, **15<sup>th</sup> November, 2024** by mail to **[secnnf@nnfi.org](mailto:secnnf@nnfi.org)**, **[info@nnfi.org](mailto:info@nnfi.org)** will be considered for the bid.

- Each bidding branch must submit a sum of **Rs. 2,50,000/- (Two Lac fifty thousand only)** with the bid. The hosting branch’s bidding amount of Rs. 2,50,000/- must be paid through online payment to “**National Neonatology Forum**” payable at New Delhi through NEFT / RTGS as per bank detail given below:
  - **Bank Name: Canara Bank**
  - **Account Name: National Neonatology Forum**
  - **Account No: 91191010001308**
  - **Branch: DTC Wazirpur, New Delhi –110035**
  - **IFSC Code: CNRB0019119**
- The format for submission of the bid is appended with this notice.
- The hosting branch should be registered with the Registrar of Societies, should have its own PAN and should be filing its own Income Tax Returns.

**Note:-** You are requested to mention in 100 Words the valid reasons for hosting NEOCON in your State/City.

**Note:-**Kindly submit following documents along with this bid:

- Resolution passed by the branch recognised by Central NNF for hosting NEOCON-2026
  - UTR/Online receipt of Rs. 2,50,000/-
  - Copy of Constitution of the bidding branch
  - Copy of Registration Certificate of the bidding branch
  - Copy of the PAN Card of the bidding branch
  - Latest list of Members of the bidding branch and
  - Income Tax Returns of the bidding branch
- Adherences to the following guidelines are mandatory prior to bidding for NEOCON.
    - The venue of the conference should be able to accommodate at least 1000 delegates in the main conference hall during plenary sessions and should be able to provide halls for at least 04 concurrent sessions of 250-350 Persons capacity each.
    - The venue should be located within 1-5 kilometers of hotels that can accommodate at least 1000 delegates.
    - The venue should also have appropriate areas designated for scientific exhibition, inauguration function, banquet(s), cultural event(s) and should have ample parking space.
    - The host branch shall give Rs. 1000/- of each registration to the National Body or 30% of the profit, whichever is higher. Amount of Rs. 1000/- per registration so collected, will be deposited every two monthly to central NNF.
    - The Successful bidder will have to adhere to the template Memorandum of Association (MoA) and agree to the terms and condition listed in the MoA as revised by EB from time to time. The format of Current MoA is available on NNF Website.
  - Bidding branches whose applications are found to be in order, will have to make a presentation to the Executive Board of NNFI at Tamil Nadu during NEOCON-2024. The final selection will be made by the EB during NEOCON 2024.

**Dr. Surender Singh Bisht**  
**Secretary General, NNF**

**FORMAT FOR SUBMISSION OF BID FOR NNF NATIONAL CONFERENCE**

a) NNF Branch inviting conference:

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b) Does the hosting city have Medical College? YES / NO  
If yes, is it Govt. Medical College / Private Medical College

c) Details of possible venue

Venue: .....

Distance from Railway Station: .....

Distance from Airport: .....

Main Hall sitting capacity: .....

**Subsidiary Hall sitting capacity:-**

Hall 1 ..... Hall 2 .....

Hall 3 ..... Hall 4 .....

Hall 5 ..... Hall 6 .....

d) Inauguration ceremony site & Sitting Capacity: .....

Distance from conference venue: .....



e) Accommodation capacity in the host city (no. of beds available):

Hotel: Star ..... Non-star .....

Hostel ..... Guest House .....

**f) Transport connections to other parts of country:**

No. of trains / day : .....

No. of flights / day : .....

g) Last National Conference held by host city (year): .....

Report Submitted and Accounts Cleared : Yes / No

**h) Details of last Zonal / State / District / City Conferences held by host city:**

Conference	Year	No. of delegates
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....

i) We have read the guidelines and will abide by all the rules and regulations.

**Signature**

**Signature**

**Signature**

**President**

**Secretary**

**Treasurer**

**Name & Address**

**Name & Address**

**Name & Address**

