



Bruhan Maharashtra Mandal of North America (BMM)

FORM-RFP-C: Application Form for Hosting BMM Convention (RFP)

(To be filled by the president of the mandal)

BMM Mandals interested in hosting the 2026 BMM Convention, are hereby requested to fill this document (all sections of each of 3 forms given below - FORM-RFP-C, FORM-RFP-S, FORM-RFP-V) and submit it via email to BMM (bmm-2022-24-officers@bmmonline.org) by March 15, 2024. If any clarification required, please communicate using above email id.

Mandal Details:

Sr #	Item	Mandal Response
1	Mandal Formal Name (hereafter referred as "MANDAL")	
	Mandal communication email ID	
2	Mandal registered Address	
3	Mandal NPO Registration #	
4	Mandal President Name and Email ID and phone number	
5	Mandal EC Names, Emails and Phone#	

Convention Details

Sr #	Item	Mandal Response
1	Convention Proposed Dates (enter start and end including Day 0)	
2	Theme for Convention (Simple, Marathi culture, language, history based) (Free form text)	
3	Expected # of Attendees	

Convention Venue Details

Sr #	Item	Mandal Response
1	Venue Name	
2	Venue Exact Address	
3	Venue Owner Name and Contact #	
4	Justification for the venue (Free form text)	



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5	Venue Occupancy (apart from stage space) (#)	
6	# of big rooms to hold parallel sessions (#)	
7	# of rooms for small meetings (#)	
8	Is sufficient Kitchen Facility included at Venue (Yes/No)	
9	# of hotels in vicinity of 2-6 miles (#)	
10	# of hotel rooms available in these hotels (#)	
11	Buses/trains from hotel to venue available free of cost? (Yes/No)	
12	Airport name(s) and distance from venue	
13	Is Airport Shuttle/trains available or team will arrange travel from/to airport	
14	Is Labor Union applicable at Venue? (Yes/No)	
15	Explain support from local, city govt	



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Financial Information

Sr #	Item	Mandal Response
1	Targeted Budget (\$)	
2	Targeted profit (\$)	
3	Justification for Budget (Free form text)	

Sr #	Risk description	Mitigation Strategy (Mandal Response)
1		
2		
3		

Top Three Risks

Supplementary Forms

Sr #	Supplementary forms completed?	Mandal Response (Yes/No)
1	Sponsorship (FORM-RFP-S)	
2	Volunteering (FORM-RFP-V)	



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Terms and Conditions

MANDAL agrees to the following terms and conditions:

- MANDAL agrees to abide by the directives, instructions and Guidelines provided by BMM.
- MANDAL agrees to allocate up to 10-15% of the time of the Convention (not more than four hours) for the BMM activities and projects during the convention in addition to Day 0.
- MANDAL will be responsible to complete all the post-Convention tasks (pay all dues & bills, prepare preliminary P&L and B/S) and share with BMM, get Audited Financial Statement by the end of 2026/ As part of it, MANDAL agrees to provide the related accesses, data and information related to the Convention after the Convention no later than December 31st, 2026.
- MANDAL will make available to BMM no later than December 31st, 2026, entire registration donor list, vendor database, marketing material copies, archived versions of website and audio/video recordings.
- MANDAL agrees to follow BMM's guidelines on programming subject to prevailing conditions.
- MANDAL will list 5 members of their team to represent on BMM Convention Committee (BCC) (other 5 will be from BMM). The convenor needs to be mutually agreed. BCC working will be mutually agreed upon latest by 24 December 2026. All financial transactions of over \$5000 as well as the India and NA programming must be approved by BCC.
- MANDAL agrees to post the BCC names, designations and photos on the Convention Website contact list at the top.
- MANDAL will ensure that all contracts related to convention and the contractors need to carry insurances required by the state/federal law.
- All brochures, registration forms, postcards, mailings, emails, social media posts and marketing materials in print or on the web site will be pre-approved by the BMM President and the Convention Convener and such approval will be jointly signed by them.
- MANDAL agrees to work with BMM through BCC to resolve all the issues and disputes involving any differences of opinion related to convention in a spirit of cooperation to ensure the success of the Convention. All claims, counterclaims, disputes, and other matters in question between the parties hereto arising out of or relating to this Agreement or the breach thereof will be presented to non-binding mediation. Any legal action, if unavoidable and necessary, shall proceed according to the prevailing legal system in the State of Illinois (where BMM is registered).
- BMM and MANDAL, each will provide \$15,000 seed money towards the expenses of the Convention. Only upon conclusion of the Convention, after all expenses are paid, including but not limited to any expenses for professional services such as accounting, legal, engineering, video-recording, audio recording, rent, equipment leases, Convention center personnel charges, and any loans etc., including repayment of any interest free loans will the seed money be returned to BMM and MANDAL in the respective amounts initially paid. BMM and MANDAL will share the profits resulting from the convention equally 50% - 50%. BMM will not share any loss or liability resulting from the convention. MANDAL will be solely responsible for all losses and/or liabilities arising from the convention. Once the profits have been divided between BMM and MANDAL, the accounts for the Convention shall stand finally closed.
- No volunteers will be paid any remuneration for their service. All expenses for the convention incurred by and on behalf of MANDAL should be approved by the Convener or the person



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authorized by the MANDAL convener. A separate monthly statement of Receipt & Payment shall be prepared by the Treasurer of the Convention of MANDAL and be submitted for adoption/approval in the BCC. No travel allowances shall be paid out of general Convention funds to any volunteers including members of convention team, BCC and BMM.

- The MANDAL will obtain liability insurance to cover BMM's and MANDAL's volunteers, executives, artists, delegates, guests and the Convention center facility and any other related items/persons.
- The MANDAL will share cost estimates and details of all programs and events with BCC before finalizing with the performing/presenting India or NA parties.
- Convention budget must be finalized by January 31st 2025 in BCC. Any changes to the budget after that must be discussed and approved by BCC. Convention MANDAL treasurer must provide a detailed income-expense statement to BMM Treasurer every quarter until June 2025 and monthly after that. The treasurer's summary level report will be discussed in BCC meeting.
- Separate bank accounts in the name of the BMM 2026 Convention will be opened and operated by the MANDAL convention team. BMM President and BMM Treasurer will have reporting access to the account.
- The MANDAL will ensure that the Convention accounts are duly audited by an external auditor and made available for publication no later than 15th March 2027. A copy of the duly audited statement should be provided to BMM to store on file with BMM. The originals of all invoices, bills and statements should be provided to BMM and will remain in the custody of BMM, after submission of audited accounts.
- All audio-visual, audio or computer recordings or copies of the activities of the Convention shall be provided by MANDAL to BMM and will be deemed to be the sole property of the BMM and may not be reproduced, distributed or displayed in any form without the written consent of the BMM. The raw footage of the entire audio/video recording will be made available within 2 months of the Convention to BMM. MANDAL warrants that there shall not be any unauthorized or illegal use of any media recorded at the behest of MANDAL during the convention.
- If awarded, MANDAL has until Dec 24, 2024 to return the award by paying a cancellation fee of \$10,000 to BMM.
- If awarded, MANDAL and BMM will discuss, review and sign a formal agreement (MOU) between August 2024 and 24 December 2024.

Signatures:

By signing below, signee agree on behalf of the mandal to the above terms in this RFP as binding and accordingly host the convention if awarded.

Name	Designation	Signature and Date
	President 2024	
	Secretary 2024	
	Treasurer 2024	
	EC 2024 Member	



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FORM-RFP-S: Sponsorship Pledge Form (Page 1 of 2)

"I hereby pledge to sponsor the convention for MANDAL from the date of the award through the hosting of the convention."

Mandal Response					
#	Sponsor's name	Amount	Sponsor Signature/date	Email ID	Contact Ph#
1					
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24					
25					



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FORM-RFP-S: Sponsorship Pledge Form (Page 2 of 2)

Other Three Source of Funds

Sr #	Source	Amount (\$)
1		
2		
3		



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FORM-RFP-V: Volunteering Pledge Form

"I hereby pledge to volunteer 15-20 hours/week for MANDAL from the date of the award through the hosting of the convention."

Mandal Response				
#	Volunteer's name	Signature/date	Email ID	Contact Ph#
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