



Institute of Urban Transport (India)
1st Floor, Anand Vihar Metro Station Building,
Delhi - 110 092

Website: www.iutindia.org

Dated: 29th June, 2026

**Engagement of the services of a Professional Conference–cum–Exhibition
Organizer – Call for Quotations
for
Hosting of Urban Mobility India (UMI) Conference-cum-Exhibition**

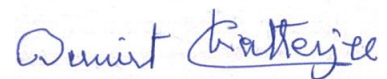
1. The Ministry of Housing & Urban Affairs (MoHUA), Govt. of India, has been organizing an annual **Urban Mobility India (UMI) Conference Cum Exhibition** in the months of October / November since 2008. The annual conference is held as stipulated in the National Urban Transport Policy issued by Government of India in the year 2006. The main sponsor of the conference is the Ministry of Housing & Urban Affairs (MoHUA), Government of India. The Ministry has assigned the task of organizing and managing this event to the Institute of Urban Transport (India), Delhi a professional body set up under the purview of the Ministry to support the Central, State and City Governments.
2. Eighteen such events have been held so far; out of which sixteen events were held physically, while two events were held virtually due to COVID – 19 Pandemic (i.e. 13th & 14th events in 2020 and 2021 respectively). **The Institute of Urban Transport (India) (IUT), Delhi intends to engage interested, eligible and experienced Professional Conference–cum–Exhibition organizing firms/agencies for three years to provide logistic and digital support for preparation and execution of the event mainly in offline and partially in online mode at different locations in India.**
3. **The 19th UMI Conference cum Exhibition 2026 is scheduled to be held by the MoHUA in collaboration with Govt of Odisha during 23rd to 25th October, 2026 at Hotel Mayfair Sanctuary, Bhubaneswar, Odisha mainly in physical mode and partly in online mode. The event is expected to be attended by around 1,000 to 1,500 delegates and about 100 exhibition stalls will have their displays in the exhibition area for which bids are being invited. The finalized/accepted, rates under this particular tender shall form the basis and on mutually accepted rates depending upon the location and venue selected by MoHUA, for the upcoming 20th and 21st UMI Conference-cum-Exhibition in 2027 and 2028 respectively, which will be binding on the selected Conference–cum–Exhibition organizer, subject to satisfactory work performance and price negotiation based on location.**

4. Terms of Reference (ToR) for 19th UMI Conference-cum-Exhibition during 23rd to 25th October, 2026 at Hotel Mayfair Sanctuary, Bhubaneswar, Odisha for Professional Conference-cum-Exhibition organizer are enclosed at **Annexure – I** and scope of work is outlined in **Annexure - II (A) & II (B)**.
5. **The Technical and Financial Bids are to be submitted** as per the formats in paras 5 & 7 of Annexure - I and Tender Return Form enclosed at **Annexure – III & III A** respectively **latest by 1500 hrs on 14.07.2026**.
6. **Key dates to be noted are as under:**

S. No.	Particulars	Date	Timing	Venue
(i)	Pre – bid meeting	07.07.2026	15:00 hrs	(Physical) Institute of Urban Transport (India), 1 st Floor, Anand Vihar Metro Staton Building, Delhi – 110092 All clarifications (if any) shall be done during pre – bid meeting itself, without any time extension for clarifications shall be provided.
(ii)	Last date/ time for submission of Technical & Financial Bid	14.07.2026	15:00 hrs	Institute of Urban Transport (India), 1 st Floor, Anand Vihar Metro Staton Building, Delhi – 110092
(iii)	Technical Bid opening	Same day as in (ii) above.	15:30 hrs	Institute of Urban Transport (India), 1 st Floor, Anand Vihar Metro Staton Building, Delhi – 110092

7. Accordingly, **bids for the proposal are required to be submitted on company letterhead duly signed by the authorized signatory and stamped** so as to reach the undersigned **latest by 15:00 hrs on 14.07.2026**. The bids have to be addressed to:

The Director General,
Institute of Urban Transport (India),
1st Floor, Anand Vihar Metro Staton Building, Delhi – 110092



(Sumit Chatterjee)
Officiating Executive Secretary

**TERMS OF REFERENCE FOR INVITING PROPOSAL FOR ENGAGEMENT OF
PROFESSIONAL CONFERENCE–CUM–EXPO ORGANIZER**

1. Institute of Urban Transport (India), wishes to appoint an established Professional Conference–cum–Expo organizer for the above event. The eligibility requirements are as under:-
 - a. The tenderer/firm/agency/company should have valid GST registration (Self attested copy of GST registration number with a copy of latest receipt/challan shall be furnished).
 - b. The tenderer/firm/agency/company is required to submit the PAN along with ITR returns of last 03 years.
 - c. The tenderer/firm/agency/company should have successfully executed at least 03 multi-day national / international conferences (3 days or more) in physical mode and atleast two with exhibition event having at least 30 stalls in last 3 years hosted by Government Departments, PSUs, multilateral/bilateral institutions having participation at the level of President/Prime Minister/ Governor /Chief Minister/ Union Minister.
 - d. The tenderer/firm/agency/company should have a minimum average turnover of Rs 6 crore duly certified by CA in last three financial years (i.e. 2023-24, 2024-25 and 2025-26) along with Audited Balance sheets, to be submitted with Technical Bid.
 - e. The tenderer/firm/agency/company must have been in the field of organizing event management of large scale and mega events for a minimum period of last 5 years.
 - f. The tenderer/firm/agency/company should have experience of managing at least ONE multi-day conference/scientific seminar/symposium/ exhibition consisting of 800 or more international and national participants in Govt. Sector/Semi Govt./PSU sector/Corporate sector (reputed company) in last 36 months from the last date of tender submission (Enclose work order copy & completion certificate/supporting document from the client).
 - g. The tenderer/firm/agency/company should **submit an undertaking cum affidavit with the Technical Bid that he or his firm has not been blacklisted** by any of the organization/Govt. department as on the date of submission of the bid.

- h. The tenderer/firm/agency/company must have successfully executed a conference/scientific seminar/symposium for single billing (per event) of more than Rs. One Crore and above in the last 5 years (excluding Travel, Stay and Food).
- i. Sub-contract or subletting of jobs awarded to the tenderer/bidder will not be considered towards eligibility. The tenderer/firm/agency/company must have the work order on agency/firm's name.

Note: It may be noted that Technical Bids of only those bidders, who fulfill the above eligibility criteria, will be evaluated.

- 2. The method for selection of tenderer/firm/agency/company is combined Quality cum Cost Based Selection (QCBS) using 70:30 weightage for Quality and Cost respectively. Each Technical Bid to be evaluated will be given a technical score (St) as per table given in para 8 of ToR. The Technical Bid scoring minimum qualifying score of 70% shall be ranked on the basis of technical score (St) and their Financial Bid will be opened. The lowest Financial Bid (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Bids (F) will be determined using the following formula:

$$Sf = 100 \times Fm / F$$

Bids will finally be ranked in accordance with their combined technical (St) and financial (Sf) scores as under:

$$S = St \times Tw + Sf \times Fw$$

S is the combined score

Tw and Fw are weights assigned to Technical Bid and Financial Bids that will be 70:30.

The bidder achieving the highest combined technical and financial score will be considered for award of work.

- 3. The selected agency will be responsible for all aspects of event management, as indicated at **Annexure - II (A) & II (B)**, which though is indicative and not exhaustive. Activities relating to the technical content and planning of the event will be the responsibility of the Ministry. Marketing of the event including obtaining of sponsorships also will be the responsibility of the Ministry.
- 4. Interested firms/agencies are requested to **send their quotations in a sealed cover marked "Bid for Hosting of 19th UMI Conference cum Exhibition 2026" for all the items indicated in Annexure – III & III A**. Institute of Urban Transport (India) (IUT), however, reserves the right to unbundle any item of work (s). **The bids have to be in two separate and sealed envelopes—one containing Technical Bid (with two additional copies) and the other Financial Bid**. The envelopes have to be marked as "Technical Bid"/ "Financial Bid", as the case may be.

5. The **first envelope (marked “Technical Bid”)** will provide information on the **expertise of the agency** in organizing such events with experience details as under:

- a) Experience in the field event management (attach supporting documents).
- b) Provide year-wise turnover for the last 3 financial years duly certified by CA along with audited balance sheet.
- c) Duly filled Proforma (given below):

Name of the Lead organization	
Any other organisation involved by virtue of joint venture or collaboration in organising the event (legal documents to be attached is mandatory).	
Date of registration / incorporation	
Address of registered office	
Contact person (with e-mail and phone numbers)	
Address for correspondence	

- d) Single master list of events to be provided in reverse chronological order i.e., the latest event being on the top as given below for the purpose of evaluation. Events managed in the last 5 calendar years with details of (attach relevant supporting documents award letter, bills, press releases etc.):

SN.	Name of the event	Host Organization	Venue	Dates of the event	No. of days	Participation level (President/ PM/Governor/CM etc.	No. of Participants / Delegates	Cost of the event (Event Manager's Billing)		Contact / Reference	Activities undertaken

- e) CV of the key persons, who will work full time on this event (1-2 pages)

Dedicated Team required for handling the various activities of the event **will be as follows** :

- (i) Project Head (I) should be deputed during the event
- (ii) Live Streaming Coordinator
- (iii) Two persons in-charge of Exhibition
- (iv) Two persons in-charge of Registration
- (v) Technical/ Production (AV related) Coordinator
- (vi) Creative (Designing work) Coordinator
- (vii) Two persons in-charge of hall management and other logistic arrangements
- (viii) Social media work Coordinator
- (ix) Content writer
- (x) Radio Jingle Coordinator

6. The evaluation criteria for the Technical Bid will be as under:

SN	Topic	Technical Evaluation criteria	Max. Marks
A	Executed at least 03 multi-day national / international conferences (3 days or more) in physical mode and atleast two with exhibition hosted by Government Departments, PSUs, multilateral/bilateral institutions having participation at the level of President/Prime Minister/ Governor /Chief Minister/ Union Minister.	The Event Management Agency should have worked organizing multi-day events 03 – 5 conferences = 05 marks 05 – 10 conferences = 10 marks >10 conferences = 15 marks	15
B	Years of Experience	Minimum 5 years experience 05 - 08 Years experience = 05 marks >08 - 10 Years Experience=10 marks >10 years = 15 marks	15

C	The tenderer/firm should have successfully executed atleast 02 conferences with exhibition event having atleast 30 stalls.	Atleast 2 event = 05 marks 2-6 events = 10 marks >6 events = 15 marks	15
D	Participation Level in event	Hon'ble President/PM = 10 marks Hon'ble Governor/CM/Union Cabinet Minister = 05 marks	10
E	Average Annual Turnover	Average Annual Turnover of last 03 years a. Rs. 6 - 8 crore = 05 marks b. >Rs. 8 – 10 crore = 10 marks c. > Rs 10 crore = 15 marks	15
F	Presentation & Back drop Design by the agency (PPT or in any other format)	The presentation should focus on event execution, delegate registration, venue decoration, delegate kit, Branding etc.	25
		Back Drop Design	05
Total Marks			100

Note :

- The qualifying score for the Technical Bid to be considered for opening of Financial Bid shall be 70 out of 100 and minimum 10 marks in conceptualization presentation.
- For presentation by the tenderer, tenderer may visit the venue (at their own cost) and be informed about the layout designs of the different events to be held in UMI before making the presentation.
- Firms/Bidders securing minimum 40 marks (cumulative in parameters A to E above) will only be called to make the Presentation.

7. The **second envelope (marked “Financial Bid”)** will state the rates for undertaking the event management with itemized details as per Annexure – III & III A. Each item mentioned in Annexure – III & III A may be treated separately at the time of placing the order. Around 1,000 to 1,500 delegates are expected to attend the UMI Conference-cum-Exhibition, 2026 with 4-5 conference halls or meeting rooms at the venue and about 100 – 150 exhibitors will have their stalls/displays in the exhibition. For evaluation of Financial Bids, the rates of items/quantities given under various items of Annexure - III & III A would be considered. **Hence, rates need to be quoted for all the items.** Bidders are also requested to let us know if any modification is required in the items listed in Annexure – III & III A for successful completion of the event. The same/additional items may please be listed separately. However, **the quantity at the time of placing the order may differ closer to the conference** based on the number of delegates attending the conference, i.e. 1,000 to 1,500.

8. The **bids should be accompanied with a processing fee (non-refundable) of Rs. 10,000/- (Rupees Ten thousand only)** in the form of a demand draft/pay order of any commercial bank drawn in favour of Institute of Urban Transport (India) payable at New Delhi. The **quotation without processing fee will not be considered**. The **processing fee is to be enclosed with the Technical Bid form** and not with Financial Bid.
9. **The bidder with the highest combined score (Quality and Cost) as per para 6 will be considered for appointment to manage and organize the event.**
10. However, the payments shall be made only for the items/quantities actually ordered and supplied.
11. Upon selection of the agency a letter of award will be issued.
12. Bids for the proposals are required to be submitted so as to reach **latest by 15:00 hrs on 14.07.2026**. The bids have to be addressed to:

The Director General,
Institute of Urban Transport (India),
1st Floor, Anand Vihar Metro Staton Building,
Delhi – 110092

The **Technical Bids shall be opened at 15:30 hrs on the same day i.e.14.07.2026 in the office of Institute of Urban Transport (India), 1st Floor, Anand Vihar Metro Station Building, Delhi – 110092.**
13. The bidders are advised to visit the venue of the conference at Hotel Mayfair Sanctuary, Bhubaneswar, Odisha on their own, before submitting the bid to understand the layout & location of the venue. The **prospective bidders are also advised to attend the pre-bid meeting to be held at 15:00 hrs on 07.07.2026** in the office of Institute of Urban Transport (India), 1st Floor, Anand Vihar Metro Station Building, Delhi – 110092 for any query or clarification.
14. A list of halls and rooms in at Hotel Mayfair Sanctuary, Bhubaneswar, Odisha and exhibition layout proposed to be used for the conference is enclosed (**Annexure - IV & V**) and draft program schedule is enclosed at Annexure - **VI**. The bidders are also required to submit a proposed layout plan in ppt format (with 3D view) of the Hotel Mayfair Sanctuary, Bhubaneswar, Odisha showing the registration counters, exhibition area, lunch space, set up of the conference and meeting rooms and internal movement passages and separate passage for VVIP movement with photos of the deliverables to be provided.
15. The bidders are also advised to go carefully through the important points/notes attached at **Appendix-A**.

Important Notes

- a. A soft copy of the master list of events (MS Words/MS Excel) also to be provided in a Pen drive (Para 5d of Annexure - I).
- b. Each event mentioned in the list has to be supported by testimonials such as appreciation letter /work order from the host organization and such testimonials, provided should be numbered on right top corner w.r.t. the serial number mentioned in the list of events for ready reference.
- c. E-mail correspondences in support of the testimonials will not be accepted.
- d. Events without supporting testimonial will not be considered for the technical evaluation.
- e. Proposed layout plan as per the measurements of various halls and spaces in at Hotel Mayfair Sanctuary, Bhubaneswar, Odisha indicating set up of conference rooms/halls, showing area for registration, inaugural function, exhibition and space for lunch in ppt format (with 3D view) should be attached with the Technical Bid.
- f. All the **bids submitted are required to be on company letter head, duly bound (perfect/ spiral binding) with all pages numbered, duly signed and stamped**. Bids with no binding (loose) and/or without page numbers as well as without signature and stamp will not be accepted.
- g. Extra copies of the Technical Bid are to be bound separately.
- h. E-mail submission of bids will not be accepted.
- i. Institute of Urban Transport (India), reserves the right to accept or reject any bid without assigning any reason thereof.
- j. Wherever specific terms and conditions have not been spelt out in bid document, General Financial Rules of the Government of India shall apply.
- k. The Financial Bids of bidders who do not qualify technically will be returned unopened.

Annexure – II (A)

Tasks to be performed by Event Manager – with the approval of competent authority (tasks indicative and not exhaustive)

1. Ensure performance by the venue authorities including catering services (Two times Tea/coffee with snacks & lunch and drinking water on all days); conference secretariat; hall management, dinners and seating for various events, etc.
2. Manage audio/video arrangements, as per the requirements. The task would include providing of Audio – Visual equipment and audio/video recording of the proceedings (Mic, Collar Mic, Cordless Mic, Audio System, Laptops, Data Projectors, Screen, LED, Pointer etc.), photography – Still & Video. Still photography of all the sessions, venue, banners and standees, genset and other fixtures, registration counters and other items as indicated during the conference. Audio – Video coverage of Inaugural, Valedictory Sessions including live streaming of Inaugural & Valedictory Sessions in Exhibition Area and Social Media Platform, i.e. Facebook, Youtube, Twitter and LinkedIn and all other sessions with editing is to be covered and provided.

Note :

- (i) The feasibility/placement of LED screens, comfort monitors shall depend upon actual requirement depending on area of room/hall and may vary from the sizes described in the Annexure – III.
 - (ii) For press release - Selected photographs of Inauguration of exhibition, Inaugural and Valedictory sessions shall have to be supplied just after completion of the sessions.
 - (iii) For Valedictory session link of the photographs shall have to be provided just after completion of the session.
3. Provide Audio/Video clips of each speaker/ session separately as per the requirements indicated by IUT.
 4. Organize signages/display boards - Banner/ Signage at all locations specified (Dias, Podium, Session Titles, Porch, Welcome Gate, Directional panels, Road side signages etc.).
 5. Setup in all halls, Operation and Maintenance of Office Automation Equipment for conference Secretariat and control centre as specified by IUT.
 6. Printing and Stationary Services.
 7. Manpower Services–Staff for handling Registration, Dias & Hall Management, House Keeping, Security etc. and their supervision as per instructions.

8. Exhibition set up (Stall setup, Chair, Table, table cloth, Electric points, name display, carpet etc.)
9. Complete arrangement and management of registration of delegates from the date of appointment of the Event Manager up to the event at the venue and submission of detailed report of the participants during and after the event. Deploy a competent and experienced person for managing registration atleast for 1 month before the event, i.e. from 22nd September, 2026.
10. Complete stage/podium set up including flower arrangement, lighting of lamp and any formal ceremonies like giving flower bouquet and memento etc.
11. Printing and distribution of delegate name badges with kits etc.
12. Making arrangements for display and distribution of material by sponsors.
13. Obtaining requisite permissions from concerned departments/regulatory bodies.
14. Designing, Printing and installation of the Main backdrop of the event as per the designated theme for approval of the Ministry, b a n n e r s , hoardings, standees, Welcome Gates and supply of Delegate Kit bags, badges with lanyards, Writing pads, pens, E mailers, conference booklets (http://urbanmobilityindia.in/pdf/UMI_Binder_28_10_21.pdf) brochures, Messages Panel, Detailed program schedule, Podium Branding, Invitation cards etc.
Designing of Virtual backdrops with sponsors panel for the halls equipped with LED, i.e. Main Convention Hall, Registration Area, Sponsor Panels and Session Panels etc.
15. The agency will oversee and coordinate **Wi-Fi connectivity** provided by Hotel Mayfair Sanctuary, Bhubaneswar, Odisha in the halls / areas specified closer to the event, i.e Inaugural & Valedictory Session, Speakers' Lounge & UMI Secretariat from 22nd to 25th October 2026 from 7 am to 9 pm.

**Tasks to be performed by Event Manager for the digital mode
(tasks indicative and not exhaustive)**

1. Live streaming may be required for 2nd day also of the Inauguration of the Exhibition by VVIP, Inaugural & Valedictory Sessions on social media platforms which is to be live from 10:30 hrs to 13:00 hrs on 23rd October, 2026 and 15:30 hrs to 17:30 hrs on 25th October 2026. Live streaming should be compatible to PC/Mobile/Ipads etc. Complete recording of these sessions (alongwith Youtube links) will be provided by the event manager to the IUT (edited version) within 5 working days after completion of the event and uploading on Youtube.
2. The Event Manager will give a demo of live streaming and rehearsal of the event to the officers of the Ministry and IUT tentatively on 21st or 22nd October, 2026 (Forenoon) at Hotel Mayfair Sanctuary, Bhubaneswar, Odisha. Any suggestions given during the demo will be incorporated by the Event Manager in the live streaming/functioning of LED wall.
3. Event Manager shall be responsible for resolving/troubleshooting of the technical glitches for any unforeseen challenges regarding live streaming and functioning of LED wall. The event manager shall indicate the minimum response time for resolving troubleshooting of the technical glitches.
4. QR based registration process and Registration kiosks : The QR based registration software must meet the following criteria:
 - Optimised for viewing on the following platforms:
 - Android smart phones
 - iPhones
 - Android tablets
 - Apple tablets
 - Apple desktops
 - Windows desktops
 - Handle 1,000 visits/hour
 - The software should be secure from hacking and “attacks.” While this cannot be ruled out, the best available technology should be used and prevailing standards should be adhered to (the standards with which the software will comply should be specified).
 - 24/7 technical support to be available simultaneously with delegate registration from 21st October, 2026 onwards.

Onspot registration kiosk should be equipped with database of those already registered for the conference and this can enable participants to print out their own name badges if they want to do so. The same should be linked with registration software and give live input regarding the number of badges printed by kiosk and badges printed through registration counters to ensure no duplicate badges will be issued. No technical glitches should be there to maintain accuracy of the data

5. **Radio jingles** and rhymes for promoting Urban Mobility India Conference being held from 23rd to 25th October, 2026 at the Hotel Mayfair Sanctuary, Bhubaneswar, Odisha are to be developed with music, signature tuning and attractive text. Such Radio jingles will be of 20 to 30 seconds and will be played 5 to 6 times during day time in 3-4 renowned FM stations. The frequency and time of the radio jingles may increase closure to the event. It will be in Hindi and English. It may also include some cultural aspects and highlights of transport development projects in the Country. Such radio jingles could be played in FM Stations 10 to 15 days before the event.
6. **Social Media Coverage** : Platforms, i.e Facebook, Twitter, LinkedIn and YouTube to be used for social media coverage. Activities to be performed will include planning, maintaining, designing, posting, targeting and tagging conference related contents on the social media platforms from the date of signing the agreement till 05.11.2026.

Scope of work of Social Media is divided into three parts as follows :

- 1) **Pre event** : Activities to be performed as pre event would be :-
 - a. Create a digital outreach plan to promote the conference being organized by MoHUA and IUT and share the detailed list pertaining to the list of posts to be shared on social media platforms. Reach out to our target audience to drive registration and participation of delegates.
 - b. Designing of the social media posts before the event, i.e. Launch of the event, showcase the agenda, call for registration, making posters detailing introduction and objective of the conference, Keynote speaker, other speakers details, session wise agenda, sponsors, exhibitors and knowledge partner details, etc. to be posted on all the platforms alongwith WhatsApp content creation. Promote 2-3 posts daily on social media platforms to get maximum registration and engagement including links for registration and joining the session.
 - Content writing & designing

- Atleast 100 - 125 creatives in each platform (Facebook, Twitter & LinkedIn)
 - Hashtags (pre – approved)
 - Twitter tweets (pre – approved)
 - Video edit reels for YouTube
 - Social Listening
- c. Audience/handles to be approached/tagged to drive promotion and engagement
- MoHUA officials
 - Chief Secretaries of State Governments
 - Principal Secretaries/Secretaries of State Urban Development & Urban Transport Department
 - Municipal Corporations
 - City Development Authorities
 - Metro Rail Corporations
 - State Road Transport Undertakings
 - Bus Operators
 - Urban Transport Govt. officials and Authorities
 - Other Stakeholders
 - Professionals working in Urban Transport
 - Colleges/Institutes of Urban Transport
- d. Create an excel sheet mapping of all key stakeholders who shall be tagged to drive engagement and awareness. List of concerned organizations and officials will be shared by IUT. However, respective handles need to be identified by the event management company beforehand atleast 2 months before the event and the detailed sheet of handles need to be shared with IUT within 60 days before the event. Tagging all the social media posts at all the handles regularly without any fail to seek maximum visibility of the event.
- e. Online management of queries at social media platforms – Record and respond to queries regarding the conference with prior consultation of IUT/MoHUA.
- f. **The event manager is required to take approval from MoHUA through IUT before putting any material on social media platform.**
- g. Paid Social Media (to be charged as per actuals)
- 2) **Live Streaming of Inauguration of the Exhibition by VVIP, Inaugural & Valedictory Sessions** : Inauguration of the Exhibition by VVIP, Inaugural & Valedictory Sessions will be live on Social Media and YouTube. Recording of the live stream sessions to

be uploaded on YouTube with links on facebook. All post production work for the recorded events.

- 3) Post event :** Using the quotes of leading speakers to promote and sustain urban mobility, 40 graphic posts of leaders, i.e. Hon'ble Minister of Housing and Urban Affairs (MoHUA), Minister of State (HUA), Chief Minister of Govt. of Odisha, Keynote Speaker, Secretary (HUA) and others with their quotes to be created and posted after conclusion of the event. Thank you posts for speakers, delegates, sponsors, knowledge partners and exhibitors, etc. to be created and posted. Frequency of the post may be 10 - 30 per week or higher as mutually agreed.

The link of social media platforms pages mentioned below for ready reference :

<https://www.linkedin.com/company/100720619/admin/page-posts/published/>

<https://www.facebook.com/urbanmobility.india>

<https://x.com/UMIConfExpo>

https://www.youtube.com/channel/UCgKAoQYj-xKrHk_vhhH6-mg

Important Notes:- (For Digital Mode)

1. All contents shall be approved by IUT/MoHUA before uploading.
2. The appointed agency team members shall coordinate directly with IUT/MoHUA.
3. The copyright of all material- print, online, video, photo etc. shall vest with IUT/MoHUA.
4. The agency shall identify the specific team members who will be handling conference and Social Media for better coordination with IUT/MoHUA.
5. The team of all requisite officials of the agency shall be deputed to the venue of the conference at Hotel Mayfair Sanctuary, Bhubaneswar, Odisha atleast 2 days in advance i.e. 21st October, 2026 onwards (For Exhibition – 18th October, 2026 onwards) and will be available till the conclusion of the event on 25th October, 2026 for handling conference in all the halls. Travel, boarding & lodging cost of all the officials will be borne by the concerned agency, if any.

**UMI - 2026 CONFERENCE CUM EXPO FROM 23rd to 25th October, 2026
at Hotel Mayfair Sanctuary, Bhubaneswar, Odisha**

A. Registration and Reception Area, (21st, 22nd, 23rd, 24th and 25th October, 2026)

S. No.	Description	Remarks	Qty.					Total Qty.	Rate	Total Amount
			21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026			
1	Registration counters (1 x 1 mtr) bank style with fascia as per the registration area set up of the Hotel Mayfair Sanctuary	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	2	4	12	6	5	12		
2	Standing table for form filling	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	1	1	4	1	1	4		
3	Laptop(s) with registration software	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	2	3	10	5	4	10		
4	Printer with ink cartridges for printing delegate badges	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	2	3	10	5	4	10		
5	Laptop and printer with ink cartridges for accounts section	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	1	1	1	1	1	1		

S. No.	Description	Remarks	Qty.					Total Qty.	Rate	Total Amount
			21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026			
6	Attendee Monitor	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	1	1	5	1	2	5		
7	Computer Operator / Registration Staff	Per person per day (Nos may vary)	2	3	10	5	4	24		
8	Senior Staff / Coordinator for supervision and coordination (one for registration counters and one for onspot registration kiosk)	Per person per day (Nos may vary)	2	2	2	2	2	10		
9	Staff for kit & lunch coupon distribution	Per person per day (Nos may vary)	1	2	6	2	2	13		
10	On spot registration kiosk for self printing of badges	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	2	2	10	4	3	10		
11	Manpower to assist in handling on spot registration kiosk for self printing of badges	Per person per day (Nos may vary)	2	2	10	4	3	21		
12	Storage space with lockable door and lockable cupboard for Registration area with grey carpeting for delegate material (9 x3 mtr)	One time cost to be quoted	1	1	1	1	1	1		
13	Writing pads as per sample	Unit Cost	2,500					2,500		

S. No.	Description	Remarks	Qty.					Total Qty.	Rate	Total Amount
			21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026			
14	Pens as per sample	Unit Cost	2,500					2,500		
15	Booklet (4- 5 in no.) with inserts (2- 3) in binders booklet as per sample	Unit Cost	2,100					2,100		
16	Parking stickers (Car) including 10 stickers for shuttle bus	Unit Cost	1,500					1,500		
17	VIP Parking stickers	Unit Cost	500					500		
18	Question slip booklet	Unit Cost	2,100					2,100		
19	Matt Paper Badge print for VIP entry	Unit Cost	25					25		
20	Both side multi coloured printed delegate badges (with QR code) with different colour (5 - 6) lanyards with printing as per sample	Unit Cost	2,300					2,300		
21	Extra delegate badge (with QR code	Unit Cost	250					250		
22	Delegate bags (with multi coloured printing) as per sample	Unit Cost	2,100					2,100		
23	Manpower for bag filling and shifting of material	Per person per day (Nos may vary)	2	6	6	2	2	18		
24	Staff for main Gate	Per person per day (Nos may vary)	2	2	2	2	2	10		
25	Shuttle staff for three days (if required)	Per person per day (Nos may vary)			4	4	4	12		
26	Packed food for driver and security	Unit Cost			700	350	350	1400		
27	Labour for Hall Set up	Per person per day (Nos may vary)		15	15	15	15	60		
28	Registration software	one time cost	1	1	1	1	1	1		
29	Server setup charges for networking	one time cost	2	2	2	2	2	2		

S. No.	Description	Remarks	Qty.					Total Qty.	Rate	Total Amount
			21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026			
30	LAN Cables, switches for networking	one time cost	1	1	1	1	1	1		
31	Kit distribution counter of size 6m x 3m with two tables and three chairs	one time cost	1	1	1	1	1	1		
32	Queue Managers (separators) in registration area	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	4	5	12	7	5	12		
33	Linen cloth cover for Hotel Chairs in registration area (if Required)	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	8	8	22	9	7	22		
34	Lunch Coupon booklets with day wise insertion for lunch & dinner coupons	Per Booklet Unit Cost	2,200					2,200		
35	Red Carpet in the registration area (if required) (6000 sq feet approx) Actual may be seen	Per Sq. ft rate to be quoted	6,000					6,000		
36	Housekeeping staff (12 hrs)	Per person per day		4	4	4	6	18		

S. No.	Description	Remarks	Qty.					Total Qty.	Rate	Total Amount
			21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026			
37	Table for registration area in Mayfair Sanctuary (if Required)	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	8	8	22	9	7	22		
38	Chair for registration area in Mayfair Sanctuary (if Required)	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	8	8	22	9	7	22		
Sub Total (A)										

Important Note : Kindly note that in the above listed items, maximum no. of quantity has been indicated keeping in view the expected footfall of approx. 1,500 delegates. However, the actual number of items required for the conference will be finalized closer to the event and the same may vary as per expected number of delegates in the range between 1,000 to 1,500 . Kindly quote charges accordingly.

B - set up date : 21.10.2026 & 22.10.2026 (1200 noon) / Main event date : 23.10.2026 to 25.10.2026 (For Inaugural / Plenary / Conclave / Vaedictory / Parallel Sessions, if required)

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
1	Two rows of single seater fresh / new sofas with Centre table for VVIPs	60-70 persons (nos. may vary)	70	70	70 (one time cost)		
2	Fresh / new single seater sofas with Coffee table on dias for VVIPs	10-15 persons (nos. may vary)	15	15	15 (one time cost)		
3	Raised platform of 10 x 4 ft for Media People with carpet	Actual size may vary (Rate to be quoted as per sq feet)	1	1	1 (one time cost)		
4	Roundtable with covers	100 persons (nos. may vary)	20	20	20 (one time cost)		
5	Chairs with Linen cloth cover	1000 - 1200 persons (nos. may vary)	1,200	1,200	1200 (one time cost)		
6	LED Screen (68 feet x 5 feet) at the bottom of dias with operator - one time cost, may be required for three days	Actual size may vary (Rate to be quoted as per sq feet)	1	1	340 sq. ft (one tme cost)		
7	2 Nos LED Wall side sponsor panels (2.5 x 16) with raised platform and one operator - one time cost, may be required for three days	Actual size may vary (Rate to be quoted as per sq feet)	2	2	80 sq. ft. (one time cost)		
8	Signage with branding below the LED wall (60 x 5 feet) - with operator one time cost, may be required for three days	Actual size may vary (Rate to be quoted as per sq feet)	1	1	300 sq. ft (one tme cost)		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
9	Podium with branding with gooseneck mike	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	2	2	2 (one time cost)		
10	Podium Panels with three side cover (2.5 x 2.5 feet approx. size)	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	2	2	2 (one time cost)		
11	Cordless Mike	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	8	8	8 (one time cost)		
12	Laptop(s)	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	2	2	2 (one time cost)		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
13	Podium Timer	one time cost	1	1	1 (one time cost)		
14	Inaugural lamp with wicks and candle on 23.10.2026	one time cost	1	1	1 (one time cost)		
15	Singers for prayer at Inauguration on 23.10.2026	one time cost	1	1	1 (one time cost)		
16	Name plates of VIPs on head table	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	30	30	30 (one time cost)		
17	Comfort monitors 42'	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	4	4	4 (one time cost)		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
18	Cordless slide changer	One time cost to be quoted based on maximum number of quantity utilised during event	2	2	2 (one time cost)		
19	Gooseneck mike	One time cost to be quoted based on maximum number of quantity utilised during event	4	4	4 (one time cost)		
20	Lapel mike	One time cost to be quoted based on maximum number of quantity utilised during event	2	2	2 (one time cost)		
21	Laser Pointer	one time cost	1	1	1 (one time cost)		
22	White board with markers	one time cost	1	1	1 (one time cost)		
23	Delay Hanging LED screens (appropriate locations) (11 feet x 6 feet) with operator	Actual size may vary (Rate to be quoted as per sq feet)	2	2	2 (as per screen size - one time cost)		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
24	Risers / support for delay hanging LED screens	Actual size may vary (Rate to be quoted as per sq feet)	2	2	As per Screen size (one time cost)		
25	Krammer/switcher	one time cost	1	1	1 (one time cost)		
26	Complete AV & Sound system	one time cost	1	1	1 (one time cost)		
27	Floral decoration for stage and entrance	one time cost	1	1	(one time cost)		
28	Flower decoration in vase on head table / coffee tables and roundtables	one time cost (payment will be made as per actuals, nos may vary)	105	105	105 (one time cost)		
29	Bouquet (if required)	one time cost	15	15	15 (one time cost)		
30	Ushers for carrying mementos, bouquet, publications on trays for VIPs and hall management.	Per person per day	6	6	18		
31	Uninterrupted power supply, Genset with fuel and operator	During sessions	1	1	1 (one time cost)		
32	Zimmy Crane for Sessions	Rate to be quoted for three days (May be required for only 2 days also)	1	1	1 (one time cost)		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
33	Audio Video coverage of entire event with edit with live streaming on social media on 23.10.2026, 24.10.2026 & 25.10.2026	Rate to be quoted for three days (May be required for only 2 days also)	1	1	1 (one time cost)		
34	Photography coverage of entire event session with editing	All sessions on 23.10.2026, 24.10.2026 & 25.10.2026	1	1	1 (one time cost)		
35	Additional light in hall (60 LED par cans) nos may vary (if required)	One time cost to be quoted based on maximum number of quantity utilised during event	60 x 3	60 x 3	180 (per unit cost)		
36	Additional light in hall (Narrow par cans) nos may vary (if required)	One time cost to be quoted based on maximum number of quantity utilised during event	24 x 3	24 x 3	72 (per unit cost)		
37	Aluminium Light Truss with LED light for stage	For three days	2	2	2 (one time cost)		
38	LED Lights nos may vary (if required)	One time cost to be quoted based on maximum number of quantity utilised during event	10	10	10 (per unit cost)		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
39	Metal lights nos may vary (if required)	One time cost to be quoted based on maximum number of quantity utilised during event	15	15	15 (per unit cost)		
40	Switcher & Processor for LED wall	one time cost	1	1	1 (one time cost)		
41	Profile Light	one time cost	2	2	2 (one time cost)		
42	Fully Carpetted Stage (68 x 12 x 5) ft with carpeted steps (both side handrails) on both sides of stage	Actual size may vary (Rate to be quoted as per sq feet)	68 x 12 x 5	1	2,880 (one time cost)		
43	LED wall (60 x 16 feet) above branding signage on Dias may be required for three days	Actual size may vary	60 x 16	1	560 sq. ft (one time cost)		
44	Linen Cloth Cover for Hotel Chairs	1000 - 1200 persons (nos. may vary)	1,200	1,200	1200 (one time cost)		
45	Relay / LED Screens (appropriate locations) (12 x 8 feet), size may vary	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	2	2	96 Square feet As per screen size(one time cost)		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
46	Platform / riser for Relay / LED Screens (appropriate locations) size may vary	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	2	2	As per screen size(one time cost)		
47	Off stage frames with metal support from back (12ft x 16ft)	Actual size may vary (Rate to be quoted as per sq feet)	12 x 16 feet	2	192 Square feet As per screen size(one time cost)		
48	Thick carpet used in VIP movement	Actual size may vary (Rate to be quoted as per sq feet)	1500	1	1500 Square feet (one time cost)		
49	Bollard with red rope	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	80	80	80 (one time cost)		
50	Truss cloth / Black cloth used for masking	Actual size may vary (Rate to be quoted as per sq feet)	300	300	300 sq. ft (one tme cost)		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
51	Resume server for Main LED	One time cost	1	1	1 (one time cost)		
52	Planters near VIP movement	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	50	50	50 (one time cost)		
53	View cutter wall (Both side printed flex wall)	Actual size may vary (Rate to be quoted as per sq feet)	8'x8'	6	64 Square feet (one time cost)		
54	Scaff fold riser for LED (60 (L) x4 (W) x 8 (H)	Actual size may vary (Rate to be quoted as per sq feet)	(60 (L) x4 (W) x 8 (H)	1	1920 (one time cost)		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
55	Preview Monitor 42'	One time cost to be quoted based on maximum number of quantity utilised during event	2	2	2 (per unit cost)		
	Box Arch near VIP room						
56	Pillars (Printed star matt flex on ply back frame)		3				
57	Fascia (Printed star matt flex on ply back frame)		1				
	Room may be required for VIP Area (Waiting area for Ministers) - Box arch						
58	Wall - Flex wall (with lockable glass door)	22ft x 8ft	2				
		18ft x 8ft	3				
59	Glass door	Standard size	1	1	1 (one time cost)		
60	Printed branding on top of side walls	Actual size may vary (Rate to be quoted as per sq feet)	10x6	4	240 Square feet (one time cost)		
61	Planter & Table top	Standard size	3	3	3 (one time cost)		
62	Double seater sofa	Fresh new sofa of Standard	2	2	2 (one time cost)		
63	Single seater sofa	Fresh new sofa of Standard	4	4	4 (one time cost)		
64	Coffee table	Standard size	3	3	3 (one time cost)		
65	Console for Inaugural Area	Standard size	1	1	1 (one time cost)		
66	Flower Rangoli in front of main stage (68 ft x 5 ft)	Actual size may vary (Rate to be quoted as per sq feet)	68 x 5 feet	1	340 sq. ft (one tme cost)		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
	Sub Total (B)						

Note : Kindly also note that in the above listed items, maximum no. of quantity has been quoted keeping in view the footfall of approx. 2,000 delegates on day 1. However, the number of final items required for the conference will be finalized closer to the event and the same may vary in between the requirements 1,500 to 2,000 no. of delegates. Kindly quote accordingly.

Note : Actual size of backdrop and standees etc.as per site condition, and with the approval of IUT

C - Room I for Technical Session**(Set up date - 22.10.2026)**

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 No. of days	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
1	Table (1.5 ft width x 3 or 4 ft length) with cover for U shaped seating of approx 60-70 people (Actual requirement to be seen)	2 persons can be accomodated on one table	one time cost	25	75		
2	Backdrop of Conference (16ft x 8ft)	Actual Size may vary	one time cost	1	128 (sq ft)		
3	LED screen with Panels (10ft x 8ft) (one in front and two on side walls)	Actual Size may vary	3	3	9		
4	LED risers (as per size of LED)	Unit Cost	3	3	9		
5	Linen cloth cover for Mayfair Sanctuary Chairs (if Required)	one time cost	70	70	70		
6	Podium with branding and gooseneck mike	Unit Cost	3	1	3		
7	Podium Panels with three side cover (2.5 x 2.5 feet approx. size)	Unit Cost	3	1	3		
8	Laptop(s)	Unit Cost	3	2	6		
9	Podium Timer with provision of Buzzer	Unit Cost	3	1	3		
10	Cordless mike	Unit Cost	3	4	12		
11	lapel mike	Unit Cost	3	1	3		
12	Name plates of Chairpersons, Speakers, Panelist, etc.	Unit Cost	3	20	60		
13	Comfort monitors	Unit Cost	3	3	9		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 No. of days	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
14	Cordless slide changer	Unit Cost	3	2	6		
15	Laser Pointer	Unit Cost	3	1	3		
16	Gooseneck mike	Unit Cost	3	2	6		
17	White board with markers	Unit Cost	3	1	3		
18	Krammer/switcher	one time cost	3	1	3		
19	Complete AV & Sound system	one time cost	3	1	3		
20	Flower decoration in vase on head table	one time cost	on all three days	10	10		
21	Ushers for carrying mementos, bouquet, publications on trays for VIPs and hall Management.	per person per day	3	3	9		
22	Uninterrupted power supply, Genset with fuel with operator	All sessions	3	1	3		
23	Audio Video coverage of entire event with edit	All sessions	3	1	3		
24	Photography coverage of all sessions with edit	All sessions	3	1	3		
25	Console	All sessions	3	1	3		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 No. of days	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
26	Chairs with linen cloth cover	Unit Cost	3	70	210		
	Sub Total (C)						
Important Note : Kindly note that in the above listed items, maximum no. of quantity has been quoted keeping in view the footfall of approx. 60-70 delegates on all days, i.e. 23rd, 24th and 25th October 2026 . However, the number of final items required for the conference will be finalized closer to the event and the same may vary in between the requirements 60 to 100 in no. Kindly quote accordingly.							

D - Room II for Technial Session**(Set up date - 22.10.2026)**

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 No. of days	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
1	Carpetted Stage (12 x 8 x 1) ft	Actual Size may vary	one time cost	1	96 (Sq ft)		
2	Backdrop of Conference (12ft x 8ft)	Actual Size may vary	one time cost	1	96 (sq ft)		
3	LED screen with Panels (10ft x 6ft) (in front)	Actual Size may vary	3	1	3		
4	LED risers (as per size of front LED)	Unit Cost	3	1	3		
5	Linen cloth cover for Hotel Mayfair Sanctuary Chairs (if Required)	one time cost	80	80	80		
6	Podium with branding and gooseneck mike	Unit Cost	3	1	3		
7	Podium Panels with three side cover (2.5 x 2.5 feet approx. size)	Unit Cost	3	1	3		
8	Laptop(s)	Unit Cost	3	2	6		
9	Podium Timer with provision of Buzzer	Unit Cost	3	1	3		
10	Cordless mike	Unit Cost	3	4	12		
11	lapel mike	Unit Cost	3	1	3		
12	Name plates of Chairpersons, Speakers, Panelist, etc.	Unit Cost	3	10	30		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 No. of days	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
13	Comfort monitors	Unit Cost	3	2	6		
14	Cordless slide changer	Unit Cost	3	2	6		
15	Laser Pointer	Unit Cost	3	1	3		
16	Gooseneck mike	Unit Cost	3	2	6		
17	White board with markers	Unit Cost	3	1	3		
18	Krammer/switcher	One time cost	3	1	3		
19	Complete AV & Sound system	one time cost	3	1	3		
20	Flower decoration in vase on head table	one time cost	on all three days	5	5		
21	Ushers for carrying mementos, bouquet, publications on trays for VIPs and hall Management.	Per person per day	3	4	12		
22	Uninterrupted power supply, Genset with fuel with operator	All sessions	3	1	3		
23	Audio Video coverage of entire event with edit	All sessions	3	1	3		
24	Photography coverage of all sessions with edit	All sessions	3	1	3		
25	Console	All sessions	3	1	3		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 No. of days	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount	
26	Chairs with linen cloth cover	Unit Cost	3	80	240			
27	LED screen with Panels (8ft x 6ft) (on side walls)	Actual Size may vary	3	2	6			
28	LED risers (as per size of side wall LED)	Unit Cost	3	2	6			
	Sub Total (D)							

E - Room III for Technical Session

(Set up date - 22.10.2026)

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 No. of days	Qty	Total Qty. considered based on maximum no. of	Rate (Per Unit)	Amount
1	Table (1.5 ft width x 3 or 4 ft length) with cover for U shaped seating of approx 60-70 people (Actual requirement to be seen)	2 persons can be accomodated on one table Unit Cost	one time cost	35	105		
2	LED screen with Panels (10ft x 6ft) (in front)	Actual Size may vary	3	1	3		
3	LED risers (as per size of front LED)	Unit Cost	3	1	3		
4	Linen cloth cover for Mayfair Sanctuary Chairs (if Required)	one time cost	70	70	70		
5	Podium with branding and gooseneck mike	Unit Cost	3	1	3		
6	Podium Panels with three side cover (2.5 x 2.5 feet approx. size)	Unit Cost	3	1	3		
7	Laptop(s)	Unit Cost	3	2	6		
8	Podium Timer with provision of Buzzer	Unit Cost	3	1	3		
9	Cordless mike	Unit Cost	3	4	12		
10	lapel mike	Unit Cost	3	1	3		
11	Name plates of Chairpersons, Speakers, Panelist, etc.	Unit Cost	1	30	30		
12	Comfort monitors	Unit Cost	3	3	9		
13	Cordless slide changer	Unit Cost	3	2	6		
14	Laser Pointer	Unit Cost	3	1	3		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 No. of days	Qty	Total Qty. considered based on maximum no. of	Rate (Per Unit)	Amount	
15	Gooseneck mike	Unit Cost	3	2	6			
16	White board with markers	Unit Cost	3	1	3			
17	Krammer/switcher	One time cost	3	1	3			
18	Complete AV & Sound system	one time cost	3	1	3			
19	Flower decoration in vase on head table	one time cost	1	10	10			
20	Ushers for carrying mementos, bouquet, publications on trays for VIPs and hall Management.	Per person per day	3	2	6			
21	Uninterrupted power supply, Genset with fuel with operator	All sessions	3	1	3			
22	Audio Video coverage of entire event with edit	All sessions	3	1	3			
23	Photography coverage of all sessions with edit	All sessions	3	1	3			
24	Console	All sessions	3	1	3			
25	Chairs with linen cloth cover	Unit Cost	3	70	210			
26	LED screen with Panels (6ft x 8ft) (on side walls)	Actual Size may vary	3	2	6			
27	LED risers (as per size of side wall LED)	Unit Cost	3	2	6			
	Sub Total (E)							

Important Note : Kindly note that in the above listed items, maximum no. of quantity has been quoted keeping in view the footfall of approx. 60-70 delegates on all days, i.e. 23rd, 24th and 25th October 2026 . However, the number of final items required for the conference will be finalized closer to the event and the same may vary in between the requirements 60 to 100 in no. Kindly quote accordingly.

F - Room IV for Technical Session**(Set up date - 22.10.2026)**

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 No. of days	Qty	Total Qty. considered based on maximum no. of	Rate (Per Unit)	Amount
1	Table (1.5 ft width x 3 or 4 ft length) with cover for U shaped seating of approx 60-70 people (Actual requirement to be seen)	2 persons can be accommodated on one table (Unit Cost)	one time cost	35	105		
2	LED screen with Panels (10ft x 6ft) (in front)	Actual Size may vary	3	1	3		
3	LED risers (as per size of front LED)	Unit Cost	3	1	3		
4	Linen cloth cover for Hotel Mayfair Sanctuary Chairs (if Required)	one time cost	70	70	70		
5	Podium with branding and gooseneck mike	Unit Cost	3	1	3		
6	Podium Panels with three side cover (2.5 x 2.5 feet approx. size)	Unit Cost	3	1	3		
7	Laptop(s)	Unit Cost	3	2	6		
8	Podium Timer with provision of Buzzer	Unit Cost	3	1	3		
9	Cordless mike	Unit Cost	3	4	12		
10	lapel mike	Unit Cost	3	1	3		
11	Name plates of Chairpersons, Speakers, Panelist, etc.	Unit Cost	3	15	45		
12	Comfort monitors	Unit Cost	3	3	9		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 No. of days	Qty	Total Qty. considered based on maximum no. of	Rate (Per Unit)	Amount
13	Cordless slide changer	Unit Cost	3	2	6		
14	Laser Pointer	Unit Cost	3	1	3		
15	Gooseneck mike	Unit Cost	3	2	6		
16	White board with markers	Unit Cost	3	1	3		
17	Krammer/switcher	one time cost	3	1	3		
18	Complete AV & Sound system	one time cost	3	1	3		
19	Flower decoration in vase on head table	one time cost	on all three days	10	10		
20	Ushers for carrying mementos, bouquet, publications on trays for VIPs and hall Management.	per person per day	3	3	9		
21	Uninterrupted power supply, Genset with fuel with operator	All sessions	3	1	3		
22	Audio Video coverage of entire event with edit	All sessions	3	1	3		
23	Photography coverage of all sessions with edit	All sessions	3	1	3		
24	Console	All sessions	3	1	3		
25	Chairs with linen cloth cover	Unit Cost	3	70	210		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 No. of days	Qty	Total Qty. considered based on maximum no. of	Rate (Per Unit)	Amount	
26	LED screen with Panels (6ft x 8ft) (on side walls)	Actual Size may vary	3	2	6			
27	LED risers (as per size of side wall LED)	Unit Cost	3	2	6			
	Sub Total (F)							

Important Note : Kindly note that in the above listed items, maximum no. of quantity has been quoted keeping in view the footfall of approx. 60-70 delegates on all days, i.e. 23rd, 24th and 25th October 2026 . However, the number of final items required for the conference will be finalized closer to the event and the same may vary in between the requirements 60 to 100 in no. Kindly quote accordingly.

G. UMI Secretariat

20th, 21st, 22nd, 23rd, 24th and 25th October, 2026

Sl. No.	Description	Remarks	Qty.						Total Qty.	Rate (Per Unit)	Amount
			20.10.2026	21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026			Total
1	Laptop(s) in Good working condition	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	12	12	12	12	12	12	12		
2	Laptop for UMI Secretariat	one time cost	1	1	1	1	1	1	1		
3	Printer with cartridge black and white on LAN	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	3	3	3	3	3	3	3		
4	Printer with colour cartridge on LAN	one time cost	1	1	1	1	1	1	1		
5	Heavy duty Photocopier with operator on LAN	per day/per photocopier (Nos may vary)	2	2	2	2	2	2	2		

Sl. No.	Description	Remarks	Qty.						Total Qty.	Rate (Per Unit)	Amount
			20.10.2026	21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026			Total
6	Extension cords	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	5	5	5	5	5	5	5		
7	Dustbin	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	4	4	4	4	4	4	4		
8	Helper	Per person per day (Nos may vary)	2	2	2	2	2	2	12		
9	Network connectivity and Wifi modem with cabling for 12 laptops	one time cost	1	1	1	1	1	1	1 (one time cost)		
10	A4 size paper reams as per requirement	On all days	10	10	10	10	10	10	60		
11	Computer Software Engineer (1 in no.)	Per person per day (Nos may vary)	1	1	1	1	1	1	6		
12	Data Entry Operator (2 in no.)	Per person per day (Nos may vary)	2	2	2	2	2	2	12		

Sl. No.	Description	Remarks	Qty.						Total Qty.	Rate (Per Unit)	Amount
			20.10.2026	21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026			Total
13	Table (1.5 ft width x 3 or 4 ft length) with cover	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	12	12	12	12	12	12	12		
14	Chairs with Cover	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	24	24	24	24	24	24	24		
Sub Total (G)											

H. Signages at all locations					
23rd, 24th & 25th October 2026					
Sl. No.	Description	Remarks	Qty.	Rate (Per Unit)	Amount
1	Welcome Box Branding Gate (20 ft x 12 ft, 2 x 2, with 2 legs) at Gate	Measurements to be checked - one time cost	1		
2	Welcome Box Branding Gate (20 ft x 12 ft, 2 x 2, with 2 legs) at Gate No.	Measurements to be checked - one time cost	1		
3	Welcome Box Branding Gate (20 ft x 12 ft, 2 x 2, with 2 legs) at Gate No.	Measurements to be checked - one time cost	1		
4	Welcome Box Branding Gate (20 ft x 12 ft, 2 x 2, with 2 legs) at Exhibition Area	Measurements to be checked - one time cost	1		
5	Welcome cum Directional Panel (8ft x 4 ft)	Measurements to be checked - one time cost	3		
6	Message Panel (10ft x 8 ft)	Measurements to be checked and no. may vary - one time cost	8		
7	Direction Standee (6ft x 3 ft)	Measurements to be checked and no. may vary - one time cost	30		
8	Parking Standee (8ft x 4 ft)	Measurements to be checked and no. may vary - one time cost	4		
9	Registration Standee (8ft x 4 ft)	Measurements to be checked and no. may vary - one time cost	4		
10	Tea & Coffee Standee (8ft x 4 ft)	Measurements to be checked and no. may vary - one time cost	2		
11	Speakers Lounge (8ft x 4 ft)	Measurements to be checked and no. may vary - one time cost	2		
12	Program Standee (8ft x 4 ft)	Measurements to be checked and no. may vary - one time cost	4		

Sl. No.	Description	Remarks	Qty.	Rate (Per Unit)	Amount
13	Exhibitors Panel (8 ft x 10ft)	Measurements to be checked and no. may vary - one time cost	2		
14	Sponsors Panel (8 ft x 10ft)	Measurements to be checked and no. may vary - one time cost	2		
15	Knowledge & Media Partner Panel (8 ft x 10ft)	Measurements to be checked and no. may vary - one time cost	2		
16	Full Program Panel (24 ft x 10 ft)	Measurements to be checked and no. may vary - one time cost	1		
17	Day wise Program Panel (8 ft x 12ft) (Day wise programme on 23rd, 24th and 25th, October, 2026	Measurements to be checked and no. may vary - one time cost	3		
18	Session Panels (8ft x 4 ft)	Measurements to be checked and no. may vary - one time cost	30		
19	Small Signages		8		
20	Any other standee (8ft x 4 ft)	Measurements to be checked and no. may vary - one time cost	4		
21	Sponsor / Exhibitor panel in Exhibition Area (34ft x 10 ft)	Measurements to be checked and no. may vary - one time cost	2		
22	Registration & Exhibition Direction Panel (16ft x 10 ft)	Measurements to be checked and no. may vary - one time cost	1		
23	Double side scrolls on driveway (2 x 4 feet) for 60 poles in and outside the venue premises	Measurements to be checked and no. may vary - one time cost	60		
24	Hoarding on the way out of Airport	Measurements to be checked - one time cost	1		

Sl. No.	Description	Remarks	Qty.	Rate (Per Unit)	Amount
25	Branding Hoarding / Display boards at various selected location (Prime locations to be identified)	Measurements to be checked and no. may vary - one time cost	4		
26	Bus shuttle standee at Hotel (8ft x 4 ft)	Measurements to be checked and no. may vary - one time cost	2		
27	Roadside panel leading to venue near Hotel (8ft x 4 ft)	Measurements to be checked and no. may vary - one time cost	2		
28	Alighting panel at venue (4ft x 8 ft)	Measurements to be checked and no. may vary - one time cost	1		
29	Registration Panel (4ft x 20 ft)	Measurements to be checked and no. may vary - one time cost	1		
30	Press Meet backdrop (8 ft x 10 ft)	Measurements to be checked and no. may vary - one time cost	1		
31	Airport Branding board at Domestic Airport (6 ft x 6 ft)	Measurements to be checked and no. may vary - one time cost	2		
Sub Total (H)					

I. Miscellaneous					
23rd, 24th & 25th October 2026					
Sl. No.	Description	Remarks	Qty.	Rate (Per Unit)	Amount
1	Still Photography in HD/Digital format	one time cost (23rd, 24th & 25th October 2026)	1		
2	Audio / Videography in HD/Digital Format	one time cost (23rd, 24th & 25th October 2026)	1		
3	Assignment Charge for two Camera setup with editing table and professional editor	one time cost (23rd, 24th & 25th October 2026)	1		
4	Carpet (in areas other than exhibition hall) - Requirements to be checked sq ft.	one time cost as per measurements (23rd, 24th & 25th October 2026)	1		
5	Folding Invitation Card with cover and 3 - 4 inserts	one time cost (No. may vary in between 500 - 1000)	2100		
6	Plycards (3 x1)	one time cost (No. may vary in between 10 - 20) - Required on 23rd & 25th October 2026	20		
7	Certificate	one time cost	100		
8	External hard disk to give all data related to conference	one time cost	1		
9	Mementoes for Speakers	unit cost	200		
10	Momentoes for award winners	unit cost	26		
11	Professional Conference Management Charges	one time cost	1		
12	Electrical Inspectorate permission for Generator (Actual Nos)	one time cost	6		

Sl. No.	Description	Remarks	Qty.	Rate (Per Unit)	Amount
13	Other Statutory Permissions (Fire, Police, MCD etc.)	one time cost	1		
14	Plants	one time cost	100		
15	Gifts for Quiz Competition	unit cost	150		
16	Live feeding of the sign language interpreter during Inaugural and valedictory Session	one time cost	1		
17	Pin up boards / soft boards with - 4 x 4 with stand & pin box	unit cost	20		
18	Framing of Award citations	one time cost	20		
19	Public Liability Insurance for the event	one time cost	1		
Sub Total (1)					

J. Digital Mode Work

Sl. No.	Description	Remarks	Qty.	Rate (Per Unit)	Amount
1	Live Streaming of the Inauguration of the Exhibition, Inaugural Session - 23.10.2026, Special Session - 24.10.2026 & Valedictory Session - 25.10.2026 on Social Media Platforms	one time cost (23rd, 24th & 25th October 2026) - May be required for two days as well	3 days		
2	Social Media Coverage (maintaining, designing, posting, targeting and tagging conference related content on all social media Platforms, i.e. Linkedin, facebook, Twitter and Youtube)	one time cost	1		
3	Designing Charges (for all digital & printed work)	one time cost	1		
4	Miscelleaneous expenditure keeping in view the QR based registration process with related equipments and software *	one time cost	1		
5	Preparation and broadcasting of Radio Jingles at reknowned 3 - 4 FM Stations	one time cost	1		
Sub Total (J)					

Note : * Subject to QR registration work

K Exhibition Hotel Mayfair Sanctuary - Exhibition set up to be completed between 20th and 22nd October, 2026 (12.00 noon), 22nd October, 2026 is non setup date and complete dismantling on 25th October, 2026- Draft map enclosed at Annexure V													
Sl. No.	Description	18.10.2026	19.10.2026	20.10.2026	21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026	Qty	Remarks	Rate (Per unit)	Amount
1	AC dome - German Hanger (with water proof ceiling) with branding on outer wall for exhibition Area with power backup facility including fuel - approx.area - 14,500 sq. feet	1	1	1	1	1	1	1	1	1	one time cost		
2	1 OR 2 Covered water proof ceiling tent with provision of big ceiling fans with power backup facility including fuel - approx.area - 14500 sq. feet			1	1	1	1	1	1	1	one time cost		
3	Exhibition stalls (Powder coated Octonorm System with Plain White Laminated Panels) - built up (3 x 3 mtr) with 1 table, 2 chairs, 03 spot lights, 01 dustbin, 01 electric point, 32" LED TV with stand and necessary cabling to connect with Laptop, 01 fascia name board with carpeting (3 x 3 m) - Actual number will depend on demand from exhibitors			20	20	20	20	20	20	20	one time cost		
4	Raised platform of 6 x 4 ft for conducting quiz contest with audio visual facility with 2 feet height with Carpet & Steps in Exhibition Area				1	1	1	1	1	1	one time cost		

Sl. No.	Description	18.10.2026	19.10.2026	20.10.2026	21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026	Qty	Remarks	Rate (Per unit)	Amount
5	LED screen (12 x 10 ft) with laptop and operator for live coverage of inaugural session (on 23.10.2026) and valedictory session (on 25.10.2026) in the Exhibition Area (Audio Video Cabling with Boosters and Amplifier) and running promotional videos.				1	1	1	1	1	1	one time cost		
6	3.5' high raised platform for LED Wall				1	1	1	1	1	1	one time cost		
7	Cordless handheld mike for announcement in Exhibition Area						2	2	2	2	one time cost		
8	1 Ribbon and 3 scissors with silk cloth covered tray for inauguration of exhibition.						1				one time cost		
9	Cabling Line Distribution, Lighting for Exhibition Area from Genset			1	1	1	1	1	1	1	one time cost		
10	Parcan Lights 1000 watt for Exhibition Area				1	1	1	1	1	1	one time cost		
11	Metal Lights for Bus Exhibition, Expo & other areas						5	5	5	15	Unit cost		

Sl. No.	Description	18.10.2026	19.10.2026	20.10.2026	21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026	Qty	Remarks	Rate (Per unit)	Amount
12	Silent Genset (Including fuel charges) towards uninterrupted Power Supply for stalls and systems (125 KVA) from 20th to 25th October, 2026			1	1	1	1	1	1	1	one time cost		
13	Silent Genset (Including fuel charges) towards uninterrupted Power Supply for stalls and systems (65KVA) from 20th to 25th October, 2026			1	1	1	1	1	1	1	one time cost		
14	Red Carpet in Exhibition area approx - 8000 sq feet (Actuals may be seen)						1	1	1	1	per sq. ft		
15	Stanchios Display Board with A 4 paper						5	5	5	15	Unit cost		
16	Portable Chemical Toilets with maintenance staff from 20th to 25th October, 2026	4	4	4	4	4	4	4	4	32	Unit cost		
17	Exhibition Arch (Customized gate) as per design						1	1	1	1	one time cost		
18	Carpet in Exhibition Area for wire covering (approx. 32 x 9 feet) Requirement to be checked						1	1	1	1	per sq. ft		

Sl. No.	Description	18.10.2026	19.10.2026	20.10.2026	21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026	Qty	Remarks	Rate (Per unit)	Amount
19	Fire Tender (23rd to 25th October, 2026)						1	1	1	1	one time cost		
20	Trained Fire Fighting Staff (23rd to 25th October, 2026) (9:00 a.m. to 6:00 p.m.)						2	2	2	2	one time cost		
21	Trained Medical Staff with ambulance (including 01 doctor, 1 nurse and 1 helper) 10 hrs shift						1	1	1	1	one time cost		
22	House keeping Staff for Exhibition Area (20th to 25th October, 2026)			4	4	4	4	4	8	28	per person per day		
23	Additional House keeping Staff for Exhibition Area (on 25th October, 2026)								4	4	per person per day		
24	Security Staff from 20th to 25th October, 2026 (05 staff in day shift for 12 hrs shift)			5	5	5	5	5	5	30	per person per day		
25	Plants (small and medium size for landscaping near gate						25	25	25		75		
26	Supervision Staff for Exhibition Area (20th to 25th October, 2026)	2	2	2	2	2	2	2	2		per person per day		
27	Audio video coverage of inauguration of exhibition with editing and live streaming on social media of 23rd October only						1			1	one time cost		

Sl. No.	Description	18.10.2026	19.10.2026	20.10.2026	21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026	Qty	Remarks	Rate (Per unit)	Amount
28	Photography coverage of inauguration of exhibition with editing and photography on 23rd to 25th October, 2026						1			1	one time cost		
Sub Total (K)													

L. (Speaker's Lounge) - Set up date : 22.10.2026 & Event Dates : 23.10.2026, 24.10.2026 & 25.10.2026

23rd, 24th and 25th October, 2026

Sl. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
VIP Room/ Speaker's Lounge							
1	Single Seater Sofa	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	20	20	20 (one time cost)		
2	Coffee Table	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	20	20	20 (one time cost)		

3	Laptop and printer (B & W) with cartridges with one support manpower with table & chair	one time cost	1	1	1 (one time cost)		
Sub Total (H)							

(i) - Additional arrangements for Curtain Raiser - Date - 22nd October, 2026)

Sr. No.	Description	Unit	Total Qty	Rate (Per Unit)	Amount
1	Table (1.5 ft width x 3 or 4 ft length) with cover for U shaped seating of approx 100 people	No	50		
2	Backdrop (16ft x 8ft)	sq ft	520		
3	Closing panels (6ft x 8ft) - 2 each	sq ft	96		
4	Two LED screen with Panels (12ft x 8ft) In place of Projectors	96 sft x 2 No x 1 days	192 sft		
5	Two LED screen (at side walls) with Panels (8ft x 6ft) In place of LCD Projectors	48 sft x 2 No x 1 day	96 sft		
6	Linen cloth cover for for venue	No	150		
7	Laptop(s)	No	1		
8	Name plates of Chairpersons, Speakers, Panelist, etc.	No	4		
9	Krammer/switcher	No	1		
10	Complete AV & Sound system	No	1		
11	Flower decoration Rangoli 24 x 6	sq ft	144		
12	Still Photography in HD / Digital format	No	1		
13	Console	No	1		
Sub-Total for (i)					

(ii) - Additional - Room for MDs' Meeting

Sl. No.	Description	Unit	Qty.	Rate (Per Unit)	Amount
1	Uninterrupted power supply, Genset with Fuel and operator 125 KVA DG set	No	1		
2	Name plates of Chairpersons, Speakers, Panelist, etc.	Nos	25		
3	LED 8 ft x 12 ft	sq ft	96		
4	LED 6 ft x 8 ft x 2 No	sq ft	96		
5	LED Risers	No	3		
6	Switcher	No	1		
7	Laptop	No	1		
8	Backdrop 10 x 8 ft	sq ft	80		
9	LCD 32 "	No	1		
10	Flower Pots Medium size on Table	No	20		
11	Flower Pots Big size surrounded Round Table	No	5		
	Sub-Total for (ii)				

(iii) - Additional -Minister's Meeting

Sl. No.	Description	Unit	Qty.	Rate (Per Unit)	Amount
1	Uninterrupted power supply, Genset with Fuel and operator 125 KVA DG set	No	1		
2	LED 8 x 12	sq ft	96		
3	LED 6 x 8 (Left & Right)	sq ft	96		
4	LED Risers	No	3		
5	Switcher	No	1		
6	Laptop	No	1		
7	Backdrop 10 x 8 ft	sq ft	80		
8	Flower Pots Medium size on Table	sq ft	20		
9	Flower Pots Big size surrounded Round Table	No	5		
10	Name plates of Chairpersons, Speakers, Panelist, etc.	Nos	25		
	Sub-Total for (iii)				

(iv) - Other works

Sl. No.	Description	Remarks	Units	Qty.	Rate (Per Unit)	Amount
1	Pagoda 5 x 5 mtr near gate		No	1		
2	New Red Carpet in pagoda, if required		sq mtr	270		
3	Octonorm Door at entry gate		No	3		
4	Truss wall for View cutter 10ft height (3 day) between main convention hall and exhibition halls		R ft	410		
5	New cloth wall with Toran for view cutter as per sr no 4		Rmtr	223		
6	Wooden patti for black masking in Hall		R ft	140		
7	Catering table with cover at exhibition hall for 3 days (71 tables)		Nos	213		
8	Octonum table at various places as per instruction for 3 days		Nos	25		
9	Zebra Tape		Nos	30		
10	LED Riser VIP lunch area 8 x 8 x 6 inch height			1		
11	Medium size flower pot on tea table at passage between convention hall and seminar hall for 3 days		Nos	30		
12	Rose buds with Khadi Rumaal for welcoming CM and other dignitaries		Nos	20		
13	Rangoli at CM Drop off point.		sq ft	200		
14	TV with stand VC			1		
15	Courier charges for leftover material - Drop from venue to IUT					
16	Floral Décor in Studio & Salon			1		
17	Additional Direction Standee			6		
18	Rollup standee			2		
19	Black masking			4		

Sl. No.	Description	Remarks	Units	Qty.	Rate (Per Unit)	Amount
20	Certificates with framing for award winners			20		
21	Planters with pot for VVIPs			10		
22	Stage set-up for cultural program			1		
23	Clicker for Exhibition area			1		
24	Frisking room			1		
25	Dummy cheque			6		
26	Dismantling charges			1		
27	Transportation			1		
28	Bollard with red rope for Exhibition area			12		
29	Hanger Platform - 4" height 19mm double plyboard wooden platform 65m x 12m			1		
30	Folders for speakers			250		
31	Cup Gift for quiz competition			250		
32	Stationary (ribbons and wrapping paper for books wrapping- 10, dummy button - 2 no.)			one time cost		
33	Gift for Delegates			2000		
34	Pillar branding	Grass carpet 2 sides on ply wall and flex frame 2 sides + edge lit on all 4 sides		2		
		Grass carpet on ply wall all 4 sides with painted lover 2 sides and 1 no painted MDF Bus		1		
35	Cube Branding	printed vinyl on cube (1.5ftx1.5ft)		10		

Sl. No.	Description	Remarks	Units	Qty.	Rate (Per Unit)	Amount
36	Globe Installation	Painted Iron structure with customised painted fiber sheet and paint platform with 3D letters with base		1		
37	Back stage truss	Required for three days		3		
38	T truss	Required for three days		2		
39	Resolume server for Main LED	Required for three days		3		
Sub-Total for (iv)						

**Tentative Rooms / Halls suggested by Hotel Mayfair, Niladri Vihar,
Bhubaneswar for UMI 2026**

Venue sizes: Ball Room >> Ground Floor

- **Mayfair Ballroom - 1:** 7,747 sq ft, 127'x61', 970 Theatre, 300 Cluster, 1000 Reception
- **Mayfair Ballroom - 2:** 9,779 sq ft, 127'x77', 1200 Theatre, 400 Cluster, 1250 Reception
- **Mayfair Ballroom - 3:** 12,573 sq ft, 127'x99', 1575 Theatre, 500 Cluster, 1600 Reception

Inaugural Session (1000 seating capacity approx.) >> Ball room 1 & 2

Conclave / Valedictory / Plenary Session (500 seating capacity approx.)>> Ball Room 1 or 2

Exhibition Area for Exhibition Stalls (approx. **100 stalls** of size 3 m x 3 m) >> Ball Room 3

Delegate lunch Area >> **Pre Conf-Area of Ball Room >> Pre conf 1: 91 Ft x 24 ft = 2184 sqft**

Pre Conf 2 : 125 Ft x 24 Ft =3000 sqft

Pre Conf 3 : 215 Ft x 30 Ft = 6450 sqft

NB: Pre conf 3, may be used for exhibition if required.

Hall for parallel session (4 in no.)>> 3rd Floor

Board Room- II >> 33 ft x 52 ft >> Theatre style 140 Pax, Cluster 80 pax

Board Room- III >> 33 ft x 41 ft >> Theatre Style 115 pax, Cluster 65 pax

Board Room- IV >> 33 ft x 34 ft >> Theatre Style 95 pax, Cluster 60 pax

Board Room- V >> 33 ft x 52 ft >> Theatre Style 140 Pax , Cluster 80 pax

Small meeting room (1 or 2 in no.) for approx. 20 - 25 participants >> 3rd Floor

Meeting Room 1- 27ft x 26 ft

Meeting Room -2 27 x 21 ft

NB: All parkings in Basement area; under Ball rooms.isit

Annexure V

The exhibition layout is yet to be finalised Tentative venue is Ballroom -3,
Tenderer may prepare draft layout and enclose with the Bid.

19th UMI CONFERENCE CUM EXPO 2026 DRAFT PROGRAM OUTLINE

Theme - Urban Accessibility and Liveability in the Digital Age

Venue: Bhubaneswar, Odisha.

Day 1 : 23.10.2026 (Friday)				
09:30 – 11:30	Registration			
11:30 – 12:00	Inauguration of The Exhibition			
12:00 – 13:00	Inaugural Session			
13:00 – 14:30	Lunch			
14:30 – 16:00	Conclave Session			
16:00 – 16:30	Tea Break			
16:30 – 18:00	Technical Session 1	Technical Session 2	Round Table Session 1	Round Table Session 2
Day 2 : 24.10.2026 (Saturday)				
09:30 – 11:00	Research Symposium 1	Research Symposium 2	Research Symposium 3	Research Symposium 4
11:00 – 11:30	Tea Break			
11:30 – 13:00	Technical Session 3	Technical Session 4	Round Table Session 3	Round Table Session 4
13:00 – 14:30	Lunch			
14:30 – 16:00	Technical Session 5	Technical Session 6	Round Table Session 5	Round Table Session 6
16:00 – 16:30	Tea Break			
16:30 – 18:00	Plenary Session 1			
Day 3 : 25.10.2026 (Sunday)				
09:30 – 11:00	Research Symposium 5	Research Symposium 6	Research Symposium 7	Research Symposium 8
11:00 – 11:30	Tea Break			
11:30 – 13:00	Technical Session 7	Technical Session 8	Round Table Session 7	Round Table Session 8
13:00 – 14:30	Lunch			
14:30 – 15:30	Plenary Session 2			
15:30 – 16:00	Tea Break			
16:00 – 17:10	Valedictory Session			
17:10 Onwards	High Tea			