



Institute of Urban Transport (India)
1st Floor, Anand Vihar Metro Station Building,
Delhi - 110 092
Website: www.iutindia.org

Dated: 3rd July, 2026

CORRIGENDUM – 1

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

Para 3 of the Call for Quotations, dated 29th June, 2026 for Engagement of the services of a Professional Conference–cum–Exhibition Organizer – for Hosting of 19th Urban Mobility India (UMI) Conference-cum-Exhibition, 2026 is revised as under:

	Existing	Revised
Para 3 Page-1	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.	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 contract can be extended for a further period of two years with price escalation of 5% per year as per accepted rates of this tender subject to satisfactory performance. It may be noted that the venue of future UMIs can be any city of India for which no additional compensation will be paid.

2. Further, Annexure III and III A have been updated and replaced. All other terms and conditions remain the same.

3. Accordingly, revised tender / bid document is placed below for information and necessary action.

(Sumit Chatterjee)
Officiating Executive Secretary



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**

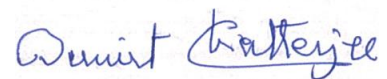
1. The Ministry of Housing & Urban Affairs (MoHUA), Govt. of India, has been organizing an annual **Urban Mobility India (UMI) Conference Cum Exhibition** in the months of October / November since 2008. The annual conference is held as stipulated in the National Urban Transport Policy issued by Government 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 contract can be extended for a further period of two years with price escalation of 5% per year as per accepted rates of this tender subject to satisfactory performance. It may be noted that the venue of future UMIs can be any city of India for which no additional compensation will be paid.**

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) (Registration set up to be completed by 21.10.2026 : 0800 hrs)

S. No.	Description	Remarks	Qty. required each day					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	Per unit per day cost to be quoted (Nos may vary)	2	4	12	6	5	29		
2	Standing table for form filling	Per unit per day cost to be quoted (Nos may vary)	1	1	4	1	1	8		
3	Laptop(s) with registration software	Per unit per day cost to be quoted (Nos may vary)	2	3	10	5	4	24		
4	Printer with ink cartridges for printing delegate badges	Per unit per day cost to be quoted (Nos may vary)	2	3	10	5	4	24		
5	Laptop and printer with ink cartridges for accounts section	Per unit per day cost to be quoted (Nos may vary)	1	1	1	1	1	5		

S. No.	Description	Remarks	Qty. required each day					Total Qty.	Rate	Total Amount
			21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026			
6	Attendee Monitor	Per unit per day cost to be quoted (Nos may vary)	1	1	5	1	2	10		
7	Computer Operator / Registration Staff	Per person per day rate to be quoted (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 rate to be quoted (Nos may vary)	2	2	2	2	2	10		
9	Staff for kit & lunch coupon distribution	Per person per day rate to be quoted (Nos may vary)	1	2	6	2	2	13		
10	On spot registration kiosk for self printing of badges	Per unit per day cost to be quoted (Nos may vary)	2	2	10	4	3	21		

S. No.	Description	Remarks	Qty. required each day					Total Qty.	Rate	Total Amount
			21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026			
11	Manpower to assist in handling on spot registration kiosk for self printing of badges	Per person per day rate to be quoted (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 (as per square meter)	1	1	1	1	1	27 sq m		
13	Writing pads as per sample	Unit Cost	2,500					2,500		
14	Pens as per sample	Unit Cost	2,500					2,500		
15	Booklet (4- 5 in no.) with inserts (2-	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		

S. No.	Description	Remarks	Qty. required each day					Total Qty.	Rate	Total Amount
			21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026			
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 rate to be quoted (Nos may vary)	2	6	6	2	2	18		
24	Staff for main Gate	Per person per day rate to be quoted (Nos may vary)	2	2	2	2	2	10		
25	Shuttle staff for three days (if required)	Per person per day rate to be quoted (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 rate to be quoted (Nos may vary)		15	15	15	15	60		
28	Registration software	one time cost to be quoted (Required during event and non event days also)	1	1	1	1	1	1		
29	Server setup charges for networking	one time cost to be quoted for both servers	2	2	2	2	2	2		

S. No.	Description	Remarks	Qty. required each day					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 to be quoted for set up	1	1	1	1	1	1		
31	Kit distribution counter of size 6m x 3m with two tables and four chairs	one time cost to be quoted (as per square meter)	1	1	1	1	1	18 sq.m.		
32	Queue Managers (separators) in registration area	Per unit per day cost to be quoted (Nos may vary)	4	5	12	7	5	33		
33	Linen cloth cover for Hotel Chairs in registration area (if Required)	Per unit per day cost to be quoted (Nos may vary)	8	8	22	9	7	54		
34	Lunch Coupon booklets with day wise insertion for lunch (3) & dinner coupons (2)	Per Booklet Unit Cost	2,200					2,200		

S. No.	Description	Remarks	Qty. required each day					Total Qty.	Rate	Total Amount
			21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026			
35	Red Carpet in the registration area (if required) (6000 sq feet approx) Actual may be seen	Per Sq. ft rate to be quoted (one time cost)	6,000					6000 sq. ft.		
36	Housekeeping staff (12 hrs)	Per person per day rate to be quoted (Nos may vary)		4	4	4	6	18		
37	Table in Mayfair Sanctuary (if Required)	Per unit per day cost to be quoted (Nos may vary)	4	5	20	9	7	45		
38	Chair for registration area in Mayfair Sanctuary (if Required)	Per unit per day cost to be quoted (Nos may vary)	12	12	22	15	12	73		
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 - Tentatively Mayfair Ballroom 1 & 2 (For Inaugural Session) and Mayfair Ballroom 1 (For Special / Plenary / Conclave / Valedictory / Parallel Sessions, if required (set up date : 21.10.2026 & 22.10.2026 (Set up to be completed - 22.10.2026 - 0900 hrs) / Main event date : 23.10.2026 to 25.10.2026

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	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 for 60-70 persons	Per unit per day cost to be quoted (nos. may vary)	3	70	210		
2	Fresh / new single seater sofas with Coffee table on dias for VVIPs for 10-15 persons	Per unit per day cost to be quoted (nos. may vary)	3	15	45		
3	Raised platform of 10 x 4 ft for Media People with carpet	Actual size may vary. One time cost to be quoted (as per square	3	40 Sq. ft	40 Sq.ft (one time cost)		
4	Roundtable with covers (for seating of 200 persons)	Per unit per day cost to be quoted (nos. may vary)	3	40	120		
5	Chairs with Linen cloth cover (for 1000 - 1200 persons)	Per unit per day cost to be quoted	3	1,200	3600		
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. One time cost to be quoted (as per square feet)	3	1	340 sq. ft (one time cost)		
7	2 Nos LED Wall side sponsor panels (2.5 x 16) with raised platform with operator - one time cost, if required	Actual size may vary. One time cost to be quoted (as per square feet)	3	2	80 sq. ft. (one time cost)		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
8	Signage with branding below the LED wall (68 x 5 feet) - required for three days	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	300 sq. ft (one time cost)		
9	Podium with branding with gooseneck mike	Per unit per day cost to be quoted (nos. may vary)	3	2	6		
10	Podium Panels with three side cover (2.5 x 2.5 feet approx. size)	Actual size may vary. One time cost to be quoted (as per square feet)	3	2	2 (one time cost)		
11	Cordless Mike	Per unit per day cost to be quoted (nos. may vary)	3	8	24		
12	Laptop(s)	Per unit per day cost to be quoted (nos. may vary)	3	2	6		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
13	Podium Timer with provision of buzzer	Per unit per day cost to be quoted (nos. may vary)	3	1	3		
14	Inaugural lamp with wicks and candle on 23.10.2026	one time cost	1	1	1		
15	Singers for prayer at Inauguration on 23.10.2026	one time cost	1	1	1		
16	Name plates of VIPs on head table	Per unit per day cost to be quoted (nos. may vary)	3	20	60		
17	Comfort monitors 42'	Per unit per day cost to be quoted (nos. may vary)	3	4	12		
18	Cordless slide changer	Per unit per day cost to be quoted (nos. may vary)	3	2	6		
19	Gooseneck mike	Per unit per day cost to be quoted (nos. may vary)	3	4	12		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
20	Lapel mike	Per unit per day cost to be quoted (nos. may vary)	3	2	6		
21	Laser Pointer	Per unit per day cost to be quoted (nos. may vary)	3	1	3		
22	White board with markers	Per unit per day cost to be quoted (nos. may vary)	3	1	3		
23	2 in no. delay Hanging LED screens (appropriate locations) (11 feet x 6 feet) with operator	Actual size may vary. One time cost to be quoted (as per square feet)	3	2	132 sq. ft (one time cost)		
24	Krammer/switcher	one time cost to be quoted for	3	1	1		
25	Complete AV & Sound system	one time cost to be quoted for set up	3	1	1		
26	Floral decoration for stage and entrance	one time cost to be quoted	for all three days	1	1		
27	Flower decoration in vase on head table / coffee tables and roundtables	one time cost to be quoted (payment will be made as per actuals, nos may vary)	for all three days	125	125		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
28	Bouquet (if required)	one time cost to be quoted (payment will be made as per actuals, nos may vary)	15 (5 each day)	15	15		
29	Ushers for carrying mementos, bouquet, publications on trays for VIPs and hall management.	Per person per day rate to be quoted (Nos may vary)	3	6	18		
30	Uninterrupted power supply, Genset with fuel and operator	During all sessions in a day (per day cost to be quoted)	3	1	3		
31	Zimmy Crane for Sessions	Per day rate to be quoted for three days (May be required for only 2 days also)	3	1	3		
32	Audio Video coverage of entire event with edit live streaming on social media on 23.10.2026, 24.10.2026 & 25.10.2026 (one session each day)	During all sessions in a day	3	1	3		
33	Photography coverage of entire event session with editing	Per day photography rate to be quoted (All sessions on 23.10.2026, 24.10.2026 & 25.10.2026)	3	1	3		
34	Additional light in hall (60 LED par cans) nos may vary (if required)	Per unit per day cost to be quoted (nos. may vary)	3	60	180		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
35	Additional light in hall (Narrow par cans) (24 x 3) nos may vary (if required)	Per unit per day cost to be quoted (nos. may vary)	3	24	72		
36	Goal post Truss with LED light for stage (both FOH and BOH truss)	Required For three days (one time cost to be quoted for the required truss in the main hall)	3	1 (Both FOH and BOH Truss)	1		
37	LED Lights nos may vary (if required)	Per unit per day cost to be quoted (nos. may vary)	3	10	30		
38	Metal lights nos may vary (if required)	Per unit per day cost to be quoted (nos. may vary)	3	15	45		
39	Switcher & Processor for LED wall	per day cost to be quoted	3	1	3		
40	Profile Light	Per unit per day cost to be quoted (nos. may vary)	3	2	6		
41	Fully Carpetted Stage (68 x 18 x 5 - height) ft with carpeted steps (both side handrails) on both sides of stage	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	1,224 sq. ft (one time cost)		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
42	LED wall (68 x 16 feet) above branding signage on Dias required for three days	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	960 sq. ft (one time cost)		
43	Linen Cloth Cover for Hotel Chairs, if required	Per unit per day cost to be quoted (nos. may vary)	3	1,200	3,600		
44	2 in no. - Relay / LED Screens (appropriate locations) (12 x 8 feet), size may vary, if required	Actual size may vary. One time cost to be quoted (as per square feet)	3	2	192 sq. ft (one time cost)		
45	2 in no. Platform / riser for Relay / LED Screens (appropriate locations) size may vary, if required	One time cost to be quoted (as per square feet)	3	2	2 (As per screen size - one time cost)		
46	Off stage frames with metal support from back (12ft x 16ft)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	192 sq. ft (one time cost)		
47	Thick carpet to be used in VIP movement	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	1500 sq. ft (one time cost)		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
48	Bollard with red rope	Per unit per day cost to be quoted (nos. may vary)	3	100	300		
49	Truss cloth / Black cloth used for masking (300 Sq.ft)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	300 sq. ft (one tme cost)		
50	Resolume server for Main LED	Per unit per day cost to be quoted	3	1	3		
51	Planters near VIP movement	Per unit per day cost to be quoted	3	60	180		
52	View cutter wall (Both side printed flex wall) (8'x8')	Actual size may vary. One time cost to be quoted (as per square feet)	3	6	384 sq. ft (one tme cost)		
53	Scaff fold riser for LED 68(L) x4 (W) x 8 (H)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	272 sq. ft (one tme cost)		
54	Preview Monitor 42'	Per unit per day cost to be quoted	3	2	6		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
	Box Arch near VIP room						
55	Pillars (Printed star matt flex on ply back frame) (12 ft left to right) and 10 ft height	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	1 (one time cost)		
56	Fascia (Printed star matt flex on ply back frame)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	1(one time cost)		
	Room may be required for VIP Area (Waiting area for Ministers)						
57	Wall - Flex wall (with lockable glass door)	22ft x 8ft (Actual size may vary. One time cost to be quoted (as per square feet) - 2 walls	3	2	352 sq. ft (one tme cost)		
		18ft x 8ft (Actual size may vary. One time cost to be quoted (as per square feet) - 1 wall	3	1	144 sq. ft (one tme cost)		
58	Glass door	Standard size (One time cost to be quoted)	3	1	1		
59	Printed branding on top of side walls (10 x 6)	Actual size may vary. One time cost to be quoted (as per square feet)	3	4	240 sq. ft (one tme cost)		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount	
60	Planter & Table top (Standard size)	Per unit per day cost to be quoted	3	3	9			
61	Double seater sofa (Fresh new sofa of Standard size)	Per unit per day cost to be quoted	3	2	6			
62	Single seater sofa (Fresh new sofa of Standard size)	Per unit per day cost to be quoted	3	4	12			
63	Coffee table	Per unit per day cost to be quoted	3	3	9			
64	Console	one time cost to be quoted for set up	3	1	1			
65	Flower Rangoli in front of main stage (68 ft x 5 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	68 x 5 feet	1	340 sq. ft (one time cost)			
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. 1,500 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 1,000 to 1,500 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 - Tentatively Board Room- II (33 ft x 52 ft) for (U Shape seating style) Sessions (Set up to be completed - 22.10.2026 - 1100 hrs)

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 feet length) with cover for U Shape seating of approx. 60 - 70 people (2 persons can be accommodated on one table)	Per unit per day cost to be quoted	3	35	105		
2	Backdrop of Conference (25ft x 8ft)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	200 sq. ft (one time cost)		
3	LED screen with Panels on the back (25ft x 8ft)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	200 sq. ft (one time cost)		
4	LED riser (as per size of LED mentioned in S.No. 3 above)	per unit per day cost to be quoted	3	1	3		
5	Linen cloth cover for Hotel Mayfair Sanctuary Chairs (if Required)	per unit per day cost to be quoted	3	125	375		
6	Podium with branding and gooseneck mike	per unit per day cost to be quoted	3	1	3		
7	Podium Panels with three side cover (2.5 x 2.5 feet approx. size)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	1		
8	Laptop(s)	per unit per day cost to be quoted	3	2	6		
9	Podium Timer with provision of Buzzer	per unit per day cost to be quoted	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
10	Cordless mike	per unit per day cost to be quoted	3	6	18		
11	lapel mike	per unit per day cost to be quoted	3	1	3		
12	Name plates of Chairpersons, Speakers, Panelist, etc.	per unit per day cost to be quoted	3	20	60		
13	Comfort monitors 42'	per unit per day cost to be quoted	3	3	9		
14	Cordless slide changer	per unit per day cost to be quoted	3	2	6		
15	Laser Pointer	per unit per day cost to be quoted	3	1	3		
16	Gooseneck mike	per unit per day cost to be quoted	3	2	6		
17	White board with markers	per unit per day cost to be quoted	3	1	3		
18	Krammer/switcher	per unit per day cost to be quoted	3	1	3		
19	Complete AV & Sound system	per unit per day cost to be quoted	3	1	3		
20	Flower decoration in vase on head table	one time cost to be quoted (payment will be made as per actuals, nos may vary)	on all three days	10	10		

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
21	Ushers for carrying mementos, bouquet, publications on trays for VIPs and hall Management.	Per person per day rate to be quoted (Nos may vary)	3	3	9		
22	Uninterrupted power supply, Genset with fuel with operator	for all sessions (per unit per day cost to be	3	1	3		
23	Audio Video coverage of entire event with edit (all sessions)	per day cost to be quoted	3	1	3		
24	Photography coverage of all sessions with edit (all sessions)	per day cost to be quoted	3	1	3		
25	Console (all sessions)	per day cost to be quoted	3	1	3		
26	Chairs with linen cloth cover	per unit per day cost to be quoted	3	125	375		
27	2 in no. - LED screen with Panels (8ft x 6ft) with risers (on side walls)	Actual size may vary. One time cost to be quoted (as per square feet)	3	2 (48 Sq.ft each)	96 sq. ft (one time cost)		
28	Flower Rangoli (40 ft x 4 ft) at centre of the U shape table (fresh rangoli daily for all three days, if required	Actual size may vary. One time cost to be quoted (as per square feet)	3	160 sq. ft (one time cost)	160 sq. ft (one time cost)		
29	LED Lights	Per unit per day cost to be quoted	3	6	18		

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	
30	Metal Lights	Per unit per day cost to be quoted	3	10	30			
31	Floral decor (40 ft x 4 ft height) at centre of the U shape table for all three days	Actual size may vary. One time cost to be quoted (as per square feet)	3	160 sq. ft (one time cost)	160 sq. ft (one time cost)			
Sub Total (C)								
<p>Important Note : Kindly note that in the above listed items, maximum no. of quantity has been quoted keeping in view the footfall of approx. 100 - 125 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 100 to 125 in no. Kindly quote accordingly.</p>								

D- Tentatively Board Room- V (33 ft x 52 ft) for (U Shape seating style) Sessions (Set up date - 22.10.2026 - 1100 hrs)							
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 feet length) with cover for U Shape seating of approx. 60 - 70 people (2 persons can be accomodated on one table)	Per unit per day cost to be quoted	3	35	105		
2	Backdrop of Conference (25ft x 8ft)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	200 sq. ft (one time cost)		
3	LED screen with Panels on the back (25ft x 8ft)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	200 sq. ft (one time cost)		
4	LED riser (as per size of LED mentioned in S.No. 3 above)	per unit per day cost to be quoted	3	1	3		
5	Linen cloth cover for Hotel Mayfair Sanctuary Chairs (if Required)	per unit per day cost to be quoted	3	125	375		
6	Podium with branding and gooseneck mike	per unit per day cost to be quoted	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
7	Podium Panels with three side cover (2.5 x 2.5 feet approx. size)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	1		
8	Laptop(s)	per unit per day cost to be quoted	3	2	6		
9	Podium Timer with provision of Buzzer	per unit per day cost to be quoted	3	1	3		
10	Cordless mike	per unit per day cost to be quoted	3	6	18		
11	lapel mike	per unit per day cost to be quoted	3	1	3		
12	Name plates of Chairpersons, Speakers, Panelist, etc.	per unit per day cost to be quoted	3	20	60		
13	Comfort monitors 42'	per unit per day cost to be quoted	3	3	9		
14	Cordless slide changer	per unit per day cost to be quoted	3	2	6		
15	Laser Pointer	per unit per day cost to be quoted	3	1	3		
16	Gooseneck mike	per unit per day cost to be quoted	3	2	6		

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
17	White board with markers	per unit per day cost to be quoted	3	1	3		
18	Krammer/switcher	per unit per day cost to be quoted	3	1	3		
19	Complete AV & Sound system	per unit per day cost to be quoted	3	1	3		
20	Flower decoration in vase on head table	one time cost to be quoted (payment will be made as per actuals, nos may vary)	on all three days	10	10		
21	Ushers for carrying mementos, bouquet, publications on trays for VIPs and hall Management.	Per person per day rate to be quoted (Nos may vary)	3	3	9		
22	Uninterrupted power supply, Genset with fuel with operator	for all sessions (per unit per day cost to be quoted)	3	1	3		
23	Audio Video coverage of entire event with edit (all sessions)	per day cost to be quoted	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
24	Photography coverage of all sessions with edit (all sessions)	per day cost to be quoted	3	1	3		
25	Console (all sessions)	per day cost to be	3	1	3		
26	Chairs with linen cloth cover	per unit per day cost to be quoted	3	125	375		
27	2 in no. - LED screen with Panels (8ft x 6ft) with risers (on side walls)	Actual size may vary. One time cost to be quoted (as per square feet)	3	2 (48 Sq.ft each)	96 sq. ft (one time cost)		
28	Flower Rangoli (40 ft x 4 ft) at centre of the U shape table (fresh rangoli daily for all three days, of required	Actual size may vary. One time cost to be quoted (as per square feet)	3	160 sq. ft (one time cost)	160 sq. ft (one time cost)		
29	LED Lights	Per unit per day cost to be quoted	3	6	18		
30	Metal Lights	Per unit per day cost to be quoted	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
31	Floral decor (40 ft x 4 ft height) at centre of the U shape table for all three days	Actual size may vary. One time cost to be quoted (as per square feet)	3	160 sq. ft (one time cost)	160 sq. ft (one time cost)		
Sub Total (D)							
<p>Important Note : Kindly note that in the above listed items, maximum no. of quantity has been quoted keeping in view the footfall of approx. 100 - 125 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 100 to 125 in no. Kindly quote accordingly.</p>							

E - Tentatively Board Room- III (33 ft x 41 ft) for (Theatre Shape seating style) Sessions (Set up to be completed - 22.10.2026 - 1100 hrs)

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	Carpeted Stage (25 x 8 x 2 ft) with stairs in both sides	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	200 sq. ft (one time cost)		
2	LED screen with Panels on the back (25ft x 8ft)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	200 sq. ft (one time cost)		
3	LED riser (as per size of LED mentioned in S.No. 3 above)	per unit per day cost to be quoted	3	1	3		
4	Linen cloth cover for Hotel Mayfair Sanctuary Chairs (if Required)	per unit per day cost to be quoted	3	125	375		
5	Podium with branding and gooseneck mike	per unit per day cost to be quoted	3	1	3		
6	Podium Panels with three side cover (2.5 x 2.5 feet approx. size)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	1		

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
7	Laptop(s)	per unit per day cost to be quoted	3	2	6		
8	Podium Timer with provision of Buzzer	per unit per day cost to be quoted	3	1	3		
9	Cordless mike	per unit per day cost to be quoted	3	6	18		
10	lapel mike	per unit per day cost to be quoted	3	1	3		
11	Name plates of Chairpersons, Speakers, Panelist, etc.	per unit per day cost to be quoted	3	20	60		
12	Comfort monitors 42'	per unit per day cost to be quoted	3	3	9		
13	Cordless slide changer	per unit per day cost	3	2	6		
14	Laser Pointer	per unit per day cost to be quoted	3	1	3		
15	Gooseneck mike	per unit per day cost to be quoted	3	2	6		

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
16	White board with markers	per unit per day cost to be quoted	3	1	3		
17	Krammer/switcher	per unit per day cost to be quoted	3	1	3		
18	Complete AV & Sound system	per unit per day cost to be quoted	3	1	3		
19	Flower decoration in vase on head table	one time cost to be quoted (payment will be made as per actuals, nos may vary)	on all three days	10	10		
20	Ushers for carrying mementos, bouquet, publications on trays for VIPs and hall Management.	Per person per day rate to be quoted (Nos may vary)	3	3	9		
21	Uninterrupted power supply, Genset with fuel with operator	for all sessions (per unit per day cost to be quoted)	3	1	3		
22	Audio Video coverage of entire event with edit (all sessions)	per day cost to be quoted	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
23	Photography coverage of all sessions with edit (all sessions)	per day cost to be quoted	3	1	3		
24	Console (all sessions)	per day cost to be quoted	3	1	3		
25	Chairs with linen cloth cover	per unit per day cost to be quoted	3	125	375		
26	2 in no. - LED screen with Panels (8ft x 6ft) with risers (on side walls)	Actual size may vary. One time cost to be quoted (as per square feet)	3	2 (48 Sq.ft each)	96 sq. ft (one time cost)		
27	Backdrop of Conference (25ft x 8ft)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	200 sq. ft (one time cost)		
28	Flower Rangoli (25 ft x 2 ft) near the stage (fresh rangoli daily for all three days, if required	Actual size may vary. One time cost to be quoted (as per square feet)	3	50 sq. ft (one time cost)	50 sq. ft (one time cost)		

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
29	LED Lights	Per unit per day cost	3	6	18		
30	Metal Lights	Per unit per day cost	3	10	30		
31	Floral decor for stage	one time cost to be quoted	for all three days	1	1		
32	Fresh / new single seater sofas with Coffee table on dias for speakers for 10- 12 persons	Per unit per day cost to be quoted (nos. may vary)	3	12	36		
Sub Total (E)							
<p>Important Note : Kindly note that in the above listed items, maximum no. of quantity has been quoted keeping in view the footfall of approx. 100 - 125 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 100 to 125 in no. Kindly quote accordingly.</p>							

F - Tentatively Board Room- IV (33 ft x 34 ft) for (Theatre Shape seating style) Sessions (Set up to be completed - 22.10.2026 - 1100 hrs)

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026	Qty	Total Qty. considered based on maximum no. of	Rate (Per Unit)	Amount
1	Carpeted Stage (25 x 8 x 2 ft) with stairs in both sides	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	200 sq. ft (one time cost)		
2	LED screen with Panels on the back (25ft x 8ft)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	200 sq. ft (one time cost)		
3	LED riser (as per size of LED mentioned in S.No. 3 above)	per unit per day cost to be quoted	3	1	3		
4	Linen cloth cover for Hotel Mayfair Sanctuary Chairs (if Required)	per unit per day cost to be quoted	3	125	375		
5	Podium with branding and gooseneck mike	per unit per day cost to be quoted	3	1	3		
6	Podium Panels with three side cover (2.5 x 2.5 feet approx. size)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	1		
7	Laptop(s)	per unit per day cost to be quoted	3	2	6		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026	Qty	Total Qty. considered based on maximum no. of	Rate (Per Unit)	Amount
8	Podium Timer with provision of Buzzer	per unit per day cost to be quoted	3	1	3		
9	Cordless mike	per unit per day cost to be quoted	3	6	18		
10	lapel mike	per unit per day cost to be quoted	3	1	3		
11	Name plates of Chairpersons, Speakers, Panelist, etc.	per unit per day cost to be quoted	3	20	60		
12	Comfort monitors 42'	per unit per day cost to be quoted	3	3	9		
13	Cordless slide changer	per unit per day cost to be quoted	3	2	6		
14	Laser Pointer	per unit per day cost to be quoted	3	1	3		
15	Gooseneck mike	per unit per day cost to be quoted	3	2	6		
16	White board with markers	per unit per day cost to be quoted	3	1	3		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026	Qty	Total Qty. considered based on maximum no. of	Rate (Per Unit)	Amount
17	Krammer/switcher	per unit per day cost to be quoted	3	1	3		
18	Complete AV & Sound system	per unit per day cost to be quoted	3	1	3		
19	Flower decoration in vase on head table	one time cost to be quoted (payment will be made as per actuals, nos may vary)	on all three days	10	10		
20	Ushers for carrying mementos, bouquet, publications on trays for VIPs and hall	Per person per day rate to be quoted (Nos may vary)	3	3	9		
21	Uninterrupted power supply, Genset with fuel with operator	for all sessions (per unit per day cost to be quoted)	3	1	3		
22	Audio Video coverage of entire event with edit (all sessions)	per day cost to be quoted	3	1	3		
23	Photography coverage of all sessions with edit (all sessions)	per day cost to be quoted	3	1	3		
24	Console (all sessions)	per day cost to be quoted	3	1	3		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026	Qty	Total Qty. considered based on maximum no. of	Rate (Per Unit)	Amount
25	Chairs with linen cloth cover	per unit per day cost to be quoted	3	125	375		
26	2 in no. - LED screen with Panels (8ft x 6ft) with risers (on side walls)	Actual size may vary. One time cost to be quoted (as per square feet)	3	2 (48 Sq.ft each)	96 sq. ft (one time cost)		
27	Backdrop of Conference (25ft x 8ft)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	200 sq. ft (one time cost)		
28	Flower Rangoli (25 ft x 2 ft) near the stage (fresh rangoli daily for all three days. if required	Actual size may vary. One time cost to be quoted (as per square feet)	3	50 sq. ft (one time cost)	50 sq. ft (one time cost)		
29	LED Lights	Per unit per day cost to be quoted	3	6	18		
30	Metal Lights	Per unit per day cost to be quoted	3	10	30		
31	Floral decor for stage	one time cost to be quoted	for all three days	1	1		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026	Qty	Total Qty. considered based on maximum no. of	Rate (Per Unit)	Amount
32	Fresh / new single seater sofas with Coffee table on dias for speakers for 10-12 persons	Per unit per day cost to be quoted (nos. may vary)	3	12	36		
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. 100 - 125 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 100 to 125 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 Total
			20.10.2026	21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026			
1	Laptop(s) in Good working condition	Per unit per day cost to be quoted (Nos may vary)	12	12	12	12	12	12	72		
2	Laptop for UMI Secretariat	Per unit per day cost to be quoted (Nos may vary)	1	1	1	1	1	1	6		
3	Printer with cartridge black and white on LAN	Per unit per day cost to be quoted (Nos may vary)	5	5	5	5	5	5	30		
4	Printer with colour cartridge on LAN	Per unit per day cost to be quoted (Nos may vary)	1	1	1	1	1	1	6		
5	Heavy duty Photocopier with operator on LAN	Per unit per day cost to be quoted (Nos may vary)	2	2	2	2	2	2	12		
6	Extension cords	Per unit per day cost to be quoted (Nos may vary)	5	5	5	5	5	5	30		

Sl. No.	Description	Remarks	Qty.					Total Qty.	Rate (Per Unit)	Amount Total
			20.10.2026	21.10.2026	22.10.2026	23.10.2026	24.10.2026			
7	Dustbin	Per unit per day cost to be quoted (Nos may vary)	4	4	4	4	4	4	24	
8	Helper	Per unit per day cost to be quoted (Nos may vary)	2	2	2	2	2	2	12	
9	Network connectivity and Wifi modem with cabling for 12 laptops	one time cost to be quoted for set up	1	1	1	1	1	1	1	
10	A4 size paper reams as per requirement	On all days (per day tentative quantity quoted)	10	10	10	10	10	10	60	
11	Computer Software Engineer (1 in no.)	Per person per day rate to be quoted (Nos may vary)	1	1	1	1	1	1	6	
12	Data Entry Operator (2 in no.)	Per person per day rate to be quoted (Nos may vary)	2	2	2	2	2	2	12	
13	Table (1.5 ft width x 3 or 4 ft length) with cover	Per unit per day cost to be quoted (Nos may vary)	12	12	12	12	12	12	72	
14	Chairs with Cover	Per unit per day cost to be quoted (Nos may vary)	24	24	24	24	24	24	144	

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
15	Linen Cloth Cover for Hotel Chairs, if required	Per unit per day cost to be quoted (Nos may vary)	24	24	24	24	24	24	144	
Sub Total (G)										

H. Signages at all locations						
23rd, 24th & 25th October 2026						
Sl. No.	Description	Remarks	Qty.	Total Qty	Rate (Per Unit)	Amount
1	Welcome Box Branding Gate (20 ft x 12 ft, 2 x 2, with 2 legs) at Gate No. 1	Actual size may vary. One time cost to be quoted (as per square feet)	1	1		
2	Welcome Box Branding Gate (20 ft x 12 ft, 2 x 2, with 2 legs) at Gate No. 2	Actual size may vary. One time cost to be quoted (as per square feet)	1	1		
3	Welcome Box Branding Gate (20 ft x 12 ft, 2 x 2, with 2 legs) at Gate No. 3	Actual size may vary. One time cost to be quoted (as per square feet)	1	1		
4	Welcome Box Branding Gate (20 ft x 12 ft, 2 x 2, with 2 legs) at Exhibition Area	Actual size may vary. One time cost to be quoted (as per square feet)	1	1		
5	Welcome cum Directional Panel (8ft x 4 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	4	32 Sq.ft (one time cost) - 4 in no.		
6	Message Panel (10ft x 8 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	8	80 Sq.ft (one time cost) - 8 in no.		
7	Direction Standee (6ft x 3 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	30	18 Sq.ft (one time cost) - 30 in no.		
8	Parking Standee (8ft x 4 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	4	32 Sq.ft (one time cost) - 4 in no.		
9	Registration Standee (8ft x 4 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	4	32 Sq.ft (one time cost) - 4 in no.		

Sl. No.	Description	Remarks	Qty.	Total Qty	Rate (Per Unit)	Amount
10	Tea & Coffee Standee (8ft x 4 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	2	32 Sq.ft (one time cost) - 2 in no.		
11	Speakers Lounge (8ft x 4 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	2	32 Sq.ft (one time cost) - 2 in no.		
12	Program / any other Standee (8ft x 4 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	4	32 Sq.ft (one time cost) - 4 in no.		
13	Exhibitors Panel (8 ft x 10ft)	Actual size may vary. One time cost to be quoted (as per square feet)	2	80 Sq.ft (one time cost) - 2 in no.		
14	Sponsors Panel (8 ft x 10ft)	Actual size may vary. One time cost to be quoted (as per square feet)	2	80 Sq.ft (one time cost) - 2 in no.		
15	Knowledge & Media Partner Panel (8 ft x 10ft)	Actual size may vary. One time cost to be quoted (as per square feet)	2	80 Sq.ft (one time cost) - 2 in no.		
16	Full Program Panel (24 ft x 10 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	1	240 Sq.ft (one time cost) - 1 in no.		
17	Day wise Program Panel (8 ft x 12ft) (Day wise programme on 23rd, 24th and 25th, October, 2026	Actual size may vary. One time cost to be quoted (as per square feet)	3	96 Sq.ft (one time cost) - 3 in no.		
18	Digital Session Panels (8ft x 4 ft)	Per unit per day cost to be quoted	18 (6 each day)	32 Sq.ft (per unit per day cost) - 6 in no. each day		

Sl. No.	Description	Remarks	Qty.	Total Qty	Rate (Per Unit)	Amount
19	Small Signages (6ft x 3ft)	Actual size may vary. One time cost to be quoted (as per square feet)	8	18 Sq.ft (one time cost) - 8 in no.		
20	Any other standee (8ft x 4 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	4	32 Sq.ft (one time cost) - 4 in no.		
21	Sponsor / Exhibitor panel in Exhibition Area (34ft x 10 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	2	340 Sq.ft (one time cost) - 2 in no.		
22	Registration & Exhibition Direction Panel (16ft x 10 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	1	160 Sq.ft (one time cost) - 1 in no.		
23	Double side scrolls on driveway (2 x 4 feet) for 80 poles in and outside the venue premises	One time cost to be quoted (per unit)	80	one time cost - 80 in no.		
24	Hoarding on the way out of Airport	Measurements to be checked - one time cost to be quoted	1	one time cost - 1 in no.		
25	Branding Hoarding / Display boards at various selected location (Prime locations to be identified)	Measurements to be checked - one time cost to be quoted (per unit)	4	one time cost - 4 in no.		
26	Bus shuttle standee at Hotel (8ft x 4 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	2	32 Sq.ft (one time cost) - 2 in no.		
27	Roadside panel leading to venue near Hotel (8ft x 4 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	10	32 Sq.ft (one time cost) - 10 in no.		

Sl. No.	Description	Remarks	Qty.	Total Qty	Rate (Per Unit)	Amount
28	Alighting panel at venue (4ft x 8 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	2	32 Sq.ft (one time cost) - 2 in no.		
29	Registration Panel (4ft x 20 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	1	80 Sq.ft (one time cost) - 1 in no.		
30	Press Meet backdrop (8 ft x 10 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	1	80 Sq.ft (one time cost) - 1 in no.		
31	Curtain Raiser (25 ft x 8 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	1	200 Sq.ft (one time cost) - 1 in no.		
32	Airport Branding board at Airport (6 ft x 6 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	2	36 Sq.ft (one time cost) - 2 in no.		
33	Additional direction standee, if required (8ft x 4 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	6	32 Sq.ft (one time cost) - 6 in no.		
34	Rollup standee	One time cost to be quoted (as per square feet)	2	one time cost (2 in no.)		
35	Pillar branding	Grass carpet 2 sides on ply wall and flex frame 2 sides + edge lit on all 4 sides	2	2 (one time cost)		
		Grass carpet on ply wall all 4 sides with painted lover 2 sides and 1 no painted MDF Bus	1	1 (one time cost)		

Sl. No.	Description	Remarks	Qty.	Total Qty	Rate (Per Unit)	Amount
36	Cube Branding	printed vinyl on cube (1.5ftx1.5ft)	10	10 (one time cost)		
37	Globe Installation	Painted Iron structure with customised painted fiber sheet and paint platform with 3D letters with base	1	1 (one time cost)		
Sub Total (H)						

I. Miscellaneous							
23rd, 24th & 25th October 2026							
Sl. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty.	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
1	Still Photography in HD/Digital format	Per day cost to be quoted	3	1	3		
2	Audio / Videography in HD/Digital Format	Per day cost to be quoted	3	1	3		
3	Assignment Charge for two Camera setup with editing table and professional editor	Per day cost to be quoted	3	1	3		
4	Carpet (in areas other than exhibition hall) - 10,000 Sq.ft	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	10,000 sq. ft (one time cost)		
5	Folding Invitation Card with cover and 3 - 4 inserts	One time per unit Cost to be quoted (Nos. may vary)		1000	1,000		
6	Placards (3 x1)	per unit per day cost to be quoted	3	15	45		
7	Certificate (A4 size)	One time per unit Cost to be quoted (Nos. may vary)	1	100	100		
8	External hard disk to give all data related to conference	unit cost	3	1	1		
9	Mementoes for Speakers	One time per unit Cost to be quoted (Nos. may vary)	3	250	250		
10	Professional Conference Management Charges	one time cost to be quoted	3	1	1		
11	Electrical Inspectorate permission for Generator (Actual Nos)	One time per unit Cost to be quoted required for the entire event(Nos. may vary)	3	6	6		

Sl. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty.	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
12	Other Statutory Permissions (Fire, Police, MCD etc.)	one time cost for the entire event to be quoted	3	1	1		
13	Plants	one time cost	3	150	150		
14	Gifts for Quiz Competition (For e.g. cups with colour printing of branding)	unit cost	3	250	250		
15	Live feeding of the sign language interpreter during Inaugural, Special and valedictory Session	per day cost to be quoted	3	1	3		
16	Pin up boards / soft boards with - 4 x 4 with stand & pin box	per unit per day cost to be quoted	3	20	60		
17	Framing of Award certificates A3 size	per unit cost to be quoted	1	25	25		
18	Public Liability Insurance for the event	one time cost to be quoted for the entire event	3	1	1		
19	750 ml Water Bottles (Thermos steel) with branding (for Delegates)	per unit cost	1	2,100	2,100		
20	Folders for Speakers	per unit cost	1	250	250		
21	Printing of Award certificates A3 size	per unit cost to be quoted	1	25	25		
22	Mementoes for award winners (Best exhibitors)	per unit cost to be quoted	1	6	6		

Sl. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty.	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount	
23	Internet connectivity for virtual / hybrid session in halls (4 - 7 halls in no.), if required	Per day per unit cost to be quoted	3	7	21			
24	AV set up for virtual / hybrid session in halls (4 - 7 halls in no.), if required	Per day per unit cost to be quoted	3	7	21			
Sub Total (1)								

J. Digital Mode Work

Sl. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty.	Total Qty. considered based on maximum no. of requirement	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	Per day rate to be quoted (one session each on 23.10.2026, 24.10.2026 & 25.10.2026)	3	1	3		
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 to be quoted for the entire event (pre, during and post)	3	1	1		
3	Designing Charges (for all digital & printed work)	one time cost to be quoted for the entire event (pre, during and post)	3	1	1		
4	Miscellaneous expenditure keeping in view the QR based registration process with related equipments and software *	one time cost to be quoted for the entire event (pre and during)	3	1	1		
5	Preparation and broadcasting of Radio Jingles at reknowned 3 - 4 FM Stations	one time cost to be quoted for the entire event (pre and during)	3	1	1		
Sub Total (J)							

Note : * Subject to QR registration work

K Exhibition : Tentatively Mayfair Ballroom 3 (For Exhibition) in Hotel Mayfair Sanctuary - Exhibition set up to be completed between 20th and 21st October, 2026, 22nd October, 2026 is non setup date and complete dismantling of stalls by 25.10.2026 and (Construction of German Hanger / Covered water proof tent to be completed on 18th and 19th October, 2026 and dismantling of German hanger / Covered Water proof ceiling tent to be completed by 26th October, 2026)															
Sl. No	Description	Remarks	18.10.2026	19.10.2026	20.10.2026	21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026	26.10.2026	Qty	Total Qty	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, if required	Actual size may vary. One time cost to be quoted (as per square feet)	1	1	1	1	1	1	1	1	1	1	14500 sq. ft (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, if required	Actual size may vary. One time cost to be quoted (as per square feet)	1	1	1	1	1	1	1	1	1	1	14500 sq. ft (one time cost)		

Sl. No	Description	Remarks	18.10.2026	19.10.2026	20.10.2026	21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026	26.10.2026	Qty	Total Qty	Rate (Per unit)	Amount
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	one time cost to be quoted - for each stall including setup for the entire event (no.s may vary). Actual number will depend upon demand from exhibitors			35	35	35	35	35	35		35	35		
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	Actual size may vary. One time cost to be quoted (as per square feet)				1	1	1	1	1		1	24 sq. ft (one time cost)		
5	LED screen (12 x 10 ft) with laptop and operator for live feeding of inaugural session (on 23.10.2026) in the Exhibition Area from Inaugural Session hall and vice versa (Audio Video Cabling with Boosters and Amplifier) and running promotional videos.	Actual size may vary. One time cost to be quoted (as per square feet)				1	1	1	1	1		1	120 sq. ft (one time cost)		
6	3.5' high raised platform for LED Wall	One time cost to be quoted				1	1	1	1	1		1	1		

Sl. No	Description	Remarks	18.10.2026	19.10.2026	20.10.2026	21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026	26.10.2026	Qty	Total Qty	Rate (Per unit)	Amount
7	Cordless handheld mike for announcement in Exhibition Area	Per unit per day cost to be quoted (nos. may vary)						2	2	2		2	6		
8	1 Ribbon and 3 scissors with silk cloth covered tray for inauguration of exhibition.	one time cost to be quoted						1				1	1		
9	Cabling Line Distribution, Lighting for Exhibition Area from Genset	one time cost to be quoted			1	1	1	1	1	1		1	1		
10	Parcan Lights 1000 watt for Exhibition Area	one time cost to be quoted			1	1	1	1	1	1		1	1		
11	Metal Lights for Bus Exhibition, Expo & other areas	Per unit per day cost to be quoted (nos. may vary)						20	20	20		20	60		
12	Silent Genset (Including fuel charges) towards uninterrupted Power Supply for stalls and systems (125 KVA) from 20th to 25th October, 2026 with operator	Per unit per day cost to be quoted (nos. may vary)			1	1	1	1	1	1		1	6		
13	Silent Genset (Including fuel charges) towards uninterrupted Power Supply for stalls and systems (65KVA) from 20th to 25th October, 2026 with operator	Per unit per day cost to be quoted (nos. may vary)			1	1	1	1	1	1		1	6		

Sl. No	Description	Remarks	18.10.2026	19.10.2026	20.10.2026	21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026	26.10.2026	Qty	Total Qty	Rate (Per unit)	Amount
14	Red Carpet in Exhibition area approx - 10,000 sq feet (Actuals may be seen)	Actual size may vary. One time cost to be quoted (as per square feet)						1	1	1		1	10,000 sq. ft (one time cost)		
15	Stanchios Display Board with A 4 paper	Per unit per day cost to be quoted (nos. may vary)						5	5	5		5	15		
16	Portable Chemical Toilets with maintenance staff from 20th to 25th October, 2026	Per unit per day cost to be quoted (nos. may vary)	4	4	4	4	4	4	4	4		4	32		
17	Exhibition Arch (Customized gate) as per design	one time cost to be quoted						1	1	1		1	1		
18	Carpet in Exhibition Area for wire covering (approx. 32 x 9 feet) Requirement to be checked	Actual size may vary. One time cost to be quoted (as per square feet)						1	1	1		1	288 sq. ft (one time cost)		

Sl. No	Description	Remarks	18.10.2026	19.10.2026	20.10.2026	21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026	26.10.2026	Qty	Total Qty	Rate (Per unit)	Amount
19	Fire Tender (23rd to 25th October, 2026)	Per day cost to be quoted						1	1	1		1	3		
20	Trained Fire Fighting Staff (23rd to 25th October, 2026) (9:00 a.m. to 6:00 p.m.)	Per person per day rate to be quoted (Nos may vary)						2	2	2		2	6		
21	Trained Medical Staff with ambulance (including 01 doctor, 1 nurse and 1 helper) 10 hrs shift	Per day rate to be quoted (Nos may vary)						1	1	1		1	3		
22	House keeping Staff for Exhibition Area (20th to 25th October, 2026)	Per person per day rate to be quoted (Nos may vary)			4	4	4	4	4	8		28	28		
23	Additional House keeping Staff for Exhibition Area (on 25th October, 2026), if required	Per person per day rate to be quoted (Nos may vary) (May be deleted)								4		4	4		
24	Security Staff from 20th to 25th October, 2026 (05 staff in day shift for 24 hrs shift)	Per person per day rate to be quoted (Nos may vary)			5	5	5	5	5	5		5	30		
25	Plants (small and medium size for landscaping near exhibition gate or in exhibition area	Per unit per day cost to be quoted (nos. may vary)						25	25	25		25	75		
26	Supervision Staff for Exhibition Area (18th to 25th October, 2026)	Per person per day rate to be quoted (Nos may vary)	2	2	2	2	2	2	2	2		2	16		
27	Audio video coverage of inauguration of exhibition with editing and live streaming on social media of 23rd October only	per day rate to be quoted (Nos may vary)						1	1	1		1	3		

Sl. No	Description	Remarks	18.10.2026	19.10.2026	20.10.2026	21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026	26.10.2026	Qty	Total Qty	Rate (Per unit)	Amount
28	Photography coverage of inauguration of exhibition with editing and photography from 23rd to 25th October, 2026	per day rate to be quoted (Nos may vary)						1	1	1		1	3		
29	Hanger Platforming - 4" height 19mm double plyboard wooden platform (To be used for option maentioned at S.No. 1 or 2 above) - 14500 sq. feet	Actual size may vary. One time cost to be quoted (as per square feet)	1	1	1	1	1	1	1	1		1	14500 sq. ft (one time cost)		
30	Bollard with red rope in exhibition area	Per unit per day cost to be quoted (nos. may vary)						12	12	12		12	36		
31	Clicker for Exhibition Area	Per unit per day cost to be quoted (nos. may vary)							1	1		1	2		
32	View Cutter panel with branding of Sponsors, Exhibitors, Knowledge Partners etc. to cordon off any area in or outside the exhibition Hall (150 x 12 feet approx.)	Actual size may vary. One time cost to be quoted (as per square feet)						1	1	1		1	1800 sq. ft (one time cost)		

Sl. No	Description	Remarks	18.10.2026	19.10.2026	20.10.2026	21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026	26.10.2026	Qty	Total Qty	Rate (Per unit)	Amount
33	Wooden Platform for bus display (90 feet x 10 feet) with 0.5 feet height with ramp facility in the exhibition area with carpeting	Actual size may vary. One time cost to be quoted (as per square feet)				1	1	1	1	1		1	900 sq. ft (one time cost)		
34	Pathway Carpet (20,000 sq.ft)	Actual size may vary. One time cost to be quoted (as per square feet)						1	1	1		1	20000 sq. ft (one time cost)		
35	Tables with covers for Bus Exhibition Area	Per unit per day cost to be quoted (nos. may vary)						5	5	5		5	15		
36	Chairs with Covers for bus Exhibition Area	Per unit per day cost to be quoted (nos. may vary)						10	10	10		10	30		
37	Golf Cart	Per unit per day cost to be quoted (nos. may vary)						2	2	2		2	6		
38	Walky Talky short range	Per unit per day cost to be quoted (nos. may vary)						10	10	10		10	30		

Sl. No	Description	Remarks	18.10.2026	19.10.2026	20.10.2026	21.10.2026	22.10.2026	23.10.2026	24.10.2026	25.10.2026	26.10.2026	Qty	Total Qty	Rate (Per unit)	Amount
39	Walky Talky long range	Per unit per day cost to be quoted (nos. may vary)						5	5	5		5	15		
40	High rise tables in the dining / tea coffee area	Per unit per day cost to be quoted (nos. may vary)						30	30	30		30	90		
Sub Total (K)															
Note : The final requirement of the above items will be provided closer to the event. Cleaning of Exhibition area and removal of waste material of stalls is the responsibility of Event Manager.															

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	Per unit per day cost to be quoted	3	20	60		
2	Coffee Table	Per unit per day cost to be quoted	3	20	60		
3	Laptop and printer (B & W) with cartridges with one support manpower with table & chair	Per unit per day cost to be quoted	3	1	3		
Sub Total (L)							

(i) Tentative room setup may be required (For Special / Plenary / Conclave / Valedictory / Parallel Sessions, if required (set up date : 21.10.2026 & 22.10.2026 (Set up to be completed - 22.10.2026 - 0900 hrs) / Main event date : 23.10.2026 to 25.10.2026

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	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 for 60-70 persons	Per unit per day cost to be quoted (nos. may vary)	3	70	210		
2	Fresh / new single seater sofas with Coffee table on dias for VVIPs for 10-15 persons	Per unit per day cost to be quoted (nos. may vary)	3	15	45		
3	Raised platform of 10 x 4 ft for Media People with carpet	Actual size may vary. One time cost to be quoted (as per square feet)	2	40 Sq. ft	40 Sq.ft (one time cost)		
4	Roundtable with covers (for seating of 100 persons)	Per unit per day cost to be quoted (nos. may vary)	3	20	60		
5	Chairs with Linen cloth cover (for 500 - 600 persons)	Per unit per day cost to be quoted (nos. may vary)	3	500	1500		
6	LED Screen (40 feet x 5 feet) at the bottom of dias with operator - one time cost, may be required for three days	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	200 sq. ft (one time cost)		
7	2 Nos LED Wall side sponsor panels (2.5 x 16) with raised platform with operator - one time cost, if required	Actual size may vary. One time cost to be quoted (as per square feet)	3	2	80 sq. ft. (one time cost)		
8	Signage with branding below the LED wall (40 x 5 feet) - required for three days	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	200 sq. ft (one time cost)		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
9	Podium with branding with gooseneck mike	Per unit per day cost to be quoted (nos. may vary)	3	2	6		
10	Podium Panels with three side cover (2.5 x 2.5 feet approx. size)	Actual size may vary. One time cost to be quoted (as per square feet)	3	2	2 (one time cost)		
11	Cordless Mike	Per unit per day cost to be quoted (nos. may vary)	3	8	24		
12	Laptop(s)	Per unit per day cost to be quoted (nos. may vary)	3	2	6		
13	Podium Timer with buzzer	Per unit per day cost to be quoted (nos. may vary)	3	1	3		
14	Name plates of VIPs on head table	Per unit per day cost to be quoted (nos. may vary)	3	20	60		
15	Comfort monitors 42'	Per unit per day cost to be quoted (nos. may vary)	3	4	12		
16	Cordless slide changer	Per unit per day cost to be quoted (nos. may vary)	3	2	6		
17	Gooseneck mike	Per unit per day cost to be quoted (nos. may vary)	3	4	12		
18	Lapel mike	Per unit per day cost to be quoted (nos. may vary)	3	2	6		
19	Laser Pointer	Per unit per day cost to be quoted (nos. may vary)	3	1	3		
20	White board with markers	Per unit per day cost to be quoted (nos. may vary)	3	1	3		
21	Krammer/switcher	one time cost to be quoted for set up	3	1	1		
22	Complete AV & Sound system	one time cost to be quoted for set up	3	1	1		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
23	Floral decoration for stage and entrance	one time cost to be quoted	for all three days	1	1		
24	Flower decoration in vase on head table / coffee tables and roundtables	one time cost to be quoted (payment will be made as per actuals, nos may vary)	for all three days	70	70		
25	Ushers for carrying mementos, bouquet, publications on trays for VIPs and hall management.	Per person per day rate to be quoted (Nos may vary)	3	6	18		
26	Uninterrupted power supply, Genset with fuel and operator	During all sessions in a day (per day cost to be quoted)	3	1	3		
27	Zimmy Crane for Sessions	Per day rate to be quoted for three days (May be required for only 2 days also)	2	1	2		
28	Audio Video coverage of entire event with edit	During all sessions in a day	3	1	3		
29	Live streaming of Audio Video coverage on social media for 2 days only, i.e. 24.10.2026 & 25.10.2026 (one session each day)	Per day rate to be quoted for two days	2	1	2		
30	Photography coverage of entire event session with editing	Per day photography rate to be quoted (All sessions on	3	1	3		
31	Additional light in hall (60 LED par cans) nos may vary (if required)	Per unit per day cost to be quoted (nos. may vary)	3	60	180		
32	Additional light in hall (Narrow par cans) (24 x 3) nos may vary (if required)	Per unit per day rate to be quoted (Nos may vary)	3	24	72		
33	LED Lights nos may vary (if required)	Per unit per day rate to be quoted (Nos may vary)	3	10	30		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
34	Metal lights nos may vary (if required)	Per unit per day rate to be quoted (Nos may vary)	3	15	45		
35	Switcher & Processor for LED wall	Per unit per day rate to be quoted (Nos may vary)	3	1	3		
36	Profile Light	Per unit per day rate to be quoted (Nos may vary)	3	2	6		
37	Fully Carpetted Stage (40 x 18 x 5 - height) ft with carpeted steps (both side handrails) on both sides of stage	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	1,224 sq. ft (one time cost)		
38	LED wall (40 x 16 feet) above branding signage on Dias required for three days	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	960 sq. ft (one time cost)		
39	Linen Cloth Cover for Hotel Chairs, if required	Per unit per day rate to be quoted (Nos may vary)	3	500	1,500		
40	2 in no. - Relay / LED Screens (appropriate locations) (12 x 8 feet), size may vary, if required	Actual size may vary. One time cost to be quoted (as per square feet)	3	2	192 sq. ft (one time cost)		
41	2 in no. Platform / riser for Relay / LED Screens (appropriate locations) size may vary, if required	One time cost to be quoted (as per square feet)	3	2	2 (As per screen size - one time cost)		
42	Off stage frames with metal support from back (8ft x 16ft)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	128 sq. ft (one time cost)		
43	Thick carpet to be used in VIP movement	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	500 sq. ft (one time cost)		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
44	Bollard with red rope	Per unit per day rate to be quoted (Nos may vary)	3	50	150		
45	Truss cloth / Black cloth used for masking (300 Sq.ft)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	300 sq. ft (one tme cost)		
46	Resolume server for Main LED	Per unit per day cost to be quoted	3	1	3		
47	Planters near VIP movement	Per unit per day cost to be quoted	3	40	120		
48	View cutter wall (Both side printed flex wall) (8'x8'), if required	Actual size may vary. One time cost to be quoted (as per square feet)	3	4	384 sq. ft (one tme cost)		
49	Scaff fold riser for LED 40(L) x4 (W) x 8 (H)	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	272 sq. ft (one tme cost)		
50	Preview Monitor 42'	Per unit per day cost to be quoted	3	2	6		
54	Console	one time cost to be quoted for set up	3	1	1		
55	Flower Rangoli in front of main stage (68 ft x 5 ft)	Actual size may vary. One time cost to be quoted (as per square feet)	68 x 5 feet	1	340 sq. ft (one time cost)		
56	Back stage truss	Required For three days (one time cost to be quoted for the required truss in the hall)	3	1	1		

S. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount	
57	T truss	Required For three days (one time cost to be quoted for the required truss in the hall)	3	2	2			
58	Resume server for Main LED	Per unit per day cost to be quoted	3	1	3			
Sub Total (i)								

Note : Kindly also note that in the above listed items, maximum no. of quantity has been quoted keeping in view the footfall of approx. 500 - 700 delegates. 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 500 to 700 no. of delegates. Kindly quote accordingly.

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

(ii) Additional - Room for MD's Meeting, if required (25 - 30 people)

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 feet length) with cover for U Shape seating of approx. 60 - 70 people (2 persons can be accomodated on one table)	Per unit per day cost to be quoted	3	15	45		
2	Chairs with linen cloth cover	per unit per day cost to be	3	30	90		
3	Linen cloth cover for Hotel Mayfair Sanctuary Chairs (if Required)	per unit per day cost to be quoted	3	30	90		
4	Uninterrupted power supply, Genset with Fuel and operator including electrical Inspectorate permission for Generator	Per day per unit cost to be quoted	3	1	3		
5	Name plates of Chairpersons, Speakers, Panelist, etc.	Per unit per day cost to be quoted (nos. may vary)	3	25	75		
6	LED 8 ft x 12 ft with riser	Actual size may vary. One time cost to be quoted (as per square	3	1	96 sq. ft (one time cost)		
7	LED 6 ft x 8 ft x 2 No (with riser)	Actual size may vary. One time cost to be quoted (as per square	3	2	96 sq. ft (one time cost)		
8	Switcher	one time cost to be quoted for set up	3	1	1		
9	Laptop	per unit per day cost to be quoted	3	2	6		
10	LCD monitor 32 "	Per unit per day cost to be	3	1	3		
11	Flower decoration in vase on tables	one time cost to be quoted (payment will be made as per	for all three days	15	15		
12	Floral decor (10 ft x 4 ft height) at centre of the U shape table for all three days	Actual size may vary. One time cost to be quoted (as per square feet)	3	40 sq. ft (one time cost)	40 sq. ft (one time cost)		
Sub Total (ii)							

(iii) Additional - Room for Minister's Meeting, if required (25 - 30 people)

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 feet length) with cover for U Shape seating of approx. 60 - 70 people (2 persons can be accomodated on one table)	Per unit per day cost to be quoted	3	15	45		
2	Chairs with linen cloth cover	per unit per day cost to be quoted	3	30	90		
3	Linen cloth cover for Hotel Mayfair Sanctuary Chairs (if Required)	per unit per day cost to be quoted	3	30	90		
4	Uninterrupted power supply, Genset with Fuel and operator including electrical Inspectorate permission for Generator	Per day per unit cost to be quoted	3	1	3		
5	Name plates of Chairpersons, Speakers, Panelist, etc.	Per unit per day cost to be quoted (nos. may vary)	3	25	75		
6	LED 8 ft x 12 ft with riser	Actual size may vary. One time cost	3	1	96 sq. ft (one time cost)		
7	LED 6 ft x 8 ft x 2 No (with riser)	Actual size may vary. One time cost to be quoted (as	3	2	96 sq. ft (one time cost)		
8	Switcher	one time cost to be quoted for set up	3	1	1		
9	Laptop	per unit per day cost to be quoted	3	2	6		
10	Backdrop 25 x 8 ft	Actual size may vary. One time cost	3	1	200 sq. ft (one time cost)		
11	LCD monitor 32 "	Per unit per day	3	1	3		
12	Flower decoration in vase on tables	one time cost to be quoted (payment	for all three days	15	15		

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	Floral decor (10 ft x 4 ft height) at centre of the U shape table for all three days	Actual size may vary. One time cost to be quoted (as per square feet)	3	40 sq. ft (one time cost)	40 sq. ft (one time cost)		
Sub Total (iii)							

(iv) Extra requirements (If required)**23rd, 24th & 25th October 2026**

Sl. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty.	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
1	Walk-Through Metal Detector at entry gate, if required	Per day cost to be quoted	3	1	3		
2	Truss cloth / Black cloth used for masking (300 Sq.ft), if required	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	300 sq. ft (one time cost)		
3	Catering table with covers, if required	Per unit Per day cost to be quoted	3	70	210		
4	Zebra tape	per unit cost to be quoted	3	30	30 (per unit cost)		
5	Stage with carpet in VIP lunch area (8 x 8 x 6 inch height), if required	Actual size may vary. One time cost to be quoted (as per square feet)	3	1	64 sq. ft (one time cost)		
6	Medium size flower pot on tea table at passage between halls, if required	one time cost to be quoted (payment will be made as per actuals, nos may vary)	for all three days	30	30		
7	Rangoli at Minister drop off point	One time cost to be quoted (as per square feet)	1	1	1		
8	TV with stand for VC	Per unit per day cost to be quoted	3	1	3		
9	Courier charges for leftover material (drop from venue to IUT, Anand Vihar, Delhi)	One time Cost to be quoted	1	1	1		

Sl. No.	Description	Remarks	23.10.2026, 24.10.2026 & 25.10.2026 (items required for No. of days)	Qty.	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
10	Planters with pot for VVIPs	per unit cost to be quoted	2	15	15		
11	Stage set up for cultural programme (For e.g. mattresses with white sheet and necessary AV arrangements)	Per unit per day cost to be quoted	2	1	2		
12	Frisking room	Per unit per day cost to be quoted	3	1	3		
13	Dummy Cheque	per unit cost to be quoted	1	6	6		
14	Ribbons with wrapping paper for books wrapping	per unit cost to be quoted	3	10	10		
15	Dummy buttons	per unit per day cost to be quoted	3	2	2		
Sub Total (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			