

## Institute of Urban Transport (India)

13.07.2019

### Hosting of 12<sup>th</sup> Urban Mobility India – 2019 Conference cum Exhibition during 15<sup>th</sup> – 17<sup>th</sup> November, 2019 at Indira Gandhi Pratishthan, Lucknow

#### Engagement of the services of a Professional Conference-cum-Exhibition Organizer – Call for Quotations

1. The Institute of Urban Transport (India) invites bids from interested, eligible and experienced Professional Conference-cum-Exhibition organizing firms / agencies to provide logistic support for preparation and execution of the above mentioned event.
2. Terms of Reference (TOR) for Professional Conference-cum-Exhibition organizer are enclosed at Annexure-I. The scope of work is outlined in Annexure-II.
3. The Financial Bid is to be submitted as per the Tender Return Form enclosed at Annexure-III.
4. Key dates:

<u>Sl. No.</u>	<u>Particulars</u>	<u>Date</u>	<u>Timing</u>	<u>Venue</u>
(i)	Pre – bid meeting	29.07.2019	11:30 hrs	Institute of Urban Transport (India), 1 <sup>st</sup> floor, Anand Vihar Metro Station Building, Delhi – 110092
(ii)	Last date/ time for submission of bid	8.08.2019	15:00 hrs	Institute of Urban Transport (India), 1 <sup>st</sup> floor, Anand Vihar Metro Station Building, Delhi – 110092
(iii)	Technical bid opening	Same day as in (ii) above.	15:30 hrs	Institute of Urban Transport (India), 1 <sup>st</sup> floor, Anand Vihar Metro Station Building, Delhi – 110092



Sd/-  
(Sumit Chatterjee)  
Officiating Executive Secretary

**12<sup>th</sup> URBAN MOBILITY INDIA CONFERENCE & EXHIBITION, 2019**

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

1. The Ministry of Housing & Urban Affairs, Govt. of India, has been organizing since 2008 an annual 'CONFERENCE CUM EXHIBITION' on Urban Mobility in the months of November/December. 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, Government of India. The Ministry has assigned the task of organizing and managing this event to the Institute of Urban Transport (India) [IUT], Delhi a professional body set up under the purview of the Ministry to support the Central, State and City Governments.
2. Eleven events have been held so far; the twelfth event is scheduled to be held during November, 15-17, 2019 at the Indira Gandhi Pratisthan, Vibhuti Khand, Gomti Nagar, Lucknow, Uttar Pradesh. The event is expected to be attended by around 600 delegates and around 28 exhibitors will have their stalls/ displays.
3. IUT wishes to appoint an established Professional Conference–cum–Exhibition organizer for the above event. The eligibility requirements are as under:-
  - a. The agency should be registered with Income Tax and have GST registration.
  - b. The firm / agency should have its Office & Godown/ Warehouse preferably in Lucknow, Uttar Pradesh.
  - c. The agency must have successfully executed similar conferences cum exhibitions, preferably international conferences and exhibitions hosted by Government Departments, Public Sector Undertakings and UN Bodies, etc. A list of Conferences and Exhibitions for single billing over Rs. 50 lakh (inclusive of taxes/levies) in last 5 years (excluding Travel & Tour, Hotel booking, Cultural events, Advertisement) needs to be enclosed. Relevant testimonials and references need to be enclosed with the bid document.
  - d. The firm / agency should have managed at least one event in Indira Gandhi Pratisthan, Vibhuti Khand, Gomti Nagar, Lucknow.
4. **The method for selection of Event Manager** 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 0.70:0.30

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





5. The selected agency will be responsible for all aspects of event management, as indicated at Annexure-II, which though is indicative and not exhaustive. Activities relating to the technical content and planning of the event will be the responsibility of the IUT. Marketing of the event including obtaining of sponsorships also will be the responsibility of the Ministry and IUT.
6. Interested firms / agencies are requested to send their quotations in a sealed cover marked **"Bid for Hosting of UMI 2019 Conference cum Exhibition"** for all the items indicated in Annexure-III. 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.
7. 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) The participating organization should sign a declaration with details as given below and duly supported by corresponding testimonials
  - b) Provide year-wise turnover for the last 5 financial years duly certified by CA.
  - c) Duly filled Proforma (given below):

Name of the Lead organisation	
Any other organisation involved by virtue of joint venture or collaboration (legal documents to be attached is mandatory).	
Date of 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:

Sl. No.	Name of the event	Host Organization	Venue	Dates of the event	No. of days	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 (2 pages)



8. Based on the information given as above, please fill in the following table.  
The evaluation criteria for the technical bid will be as under:

Sl. No.	Content	No(s) to be filled by the Bidder	Score
1	Experience in the field of event management (number of years) - Minimum 5 years		
	a. 5-10 years		10
	b. 11-15 years		15
	c. > 15 years		25
2	Number of Events of similar nature managed in the last 5 years with details of:		
(a)	<b>Duration</b>		
	<b>2-4 days</b>		
	a. <5 events		10
	b. 5-10 events		15
	c. > 10 events		20
	<b>5 days and above</b>		
	a. <5 events		5
	b. 5-10 events		10
	c. > 10 events		15
(b)	Size of the event in terms of value of work order:		
	<b>Rs. 50,00,000/- to Rs. 1,00,00,000/-</b>		
	a. <5 events		5
	b. 5-10 events		7
	c. > 10 events		10
	<b>Rs. 1,00,00,000/- to Rs. 2,00,00,000/-</b>		
	a. <5 events		5
	b. 5-10 events		7
	c. > 10 events		10
	<b>Above Rs. 2,00,00,000/-</b>		
	a. <5 events		5
	b. 5-10 events		7
	c. > 10 events		10
3	<b>Financial Turnover</b>		
	Rs. 2,00,00,000 to Rs. 5,00,00,000/-		5
	Rs. 5,00,00,000/- and above		10
	(Average of last 5 years)		
4	<b>Manpower</b> (Related to event management function) on rolls		



Note:

- ☐ The qualifying score for the Technical bid to be considered for opening of financial bid shall be 70.
- ☐ Income tax and GST clearance certificate should be submitted as a mandatory requirement.

9. The second envelope (marked "Financial Bid") will state the rates for undertaking the event management with itemized details as per Annexure-III. Each item mentioned in Annexure-III may be treated separately at the time of placing the order. Around 600 delegates are expected to attend the UMI, 2019 with 4-5 conference halls or meeting rooms at the venue and about 28 exhibitors will have their stalls/ displays in the exhibition.



10. For evaluation of financial bids, the rates of items / quantities given under section 'A-L' in Annexure-III would be considered. Hence, rates need to be quoted for all the items. .
11. The bids should be accompanied with a processing fee (non-refundable) of Rs. 5,000/- ( Rupees Five thousand only) in the form of a demand draft / pay order of any commercial bank drawn in favour of **URBAN MOBILITY 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.
12. The bidder with the highest combined score (Quality and Cost) as per para 4 will be considered for appointment to manage and organize the event.
13. However, the payments shall be made only for the items/ Quantities actually ordered/ supplied.
14. Upon selection of the agency a letter of award will be issued.
15. Bids for the proposals are required to be submitted so as to reach the undersigned latest **by 15:00 hrs on Thursday, 8<sup>th</sup> August, 2019**. The bids have to be addressed to:

**Director General**

Institute of Urban Transport (India)  
1<sup>st</sup> floor, Anand Vihar Metro Station Building,  
Delhi – 110 092.

The technical bids shall be opened at 15:30 hrs same day (Thursday, 8<sup>th</sup> August, 2019) in the office of IUT (India).

16. The bidders are advised to visit the venue on their own, if necessary, 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 on 29.07.2019 at 11:30 hrs in IUT, Anand Vihar Metro Station Building, Delhi-110092 for any query or clarification.
17. A list of halls and rooms in Indira Gandhi Pratisthan proposed to be used for the conference is enclosed (**Annexure-IV**). The bidders are also required to submit a proposed layout plan of the Indira Gandhi Pratisthan showing the registration counters, exhibition area, lunch space, conference and meeting rooms and internal movement passages.
18. The bidders are also advised to go carefully through the important point / notes attached.



**Important Notes:-**

- a. A soft copy of the master list of events (MS Words/MS Excels) also to be provided in a CD.
- b. Each event mentioned in the list has to be supported by testimonials such as appreciation letter /work order from the host organisation 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 indicating conference rooms / halls, showing area for registration, inaugural function, exhibition and space for lunch should be attached with the Technical Bid.
- f. All the bids submitted are required to be bound (perfect/ spiral binding) with all pages numbered, duly signed and stamped. Bids with no binding (loose) and / or without page numbers 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. The Institute of Urban Transport (IUT) 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

<b>Tasks to be performed by Event Manager – with the approval of IUT (tasks indicative and not exhaustive)</b>	
1	Ensure performance by the venue authorities including catering services (welcome tea on the inaugural day, 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 of IUT. 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, Plasma, 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 by IUT during the conference. Audio – Video coverage of Inaugural and Valedictory Sessions and any other special session as indicated by IUT.
3	Provide Audio/Video clips of each speakers/ sessions separately as per the requirements indicated by IUT.
4	Organize signages/display boards - Banner/ Signage at all locations specified by IUT (Dais, Podium, Session Titles, Porch, Welcome Gate, Directions, Road side etc.
5	Setup, 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, Dais & Hall Management, House Keeping, Security etc and their supervision as per IUT instructions.
8	Exhibition set up (Stall setup, Chair, Table, table cloth, Electric points, name display, carpet ,etc.)
9	Provide a panel of hotels (Budget, 3-4-5 star) for the delegates.
10	Protocol management for invited foreign/domestic resource persons at Hotel (up to three locations) and at airport/ railway stations and transfer to hotel and venue.
11	Complete arrangement and management of registration of delegates from the date of appointment of the Event Manager up to the event at the venue. Post a person at IUT, New Delhi for managing registration minimum for 15 days before the event.
12	Complete stage/podium set up including flower arrangement, lighting of lamp and any formal ceremonies like giving flower bouquet , memento, etc.
13	Printing and distribution of delegate name badges with kits etc.
14	Making arrangements for display and distribution of material by sponsors.
15	Obtaining requisite permissions from concerned departments/ regulatory bodies.
16	Design and installation of b a n n e r s , hoardings, standees, gates and supply of badges, pads, conference booklet, brochures.



Requirements itemwise quantities (indicative, subject to increase / decrease while placing final orders)						
Sl. No.	Description	Size	Qty	Days	Unit rate per item / per day- (excluding of Taxes)	Amount
<b>A.</b>	<b>Audio Visual Equipments</b>					
	<b>Rates to be quoted itemwise per day</b>					
1	Cordless Mikes (Digital)		12	3		
2	Laple Mike		8	3		
3	Gooseneck Mike for Podium		10	3		
4	Krammer/ Switcher only used in conference rooms		8	3		
5	Laptop - Latest version ( i5 )with valid Anti Virus (penalties will be levied for loss of Data due to virus)		12	3		
6	Comfort Monitors - 42" (with stand)		8	3		
7	Cordless Slide Changer		8	3		
8	LCD Projector (4500 Ansi Lum)		8	3		
9	LED Lights for backdrop		40	3		
10	Metal Light (for open Area / Halls) - per light		20	3		





Sl. No.	Description	Size	Qty	Days	Unit rate per item / per day- (excluding of Taxes)	Amount
11	Silent Genset - 65 KV (including Fuel, Operator and accessories)		2	3		
12	Silent Genset - 125 KV (including Fuel, Operator and accessories)		2	3		
13	Head Table Mike		16	3		
14	Timer		8	3		
15	Audio Recording in Digital Format		6	3		
16	PA Sound System with speaker for Exhibition Hall		3	3		
16 ( a )	PA Sound System with speaker for Inaugural session		4	1		
16 ( b )	PA Sound System with speaker for Breakout sessions		10	3		
17	Laser Pointer workable on LED wall		8	3		
18	LED Wall 60' x 12' feet (4.8 pixel) - Inaugural (size approx.)	720	1	1		



Sl. No.	Description	Size	Qty	Days	Unit rate per item / per day- (excluding of Taxes)	Amount
19	LED Wall 6' x 8' feet (4.8 pixel)- Exhibition (size approx.)	48	1	3		
20	White board with markers		8	3		
21	Colour Printer A 4 size with wireless networking including cartridge		1	4		
22	Multifunctional (Print/ Scan/ Copy/ Fax) Laserjet B&W networking printer including cartridge		3	5		
23	Black & White networking Photocopier 32 cpm and separator including operator		2	3		
24	Free copies 500 per day with photocopier		500	3		
25	Cost for additional photocopies beyond permitted free copy ( for every 100 copies )					
26	Live Feed From Inaugural Hall ( To one another hall and Exhibition Area ), (Audio-Video Cabling with Boosters and Amplifier)		1	1		
27	Registration Software Customization		1	one time		





Sl. No.	Description	Size	Qty	Days	Unit rate per item / per day- (excluding of Taxes)	Amount
28	Server Setup Charges for Networking		2	3		
29	LAN Cables, Switches for Networking		1	one time		
30	B & W Laser printer for printing Receipts		1	3		
31	Badge Printers including cartridges		3-6	4		
<b>Sub Total (A)</b>						
<b>B.</b>	<b>SIGNAGES (Fabrication)</b>					
	<u>All rates should be quoted on per square feet and will be paid as per actual size</u>					
1	Backdrop below LED Screen 25 x 8 ft (approx)	200	1	1		
2	Side pannel for Logos 12 x 3 ft 2 nos	36	2	1		
3	Podium Branding ( Three Side Cover )	1	8	1		
4	Stage with carpeting ( 60 x 24 feet ) (approx)	1440	1	1		
5	Stage Side ( 16 x 2 ft )	32	2	1		



Sl. No.	Description	Size	Qty	Days	Unit rate per item / per day- (excluding of Taxes)	Amount
6	StageFront ( 40' x 2 ft )	80	1	1		
7	Carpet For Stage 12 x 6 ft ( for all halls ) (approx)	400	6	1		
8	Backdrop framing wooden with printing 30 x 9 ft (approx)	270	1	1		
9	Closing panel 8 x 9 ft 2 nos	72	10	1		
10	Projector Screen Panel 10 x 10 ft 2 nos	100	8	1		
11	AV Back side pannel 4 x 9 ft 2 nos	36	2	1		
12	Screen cloth for AV projection masking	8' x 8'	8	1		
13	Backdrop 20 x 10 ft (approx)	200	8	1		
14	Box Branding Gate - Welcome Gate for delegates ( 24ft x 3 top and 2 legs 13 ft x 3 ft ) (size approx.)		1	1		
15	Direction Standees 4 x 8 ft ( Way to Registration / Conference / Lunch / Exhibition etc)	32	10	1		
16	Parking Standees 4 x 8 ft	32	2	1		





Sl. No.	Description	Size	Qty	Days	Unit rate per item / per day- (excluding of Taxes)	Amount
17	Registration Standees 4 x 8 ft	32	3	1		
18	Tea / Coffee Standee 4 x 8 ft	32	2	1		
19	Speaker lounge / Lunch Standee 4 x 8 ft	32	4	1		
20	Sponsors Panel 8 x 8 ft	64	3	1		
21	Full Program Structure Panel 12' x 10'	120	1	1		
22	Console		8	1		
23	Dais Name Plates		200	3		
24	Head Table for Speaker 5' x 2.5'	15	8	3		
25	Messages panel ( 8' x 10 ' )	80	8	1		
26	Pole Branding ( 4' x 8' )	32	1	1		
27	Pole Branding at Entrance ( 3' x 6' )	18	1	1		
28	Panel at Entrance ( 16' x 10' )	160	1	1		
29	Panel branding at pillar ( 5' x 4' )	20	2	1		



Sl. No.	Description	Size	Qty	Days	Unit rate per item / per day- (excluding of Taxes)	Amount
30	Panel branding in the premises ( 14' x 10' ) - Flex mounting on MS Frame	140	1	1		
31	Branding at registration area ( 14' x 5' )	70	2	1		
32	Foyer area outside the Hall ( 8 x 3 Side pannel / 24 x 2.5ft top )					
33	Panel Branding at Lobby (as specified) 10' X 4'	40	1	1		
34	Panel Branding at VVIP/VIP (as specified) 10'X 8'	80	1	1		
<b>Sub Total (B)</b>						
NB: Size tentative at this stage, may change while placing final order. Payment to be made as per actual.						
<b>C.</b>	<b>Exhibition / Registration Setup</b>					
1	Octonum Stall Maxima Powder Cotted Approx 3 mtr x 3 mtr (Include : Fabricated powder cotted stall , Table, Banquet Chair ( 2 ) , 3 lights, Plug Point, Name Facia )	9	24	1		
2	Fascia panel on Registration Counter (1 mtr booth)		10	1		





Sl. No.	Description	Size	Qty	Days	Unit rate per item / per day- (excluding of Taxes)	Amount
3	Carpet in front area of Mars & Mercury Halls and Pathway new ( Optional)	2000 Sq. ft. (approx)	1	1		
4	Counter for form filling 6m X 3m		2	1		
5	Stage inside the Exhibition Area (8'x8')	64	1	1		
6	Banquet chairs cushioned with cover for Form Filling Stations, Registration, exhibition, conference room, etc.		300	3		
7	Tables for Form Filling Stations etc. (2.5' x 5')		4	3		
8	Centre / Coffee Table		8 - 10	3		
9	Table with cover and frill for dais in inaugural (Mars) and valedictory (Mercury) Halls with 10-12 high back Executive Chairs		4 - 6 (Table) 10-12 (Chair)	3		
10	Sofa 2 Seater		12	3		
	<b>Sub Total (C)</b>					
<b>D.</b>	<b>Universal Accessibility Items</b>					
1	Self-propelled wheelchair		4 - 5	1		
2	Adjustable crutches		4 pairs	1		
3	Adjustable walking frame		4	1		
4	Adjustable tripod walker		3	1		
5	Crepe Bandages		15	1		



Sl. No.	Description	Size	Qty	Days	Unit rate per item / per day- (excluding of Taxes)	Amount
6	Cotton wool		1 pkt			
7	Thin surgical gloves		5 set			
8	Safety pin		1 pkt			
9	Talcum powder		200 grm			
	<b>Sub Total (D)</b>					
<b>E.</b>	<b>Walky Talky</b>					
1	Walky Talky Short Range		10	3		
	<b>Sub Total (E)</b>					
<b>F.</b>	<b>Manpower Services</b>					
1	<u>Registration / Hall Management Staff</u>					
a	Senior Staff for Supervision		6	4		
b	Staff for Registration/ Help Desk etc (Male/Female)		16	4		
c	Staff for Exhibition Area - Male		2	4		





Sl. No.	Description	Size	Qty	Days	Unit rate per item / per day- (excluding of Taxes)	Amount
<b>2</b>	<b><u>Hall Ushers</u></b>					
a	Hall Ushers (Female)		12	3		
<b>3</b>	<b><u>Technical Manpower</u></b>					
a	Staff with Computer Knowledge		3	3		
b	Computer Service Engineer		1	3		
c	Data Entry Operator		3	3		
<b>4</b>	<b><u>Bag filling and Helper Staff</u></b>					
a	Bag filling and Helper Staff		2	4		
b	Labour for Hall setup ( Seating Arrangment )		5	3		
<b>5</b>	<b><u>House Keeping Staff</u></b>					
a	House Keeping Staff (8 hrs.)		5	3		
b	House Keeping Staff (12 hrs.)		5	3		



Sl. No.	Description	Size	Qty	Days	Unit rate per item / per day- (excluding of Taxes)	Amount
<b>6</b>	<b><u>Security Staff</u></b>					
a	Security Staff 8 hrs.		5	3		
b	Security Staff 12 hrs.		5	3		
	<b>Sub Total (F)</b>					
<b>G.</b>	<b>Printing &amp; Kit Bags (as per sample where applicable)</b>					
1	Writing Pads (5" x 8") (Pages- 30)	5"x8"	850			
2	Invitation Card folding (4 inserts) with envelope		600			
3	Conference Bag (Jute)		700			
4	Invitation Card Lunch / Dinner (50 Each Day) - 5" x 7" - one side print with envelope		150			
5	Printing of Binder with 170 Pages - 8" X 8" - all 4 Color (300 GSM cover and Back, 170 GSM inside, Magnomatt paper)		600			





Sl. No.	Description	Size	Qty	Days	Unit rate per item / per day- (excluding of Taxes)	Amount
6	Multi colored printed badge card in (250 / 300 gsm) in with both side printed 20 mm saltine lanyard ( in different colours )with double clip - Size of badge card : 5" x 3.5" (approx.)		800			
7	Pen - as per sample		850			
8	Mementos for speakers - as per sample		120			
9	Certificate - 300 gsm, A4, matt finish		150			
10	Car/Bus Shuttle Stickers		100			
11	Coupons for Delegates lunch / Tea / Coffee		600			
	<b>Sub - Total (G)</b>					
<b>H.</b>	<b>Floral Arrangements</b>					
	<u>Rate should be quoted per running feet</u>					
1	Flower Decoration for Stage front and side (80 running ft approx)	80	1	1		



Sl. No.	Description	Size	Qty	Days	Unit rate per item / per day- (excluding of Taxes)	Amount
2	Flower Decoration for stage only 30 ft + 5 ft extra front ( Approx. )	35	1	3		
3	Table Top on Head/ Coffee Table		6	3		
4	Flower Bouquet of lilies / orchids etc. ( Sample needs to be approved )		10	2		
<b>Sub - Total (H)</b>						
<b>I.</b>	<b>Photography Services</b>					
1	<u>Still Photography in HD/ Digital Format</u>					
	Assignment Charges with one DVD of entire coverage		6	3		
2	<u>Video Photography in HD/ Digital Format</u>					
	Assignment Charge with entire coverage of inaugural, validictory and special sessions		2	2		
3	Cost of Digital Video Cassettes of 01 Hr. Duration (estimated qty. 25)		on actual			





Sl. No.	Description	Size	Qty	Days	Unit rate per item / per day- (excluding of Taxes)	Amount
4	Conversion Charges from D. V. D Cassettes to HD DVDs of Edited Version		on actual			
5	<u>Photograph - Printing</u>					
	8" x 10" Printed on Matt Finish Paper Selected daily for display on Pin Up Board		on actual			
	<b>Sub- total (I)</b>					
<b>J.</b>	<b>Catering Service</b>					
	Cost includes: Manpower, Round Table with cloth / frill Cutlery - Crockery, layout, etc. suggest name of the Catering Service Provider (Tentative Menu attached as <b>Annexure - V</b> )					
1	Breakfast	Per pax	50-75	3		



Sl. No.	Description	Size	Qty	Days	Unit rate per item / per day- (excluding of Taxes)	Amount
2	Conference Lunch (with two times tea/coffee in disposal paper cup / glass and cookies )	Per pax	500-600	3		
3	Dinner (VVIP)	Per pax	250-300	1		
4	Running Tea / Coffee with cookies	Per pax	500-600	3		
5	High Tea	Per pax	500-600	1		
6 (a)	Water arrangements (non-plastic) for Conference Halls / Area	Per pax	750	3		
6 (b)	Water dispenser with disposal paper glass					
7	Driver's Lunch / Dinner (packed with water)	Per pax	75-100	3		
8	Coupons for Driver lunch and Dinner		150	3		
	<b>Sub - Total (J)</b>					





Sl. No.	Description	Size	Qty	Days	Unit rate per item / per day- (excluding of Taxes)	Amount
<b>K.</b>	<b>Management charges</b>					
1	Professional Conference Management charges		lump sum	1		
	<b>Sub - Total (K)</b>					
<b>L.</b>	<b>Additional Items</b>					
1	Walky Talky Long Range		4	3		
2	Gift for Quiz Competition ( As per sample )		150			
3	Assignment Charge for two camera setup with editing table and professional editor		2	2		
4	Cerificate Framing		15	1		
	<b>Audio Visual</b>					
5	LED light with Aluminim Truss set up for stage in Inaugural hall		2	1		
	<b>Exhibition</b>					
6	Innaugration Lamp with all accessories		1	1		



Sl. No.	Description	Size	Qty	Days	Unit rate per item / per day- (excluding of Taxes)	Amount
	<b>Printing &amp; Kit Bags</b>					
7	Award Booklet ( 40 - 50 pages ) As per sample		600			
8	Pin Up Boards / Soft boards - 4' x 4' with stand & Pin Box		15	3		
9	Public Liability Insurance for Event	1 Unit	1	3		
	<b>Branding in Lucknow ( optional)</b>					
10	Road Signages - 5' x 3'		100	1		
11	Cubicles - 16' x 4' x 2'		6	1		
12	Cubicles - 12' x 4' x 2'		6	1		
13	Cubicles - 3' x 3' x 3'		4	1		
14	Hoardings 20' x 10'		8	1		
15	Hoardings 10' x 10'		10	1		





Sl. No.	Description	Size	Qty	Days	Unit rate per item / per day- (excluding of Taxes)	Amount
16	Masking, Designing and framing work with the approval for locations indicated by IUT including transportation costs	1 Nos	1	1		
17	Zimi crane for inaugural session	1 Nos	1	1		
	<b>Sub Total (L)</b>					
	<b>Grand Total A to L</b>					



## Urban Mobility India - 2019

15<sup>th</sup> - 17<sup>th</sup> November, 2019

<u>SL. NO.</u>	<u>VENUES</u>	<u>EVENT</u>
1	MARS - AUDITORIUM (600)	INAUGURAL
2	MERCURY - AUDITORIUM (400)	VALEDICTORY
3	STROME	REGN./EXB./ LUNCH
4	MOON - I (100) GRD. FLR.	SESSIONS
5	MOON - III (60) FIRST FLR.	SESSIONS
6	MOON - IV (60) FIRST FLR.	SESSIONS
7	MOON - II (40) FIRST FLR.	SESSIONS
8	MOON - V (40) FIRST FLR.	SESSIONS
9	VVIP LOUNGE - GRD. FLR.	SESSIONS
10	VIP LOUNGE - GRD. FLR.	SPEAKER LOUNGE
11	FOUR ROOMS - FIRST FLR.	CONF. SECT./ CONTROL ROOM ETC
12	STORE ROOM - (NON AC) GRD. FLR.	STORAGE





**Tentative Menu for UMI – 2019****Breakfast / High Tea**

- ❖ Tea / Coffee & Cookies
- ❖ 02 Veg Hot Snacks (01 Stuff Parantha / Puri-Bhaji / Chhole Bhature)
- ❖ Assorted Veg. Sandwiches
- ❖ Drinking Water

**Buffet Lunch**

<b>Day – 1 (include Chinese)</b>	<b>Day – 2 (All Indian)</b>	<b>Day – 3 (includes Continental)</b>
<ul style="list-style-type: none"> <li>❖ Tea / Coffee &amp; Cookies – Two times (11:00 hrs &amp; 16:00 hrs)</li> <li>❖ 02 Veg Soups</li> <li>❖ 02 Veg Compound Salad</li> <li>❖ 02 Veg Main Course (includes 01 Paneer)</li> <li>❖ 02 Non-Veg item</li> <li>❖ 01 Veg Manchurian</li> <li>❖ 01 Dal</li> <li>❖ Assorted Indian Breads</li> <li>❖ 01 Rice Preparation</li> <li>❖ 02 Desserts</li> <li>❖ Raita</li> <li>❖ Pickle, Papad, Chutney</li> <li>❖ Butter Milk</li> <li>❖ Drinking Water / Bottle</li> </ul>	<ul style="list-style-type: none"> <li>❖ Tea / Coffee &amp; Cookies – Two times (11:00 hrs &amp; 16:00 hrs)</li> <li>❖ 02 Veg Soups</li> <li>❖ 02 Veg Compound Salad</li> <li>❖ 03 Veg Main Course (includes 01 Paneer)</li> <li>❖ 02 Non-Veg item</li> <li>❖ 01 Dal</li> <li>❖ Assorted Indian Breads</li> <li>❖ 01 Rice Preparation</li> <li>❖ 02 Desserts</li> <li>❖ Raita</li> <li>❖ Pickle, Papad, Chutney</li> <li>❖ Butter Milk</li> <li>❖ Drinking Water / Bottle</li> </ul>	<ul style="list-style-type: none"> <li>❖ Tea / Coffee &amp; Cookies – Two times (11:00 hrs &amp; 16:00 hrs)</li> <li>❖ 02 Veg Soups</li> <li>❖ 02 Veg Compound Salad (includes 01 Continental)</li> <li>❖ 02 Veg Main Course (includes 01 Paneer)</li> <li>❖ 02 Non-Veg item</li> <li>❖ Pasta</li> <li>❖ 01 Veg Continental</li> <li>❖ 01 Dal</li> <li>❖ Assorted Indian Breads</li> <li>❖ 01 Rice Preparation</li> <li>❖ 02 Desserts</li> <li>❖ Raita</li> <li>❖ Pickle, Papad, Chutney</li> <li>❖ Butter Milk</li> <li>❖ Drinking Water / Bottle</li> </ul>



### **Buffet Dinner**

- ❖ 02 Welcome Drinks (Soft Drinks, Juices, etc.)
- ❖ 01 Veg Soup
- ❖ 01 Non-Veg Soup
- ❖ 02 Veg Starters
- ❖ 02 Non-Veg Starters
- ❖ 03 Veg Compound Salad
- ❖ 03 Veg Main Course (includes 01 Paneer)
- ❖ 02 Non-Veg items
- ❖ 01 Dal
- ❖ Assorted Indian Breads
- ❖ 01 Rice Preparation
- ❖ 03 Desserts
- ❖ Raita
- ❖ Pickle, Papad, Chutney
- ❖ Drinking Water / Bottle

### **Pack Lunch / Dinner (Drivers)**

- ❖ 02 Veg Main Course (includes 01 Paneer)
- ❖ 01 Dal
- ❖ 02 Indian Breads
- ❖ 01 Rice Preparation
- ❖ 01 Desserts
- ❖ Raita
- ❖ Papad, Pickle
- ❖ Water Bottle

