

**Hosting of the 18th Urban Mobility India (UMI) Conference-cum-Exhibition
2025 during 7th – 9th November, 2025 at Hotel Hyatt Regency, Sector 83,
Gurugram, Haryana**

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

1. The Institute of Urban Transport (India) [IUT], Delhi invites bids from interested, eligible and experienced Professional Conference–cum–Exhibition organizing firms / agencies located in Delhi/NCR, to provide logistic and digital support for preparation and execution of the above mentioned event mainly in offline and partially in online mode.
2. Terms of Reference (ToR) for Professional Conference–cum–Exhibition organizer are enclosed at **Annexure-I** and scope of work is outlined in **Annexure II (A) & II (B)**.
3. The Technical and Financial Bids are to be submitted as per the formats in para 7 of **Annexure I** and Tender Return Form enclosed at **Annexure-III** respectively **latest by 1500 hrs on 28.07.2025.**
4. **Key dates:**

S. No.	Particulars	Date	Timing	Venue
(i)	Pre – bid meeting	16.07.2025	11:00 hrs to 13:00 hrs	(Physical) Institute of Urban Transport (India), 1 st Floor, Anand Vihar Metro Staton Building, Delhi – 110092
(ii)	Last date/ time for submission of Technical & Financial bid	28.07.2025	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

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

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. Seventeen such events have been held so far; out of which fifteen events were held physically while the two events were held virtually due to COVID – 19 Pandemic (i.e. 13th & 14th in 2020 and 2021 respectively).The **18th UMI Conference cum Exhibition 2025 is scheduled to be held by the MoHUA in collaboration with Govt of Haryana during 7th – 9th November, 2025 at Hotel Hyatt Regency, Sector 83, Gurugram, Haryana 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 35 – 40 exhibitor companies will have their stalls/ displays in the exhibition area.
3. 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 must have its office in NCR preferably in Gurugram.
 - d. The tenderer/firm/agency/company should have successfully executed at least 03 multi-day events (3 days or more) in physical mode, preferably international conferences and exhibitions hosted by Government Departments, PSUs, multilateral/bilateral institutions having participation at the level of President/Prime Minister/Governor/Chief

Minister/Union Minister.

- e. The tenderer/firm should have successfully executed atleast 01 exhibition event having atleast 25 stalls.
- f. The tenderer/firm/agency/company should have a minimum average turnover of **Rs 4 crore duly certified by CA** in last three financial years (i.e. 2022-23, 2023-24 and 2024-25) along with Audited Balance sheets, to be submitted with Technical Bid.
- g. 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.
- h. 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 delegates in Govt. Sector/Semi Govt./PSU sector/Corporate sector (reputed company) at Gurugram/Delhi in last 36 months from the last date of tender submission (Enclose work order copy & completion certificate/supporting document from the client.)
- i. 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.
- j. 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 05 years (excluding Travel, Stay and Food).
- k. Sub contracted or subletted 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 have fulfilled the above eligibility criteria, will be evaluated.

- 4. **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:

$$S_f = 100 \times F_m / F$$

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

$$S = S_t \times T_w + S_f \times F_w$$

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.

5. 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.
6. Interested firms / agencies are requested to send their quotations in a sealed cover marked **“Bid for Hosting of 18th UMI Conference cum Exhibition 2025”** also for all the items indicated in **Annexure-III** . 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.**
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) 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.):

S. No.	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

d) 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 Exhibition incharges
- (iv) Two Registration incharges
- (v) Technical/ Production (AV related) Coordinator
- (vi) Creative (Designing work) Coordinator
- (vii) Two hall management and other logistic arrangement incharges
- (viii) Social media work Coordinator
- (ix) Content writer
- (x) Radio Jingle Coordinator

8. The evaluation criteria for the technical bid will be as under:

SN	Topic	Technical Evaluation criteria	Max. Marks
A	Organised atleast 03 multi-day events (3 days or more) in physical mode, preferably international conferences and exhibitions 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 events = 5 marks 05 – 10 events = 10 marks >10 events = 15 marks	15
B	Years of Experience	Minimum 5 years experience 5 Years experience – 5 marks >5-10 Years Experience – 10 marks >10 years – 15 marks	15
C	Multi day Events organized in Delhi/Gurugram	Atleast 1 event = 5 marks 2-5 events = 10 marks >5 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. 4 – 6 Crores = 05 marks b. >Rs. 6 – 10 Crores = 10 marks c. > Rs 10 Crores = 15 marks	15
F	Presentation by the agency (PPT or in any other format)	The presentation should focus on event execution, delegate registration, venue decoration, delegate kit, Branding etc.	30
	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 are advised to visit the venue 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 parameter A to E above) will only be called to make the Presentation.

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 1,000 to 1,500 delegates are expected to attend the UMI Conference-cum-Exhibition, 2025 with 4-5 conference halls or meeting rooms at the venue and about 35 - 40 exhibitors will have their stalls/ displays in the exhibition.

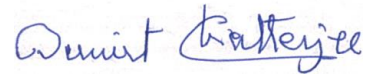
For evaluation of financial bids, the rates of items / quantities given under various items A to M of **Annexure - III** would be considered. Hence, rates need to be quoted for all the items. **Bidders are also requested to let us know if any modification is required in the items listed in Annexure III 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.**

10. **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.**
11. **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.**
12. **However, the payments shall be made only for the items/ quantities actually ordered and supplied.**
13. Upon selection of the agency a letter of award will be issued.
14. **Bids for the proposals are required to be submitted so as to reach the undersigned latest by 15:00 hrs on 28.07.2025. The bids have to be addressed to:**

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

The technical bids shall be opened at 1530 hrs on the same day (28.07.2025) in the office of Institute of Urban Transport (India), 1st Floor, Anand Vihar Metro Station Building, Delhi – 110092.

15. The bidders are advised to visit the venue of the conference **at Hotel Hyatt Regency, Sector 83, Gurugram, Haryana** 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 1100 hrs on 16.07.2025 in the office of Institute of Urban Transport (India), 1st Floor, Anand Vihar Metro Station Building, Delhi – 110092 for any query or clarification.**
16. A list of halls and rooms in **at Hotel Hyatt Regency, Sector 83, Gurugram, Haryana** 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 Hyatt Regency, Sector 83, Gurugram, Haryana** 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.
17. The bidders are also advised to go carefully through the important points / notes attached at **Appendix-A**.



(Sumit Chatterjee)

Officiating Executive Secretary

Important Notes:-

- a. A soft copy of the master list of events (MS Words/MS Excel) also to be provided in a CD/ Pen drive (Para 7d 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 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 as per the measurements of various halls and spaces in **at Hotel Hyatt Regency, Sector 83, Gurugram, Haryana** 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	<p>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, 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 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.</p> <p>Note :</p> <p>(i) <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.</i></p> <p>(ii) <i>For press release - Selected photographs of Inaugural and Valedictory session shall have to be supplied just after completion of the sessions.</i></p> <p>(iii) <i>For Valedictory session link of the photographs shall have to be provided just after completion of the session.</i></p>
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 (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 5 th October, 2025.
10	Complete stage/podium set up including flower arrangement, lighting of lamp and any formal ceremonies like giving flower bouquet , 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	<p>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 m a i l e r s , conference booklets (http://urbanmobilityindia.in/pdf/UMI_Binder_28_10_21.pdf) brochures, Messages Panel, Detailed program schedule, Podium Branding, Invitation cards etc.</p> <p>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.</p>
15	The agency will oversee and coordinate Wi-Fi connectivity provided by Hotel Hyatt Regency, Sector 83, Gurugram, Haryana in the halls / areas specified closer to the event, i.e Inaugural & Valedictory Session, Speakers' Lounge & UMI Secretariat from 6 th to 9 th November 2025 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 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 7th November, 2025 and 1530 hrs to 1730 hrs on 9th November, 2025.** Live streaming should be compatible to PC / Mobile / I pads 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 5th or 6th November, 2025 (Forenoon)** at Hotel Hyatt Regency, Sector 83, Gurugram, Haryana. 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 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 5th November, 2025 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 7th – 9th November, 2025 at the Hotel Hyatt Regency, Sector 83, Gurugram, Haryana 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 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 20.11.2025.

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 Haryana, 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 Hyatt Regency, Sector 83, Gurugram, Haryana atleast 2 days in advance, i.e. 5.11.2025 onwards (For Exhibition – 2.11.2025 onwards) and will be available till the conclusion of the event on 9.11.2025 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 - 2025 CONFERENCE CUM EXPO FROM 7th TO 9th NOVEMBER 2025 at Hotel Hyatt Regency, Sector 83, Gurugram, Haryana										
A. Registration and Reception Area, (5th 6th, 7th, 8th and 9th November, 2025)										
S. No.	Description	Remarks	Qty.					Total Qty.	Rate	Total Amount
			05.11.2025	06.11.2025	07.11.2025	08.11.2025	09.11.2025			
1	Registration counters (1 x 1 mtr) bank style with fascia as per the registration area set up of the Hotel Hyatt	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	2	4	12	6	5	12		
2	Standing table for form filling	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	1	1	4	1	1	4		
3	Laptop(s) with registration software	per day/per laptop (Nos may vary)	2	3	10	5	4	24		
4	Printer with ink cartridges for printing delegate badges	per day/per printer (Nos may vary)	2	3	10	5	4	24		
5	Laptop and printer with ink cartridges for accounts section	per day/per laptop & printer	1	1	1	1	1	5		
6	Attendee Monitor	per day/per monitor (Nos may vary)	1	1	5	1	2	10		
7	Computer Operator / Registration Staff	Per person per day (Nos may vary)	2	3	10	5	4	24		
8	Senior Staff / Coordinator for supervision and coordination (one for registration counters and one for onspot registration kiosk)	Per person per day (Nos may vary)	2	2	2	2	2	10		
9	Staff for kit & lunch coupon distribution	Per person per day (Nos may vary)	1	2	6	2	2	13		

S. No.	Description	Remarks	Qty.					Total Qty.	Rate	Total Amount
			05.11.2025	06.11.2025	07.11.2025	08.11.2025	09.11.2025			
10	On spot registration kiosk for self printing of badges	per day/per kiosk (Nos may vary)	2	3	10	3	2	20		
11	Manpower to assist in handling on spot registration kiosk for self printing of badges	Per person per day (Nos may vary)	2	2	8	2	1	15		
12	Storage space with lockable door and lockable cupboard for Registration area with grey carpeting for delegate material (9 x3 mtr)	One time cost to be quoted	1	1	1	1	1	1		
13	Writing pads as per sample	Unit Cost	2,000					2,000		
14	Pens as per sample	Unit Cost	2,000					2,000		
15	Booklet with binders as per sample	Unit Cost	1,500					1,500		
16	Parking stickers (Car) including 10 stickers for shuttle bus	Unit Cost	1,000					1,000		
17	VIP Parking stickers	Unit Cost	500					500		
18	Question slip booklet	Unit Cost	2,000					2,000		
19	Matt Paper Badge print for VIP entry with lanyard	Unit Cost	25					25		
20	Both side multi coloured printed delegate badges (with QR code) with different colour (5 - 6) lanyards with printing as per sample	Unit Cost	1,600					1,600		
21	Extra delegate badge (with QR code) without lanyard	Unit Cost	250					250		

S. No.	Description	Remarks	Qty.					Total Qty.	Rate	Total Amount
			05.11.2025	06.11.2025	07.11.2025	08.11.2025	09.11.2025			
22	Delegate bags (with multi coloured printing) as per sample	Unit Cost	1,700					1,700		
23	Manpower for bag filling and shifting of material	Per person per day (Nos may vary)	2	6	6	2	2	18		
24	Staff for main Gate	Per person per day (Nos may vary)	2	2	2	2	2	10		
25	Shuttle staff for three days (if required)	Per person per day (Nos may vary)			4	4	4	12		
26	Packed food for driver and security	Unit Cost			700	350	350	1400		
27	Labour for Hall Set up	Per person per day (Nos may vary)		15	15	15	15	60		
28	Registration software	one time cost	1	1	1	1	1	1		
29	Server setup charges for networking	one time cost	2	2	2	2	2	2		
30	LAN Cables, switches for networking	one time cost	1	1	1	1	1	1		
31	Kit distribution counter of size 6m x 3m with two tables and three chairs	one time cost	1	1	1	1	1	1		
32	Queue Managers (separators) in registration area	One time cost to be quoted based on maximum number of quantity utilised during event (Nos may vary depending on area)	4	5	12	7	5	12		
33	Linen cloth cover for Hyatt Hotel Chairs (if Required)	One time unit cost to be quoted based on maximum number of quantity utilised during event		8	22	9	7	22		

S. No.	Description	Remarks	Qty.					Total Qty.	Rate	Total Amount
			05.11.2025	06.11.2025	07.11.2025	08.11.2025	09.11.2025			
34	Lunch Coupon booklets with day wise insertion for lunch coupons	Per Booklet Unit Cost	1,800					1,800		
35	Red Carpet in the registration area (if required) (6000 sq feet approx) Actual may be seen	Per Sq. ft	6,000					6,000		
36	Housekeeping staff (12 hrs)	Per person per day		4	4	4	6	18		
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 - Inaugural - Regency Ballroom 2 & 3 - 7.11.2025 - Inaugural Session, Conclave Session. Ballroom 3 -Technical Session 1 at 16:30 hrs), 8.11.2025 - Ballroom 3 - Research Symposium 1, Technical Session 3 & 5, Plenary Session 1, 9.11.2025 - Ballroom 3 - Research Symposium 5 Technical Session 7, Plenary-Mayoral Session & Valedictory Session), (6.11.2025 - set up date.)						
S. No.	Description	Remarks	7.11.2025, 8.11.2025 & 9.11.2025 -	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
1	Two rows of single seater fresh / new sofas with Centre table for VVIPs	60-70 persons (nos. may vary)	70	70 (one time cost)		
2	Fresh / new single seater sofas with Coffee table on dias for VVIPs	10-15 persons (nos. may vary)	15	15 (one time cost)		
3	Raised platform of 6 x 4 ft for Media People with carpet	one time cost	on 07.11.2025 & 09.11.2025	1 (one time cost)		
4	Roundtable with covers	100 persons (nos. may vary)	20	20 (one time cost)		
5	Chairs with Linen cloth cover	900 - 1000 persons (nos. may vary)	1,000	1000 (one time cost)		
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	1	200 sq. ft (one tme cost)		
7	2 Nos LED Wall side sponsor panels (2.5 x 16) with raised platform and one opertor - one time cost, may be required for three days	Actual size may vary	1	80 sq. ft. (one time cost)		
8	Signage with branding below the LED wall (40 x 5 feet) - one time cost, may be required for three days	Actual size may vary	1	200 sq. ft (one tme cost)		
9	Podium with branding with gooseneck mike	Unit Cost	2	2		
10	Podium Panels with three side cover (2.5 x 2.5 feet approx. size)	Unit Cost	2	2		
11	Cordless Mike	Unit Cost	6	6		

S. No.	Description	Remarks	7.11.2025, 8.11.2025 & 9.11.2025 -	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
12	Laptop(s)	Unit Cost	2	2		
13	Podium Timer	Unit Cost	1	1		
14	Inaugural lamp with wicks and candle	Unit Cost	1	1		
15	Singers for prayer at Inauguration	Unit Cost	1	1		
16	Name plates of VIPs on head table	Unit Cost	30	30		
17	Comfort monitors	Unit Cost	4	4		
18	Cordless slide changer	Unit Cost	2	2		
19	Gooseneck mike	Unit Cost	4	4		
20	Lapel mike	Unit Cost	1	1		
21	Laser Pointer	Unit Cost	1	1		
22	White board with markers	Unit Cost	1	1		
23	LED screens (appropriate locations) (8 feet x 6 feet) size may vary	one time cost	2	2		
24	Risers for LED screens	As per Screen size	2	As per Screen size (one time cost)		
25	Krammer/switcher	1	1	1 (one time cost)		
26	Complete AV & Sound system	1	1	1 (one time cost)		
27	Floral decoration for stage and entrance	one time cost	1	(one time cost)		
28	Flower decoration in vase on head table	one time cost	1	20 (one time cost)		
29	Bouquet (if required)	one time cost	1	10 (one time cost)		

S. No.	Description	Remarks	7.11.2025, 8.11.2025 & 9.11.2025 -	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
30	Ushers for carrying mementos, bouquet, publications on trays for VIPs and hall management.	Per person per day	6	6		
31	Uninterrupted power supply, Genset with fuel and operator	During sessions	1	1 (one time cost)		
32	Zimmy Crane for Inaugural Session	1	1	1 (one time cost)		
33	Audio Video coverage of entire event with edit with live streaming on social media on 7.11.2025	1	1	1 (one time cost)		
34	Photography coverage of entire event with edit	All sessions on 7.11.2025	1	1 (one time cost)		
35	Additional light in hall (60 LED par cans) nos may vary (if required)	60 x 3	60 x 3	180 (per unit cost)		
36	Additional light in hall (Narrow par cans) nos may vary (if required)	24 x 3	24 x 3	72 (per unit cost)		
37	Aluminium Light Truss with LED light for stage	one time cost	2	2 (one time cost)		
38	LED Lights nos may vary (if required)	per unit cost	10	10 (per unit cost)		
39	Metal lights nos may vary (if required)	per unit cost	15	15 (per unit cost)		
40	Switcher & Processor for LED wall	one time cost	1	1 (one time cost)		
41	Profile Light	one time cost	2	2 (one time cost)		
42	Fully Carpetted Stage (40 x 12 x 5) ft with carpeted steps (both side handrails) on both sides of stage	one time cost	1	1 (one time cost)		
43	LED wall (35 x 16 feet) above branding signage on Dias may be required for three days	Actual size may vary	1	560 sq. ft (one time cost)		

S. No.	Description	Remarks	7.11.2025, 8.11.2025 & 9.11.2025 -	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
	Sub Total (B)					

Note : The above Regency Ballrooms 2 & 3 shall be required to be seperated during Tea Break between 16.00 - 16.30 Hrs on 7.11.2025 Kindly also note that in the above listed items, maximum no. of quantity has been quoted keeping in view the footfall of approx. 2,000 delegates on day 1. However, the number of final items required for the conference will be finalized closer to the event and the same may vary in between the requirements 1,500 to 2,000 no. of delegates. Kindly quote accordingly.

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

C - Salon, Ground Floor**(Set up date - 6.11.2025)**

S. No.	Description	Remarks	7.11.2025, 8.11.2025 & 9.11.2025 - (No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
1	Table (1.5 ft width x 3 or 4 ft length) with cover for U shaped seating of approx 60-70 people (Actual requirement to be seen)	2 persons can be accomodated on one table	one time cost	25	75		
2	Backdrop of Conference (16ft x 8ft)	Actual Size may vary	one time cost	1	128 (sq ft)		
3	LED screen with Panels (10ft x 8ft) (one in front and two on side walls)	Actual Size may vary	3	3	9		
4	LED risers (as per size of LED)	Unit Cost	3	3	9		
5	Linen cloth cover for Hotel Hyatt Chairs (if Required)	one time cost	70	70	70		
6	Podium with branding and gooseneck mike	Unit Cost	3	1	3		
7	Podium Panels with three side cover (2.5 x 2.5 feet approx. size)	Unit Cost	3	1	3		
8	Laptop(s)	Unit Cost	3	2	6		
9	Podium Timer with provision of Buzzer	Unit Cost	3	1	3		
10	Cordless mike	Unit Cost	3	4	12		
11	lapel mike	Unit Cost	3	1	3		
12	Name plates of Chairpersons, Speakers, Panelist, etc.	Unit Cost	3	20	60		
13	Comfort monitors	Unit Cost	3	3	9		

S. No.	Description	Remarks	7.11.2025, 8.11.2025 & 9.11.2025 - (No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
14	Cordless slide changer	Unit Cost	3	2	6		
15	Laser Pointer	Unit Cost	3	1	3		
16	Gooseneck mike	Unit Cost	3	2	6		
17	White board with markers	Unit Cost	3	1	3		
18	Krammer/switcher	one time cost	3	1	3		
19	Complete AV & Sound system	one time cost	3	1	3		
20	Flower decoration in vase on head table	one time cost	on all three days	10	10		
21	Ushers for carrying mementos, bouquet, publications on trays for VIPs and hall Management.	per person per day	3	3	9		
22	Uninterrupted power supply, Genset with fuel with operator	All sessions	3	1	3		
23	Audio Video coverage of entire event with edit	All sessions	3	1	3		
24	Photography coverage of all sessions with edit	All sessions	3	1	3		
25	Console	All sessions	3	1	3		

S. No.	Description	Remarks	7.11.2025, 8.11.2025 & 9.11.2025 - (No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
26	Chairs with linen cloth cover	Unit Cost	3	70	210		
	Sub Total (C)						

Important Note : Kindly note that in the above listed items, maximum no. of quantity has been quoted keeping in view the footfall of approx. 60-70 delegates on all days, i.e. 7th, 8th and 9th November 2025 . However, the number of final items required for the conference will be finalized closer to the event and the same may vary in between the requirements 60 to 100 in no. Kindly quote accordingly.

D - Studio, First Floor
(Set up date - 6.11.2025)

S. No.	Description	Remarks	7.11.2025, 8.11.2025 & 9.11.2025 - (No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
1	Carpetted Stage (12 x 8 x 1) ft	Actual Size may vary	one time cost	1	96 (Sq ft)		
2	Backdrop of Conference (12ft x 8ft)	Actual Size may vary	one time cost	1	96 (sq ft)		
3	LED screen with Panels (10ft x 6ft) (in front)	Actual Size may vary	3	1	3		
4	LED risers (as per size of front LED)	Unit Cost	3	1	3		
5	Linen cloth cover for Hotel Hyatt Chairs (if Required)	one time cost	80	80	80		
6	Podium with branding and gooseneck mike	Unit Cost	3	1	3		
7	Podium Panels with three side cover (2.5 x 2.5 feet approx. size)	Unit Cost	3	1	3		
8	Laptop(s)	Unit Cost	3	2	6		
9	Podium Timer with provision of Buzzer	Unit Cost	3	1	3		
10	Cordless mike	Unit Cost	3	4	12		
11	lapel mike	Unit Cost	3	1	3		
12	Name plates of Chairpersons, Speakers, Panelist, etc.	Unit Cost	3	10	30		
13	Comfort monitors	Unit Cost	3	2	6		
14	Cordless slide changer	Unit Cost	3	2	6		

S. No.	Description	Remarks	7.11.2025, 8.11.2025 & 9.11.2025 - (No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
15	Laser Pointer	Unit Cost	3	1	3		
16	Gooseneck mike	Unit Cost	3	2	6		
17	White board with markers	Unit Cost	3	1	3		
18	Krammer/switcher	One time cost	3	1	3		
19	Complete AV & Sound system	one time cost	3	1	3		
20	Flower decoration in vase on head table	one time cost	on all three days	5	5		
21	Ushers for carrying mementos, bouquet, publications on trays for VIPs and hall Management.	Per person per day	3	4	12		
22	Uninterrupted power supply, Genset with fuel with operator	All sessions	3	1	3		
23	Audio Video coverage of entire event with edit	All sessions	3	1	3		
24	Photography coverage of all sessions with edit	All sessions	3	1	3		
25	Console	All sessions	3	1	3		
26	Chairs with linen cloth cover	Unit Cost	3	80	240		
27	LED screen with Panels (8ft x 6ft) (on side walls)	Actual Size may vary	3	2	6		
28	LED risers (as per size of side wall LED)	Unit Cost	3	2	6		
	Sub Total (D)						

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E - Studio-1, First Floor
(Set up date - 6.11.2025)

S. No.	Description	Remarks	7.11.2025, 8.11.2025 & 9.11.2025 - (No. of days)	Qty	Total Qty. considered based on maximum no. of	Rate (Per Unit)	Amount
1	Table (1.5 ft width x 3 or 4 ft length) with cover for U shaped seating of approx 60-70 people (Actual requirement to be seen)	2 persons can be accommodated on one table Unit Cost	one time cost	35	105		
2	LED screen with Panels (10ft x 6ft) (in front)	Actual Size may vary	3	1	3		
3	LED risers (as per size of front LED)	Unit Cost	3	1	3		
4	Linen cloth cover for Hotel Hyatt Chairs (if Required)	one time cost	70	70	70		
5	Podium with branding and gooseneck mike	Unit Cost	3	1	3		
6	Podium Panels with three side cover (2.5 x 2.5 feet approx. size)	Unit Cost	3	1	3		
7	Laptop(s)	Unit Cost	3	2	6		
8	Podium Timer with provision of Buzzer	Unit Cost	3	1	3		
9	Cordless mike	Unit Cost	3	4	12		
10	lapel mike	Unit Cost	3	1	3		
11	Name plates of Chairpersons, Speakers, Panelist, etc.	Unit Cost	1	30	30		
12	Comfort monitors	Unit Cost	3	3	9		
13	Cordless slide changer	Unit Cost	3	2	6		
14	Laser Pointer	Unit Cost	3	1	3		

S. No.	Description	Remarks	7.11.2025, 8.11.2025 & 9.11.2025 - (No. of days)	Qty	Total Qty. considered based on maximum no. of	Rate (Per Unit)	Amount
15	Gooseneck mike	Unit Cost	3	2	6		
16	White board with markers	Unit Cost	3	1	3		
17	Krammer/switcher	One time cost	3	1	3		
18	Complete AV & Sound system	one time cost	3	1	3		
19	Flower decoration in vase on head table	one time cost	1	10	10		
20	Ushers for carrying mementos, bouquet, publications on trays for VIPs and hall Management.	Per person per day	3	2	6		
21	Uninterrupted power supply, Genset with fuel with operator	All sessions	3	1	3		
22	Audio Video coverage of entire event with edit	All sessions	3	1	3		
23	Photography coverage of all sessions with edit	All sessions	3	1	3		
24	Console	All sessions	3	1	3		
25	Chairs with linen cloth cover	Unit Cost	3	70	210		
26	LED screen with Panels (6ft x 8ft) (on side walls)	Actual Size may vary	3	2	6		
27	LED risers (as per size of side wall LED)	Unit Cost	3	2	6		
	Sub Total (E)						

Important Note : Kindly note that in the above listed items, maximum no. of quantity has been quoted keeping in view the footfall of approx. 60-70 delegates on all days, i.e. 7th, 8th and 9th November 2025 . However, the number of final items required for the conference will be finalized closer to the event and the same may vary in between the requirements 60 to 100 in no. Kindly quote accordingly.

F - Studio-2, First Floor
(Set up date - 6.11.2025)

S. No.	Description	Remarks	7.11.2025, 8.11.2025 & 9.11.2025 - (No. of days)	Qty	Total Qty. considered based on maximum no. of	Rate (Per Unit)	Amount
1	Table (1.5 ft width x 3 or 4 ft length) with cover for U shaped seating of approx 60-70 people (Actual requirement to be seen)	2 persons can be accommodated on one table (Unit Cost)	one time cost	35	105		
2	LED screen with Panels (10ft x 6ft) (in front)	Actual Size may vary	3	1	3		
3	LED risers (as per size of front LED)	Unit Cost	3	1	3		
4	Linen cloth cover for Hotel Hyatt Chairs (if Required)	one time cost	70	70	70		
5	Podium with branding and gooseneck mike	Unit Cost	3	1	3		
6	Podium Panels with three side cover (2.5 x 2.5 feet approx. size)	Unit Cost	3	1	3		
7	Laptop(s)	Unit Cost	3	2	6		
8	Podium Timer with provision of Buzzer	Unit Cost	3	1	3		
9	Cordless mike	Unit Cost	3	4	12		
10	lapel mike	Unit Cost	3	1	3		
11	Name plates of Chairpersons, Speakers, Panelist, etc.	Unit Cost	3	15	45		
12	Comfort monitors	Unit Cost	3	3	9		
13	Cordless slide changer	Unit Cost	3	2	6		
14	Laser Pointer	Unit Cost	3	1	3		

S. No.	Description	Remarks	7.11.2025, 8.11.2025 & 9.11.2025 - (No. of days)	Qty	Total Qty. considered based on maximum no. of	Rate (Per Unit)	Amount
15	Gooseneck mike	Unit Cost	3	2	6		
16	White board with markers	Unit Cost	3	1	3		
17	Krammer/switcher	one time cost	3	1	3		
18	Complete AV & Sound system	one time cost	3	1	3		
19	Flower decoration in vase on head table	one time cost	on all three days	10	10		
20	Ushers for carrying mementos, bouquet, publications on trays for VIPs and hall Management.	per person per day	3	3	9		
21	Uninterrupted power supply, Genset with fuel with operator	All sessions	3	1	3		
22	Audio Video coverage of entire event with edit	All sessions	3	1	3		
23	Photography coverage of all sessions with edit	All sessions	3	1	3		
24	Console	All sessions	3	1	3		
25	Chairs with linen cloth cover	Unit Cost	3	70	210		
26	LED screen with Panels (6ft x 8ft) (on side walls)	Actual Size may vary	3	2	6		
27	LED risers (as per size of side wall LED)	Unit Cost	3	2	6		
	Sub Total (F)						

Important Note : Kindly note that in the above listed items, maximum no. of quantity has been quoted keeping in view the footfall of approx. 60-70 delegates on all days, i.e. 7th, 8th and 9th November 2025 . However, the number of final items required for the conference will be finalized closer to the event and the same may vary in between the requirements 60 to 100 in no. Kindly quote accordingly.

G. UMI Secretariat - Business Centre, Ground Floor

4th, 5th, 6th 7th, 8th & 9th November 2025

Sl. No.	Description	Remarks	Qty.						Total Qty.	Rate (Per Unit)	Amount Total
			4.11.2025	5.11.2025	6.11.2025	7.11.2025	8.11.2025	9.11.2025			
1	Laptop(s)	per day/per laptop (Nos may vary)	6	6	6	6	6	6	36		
2	Laptop for UMI Secretariat	per day/per laptop (Nos may vary)	1	1	1	1	1	1	6		
3	Printer with cartridge black and white on LAN	per day/per printer (Nos may vary)	3	3	3	3	3	3	18		
4	Printer with colour cartridge on LAN	per day/per printer (Nos may vary)	1	1	1	1	1	1	6		
5	Heavy duty Photocopier with operator on LAN	per day/per photocopier (Nos may vary)	2	2	2	2	2	2	12		
6	Extension cords	one time cost	3	3	3	3	3	3	18		
7	Dustbin	one time cost	4	4	4	4	4	4	24		
8	Helper	Per person per day (Nos may vary)	2	2	2	2	2	2	12		
9	Network connectivity and Wifi modem with cabling for 6 laptops	one time cost	1	1	1	1	1	1	one time cost		

Sl. No.	Description	Remarks	Qty.						Total Qty.	Rate (Per Unit)	Amount
			4.11.2025	5.11.2025	6.11.2025	7.11.2025	8.11.2025	9.11.2025			Total
10	A4 size paper reams as per requirement	On all days	10	10	10	10	10	10	60		
11	Computer Software Engineer (1 in no.)	Per person per day (Nos may vary)	1	1	1	1	1	1	6		
12	Data Entry Operator (2 in no.)	Per person per day (Nos may vary)	2	2	2	2	2	2	12		
Sub Total (G)											

H. Signages at all locations					
7th, 8th & 9th November 2025					
Sl. No.	Description	Remarks	Qty.	Rate (Per Unit)	Amount
1	Welcome Box Branding Gate (20 ft x 12 ft, 2 x 2, with 2 legs) at Gate	Measurements to be checked - one time cost	1		
2	Welcome Box Branding Gate (20 ft x 12 ft, 2 x 2, with 2 legs) at Gate No.	Measurements to be checked - one time cost	1		
3	Welcome Box Branding Gate (20 ft x 12 ft, 2 x 2, with 2 legs) at Gate No.	Measurements to be checked - one time cost	1		
4	Welcome Box Branding Gate (20 ft x 12 ft, 2 x 2, with 2 legs) at Exhibition Area	Measurements to be checked - one time cost	1		
5	Welcome cum Directional Panel (8ft x 4 ft)	Measurements to be checked - one time cost	3		
6	Message Panel (10ft x 8 ft)	Measurements to be checked and no. may vary - one time cost	8		
7	Direction Standee (6ft x 3 ft)	Measurements to be checked and no. may vary - one time cost	30		
8	Parking Standee (8ft x 4 ft)	Measurements to be checked and no. may vary - one time cost	4		
9	Registration Standee (8ft x 4 ft)	Measurements to be checked and no. may vary - one time cost	4		
10	Tea & Coffee Standee (8ft x 4 ft)	Measurements to be checked and no. may vary - one time cost	2		

Sl. No.	Description	Remarks	Qty.	Rate (Per Unit)	Amount
11	Speakers Lounge (8ft x 4 ft)	Measurements to be checked and no. may vary - one time cost	2		
12	Program Standee (8ft x 4 ft)	Measurements to be checked and no. may vary - one time cost	4		
13	Exhibitors Panel (8 ft x 10ft)	Measurements to be checked and no. may vary - one time cost	2		
14	Sponsors Panel (8 ft x 10ft)	Measurements to be checked and no. may vary - one time cost	2		
15	Knowledge & Media Partner Panel (8 ft x 10ft)	Measurements to be checked and no. may vary - one time cost	2		
16	Full Program Panel (24 ft x 10 ft)	Measurements to be checked and no. may vary - one time cost	1		
17	Day wise Program Panel (8 ft x 12ft) (Day wise programme on 7th, 8th & 9th November 2025	Measurements to be checked and no. may vary - one time cost	3		
18	Session Panels (8ft x 4 ft)	Measurements to be checked and no. may vary - one time cost	30		
19	Small Signages		8		
20	Any other standee (8ft x 4 ft)	Measurements to be checked and no. may vary - one time cost	4		
21	Sponsor / Exhibitor panel in Exhibition Area (34ft x 10 ft)	Measurements to be checked and no. may vary - one time cost	2		
22	Registration & Exhibition Direction Panel (16ft x 10 ft)	Measurements to be checked and no. may vary - one time cost	1		

Sl. No.	Description	Remarks	Qty.	Rate (Per Unit)	Amount
23	Double side scrolls on driveway (2 x 4 feet) for 60 poles in and outside the venue premises	Measurements to be checked and no. may vary - one time cost	60		
24	Hoarding on the way out of Airport	Measurements to be checked - one time cost	1		
25	Branding Hoarding / Display boards at various selected location (Prime locations to be identified)	Measurements to be checked and no. may vary - one time cost	4		
26	Bus shuttle standee at Hotel (8ft x 4 ft)	Measurements to be checked and no. may vary - one time cost	2		
27	Roadside panel leading to venue near Hotel (8ft x 4 ft)	Measurements to be checked and no. may vary - one time cost	2		
28	Alighting panel at venue (4ft x 8 ft)	Measurements to be checked and no. may vary - one time cost	1		
29	Registration Panel (4ft x 20 ft)	Measurements to be checked and no. may vary - one time cost	1		
30	Press Meet backdrop (8 ft x 10 ft)	Measurements to be checked and no. may vary - one time cost	1		
31	Airport Branding board at Domestic Airport (6 ft x 6 ft)	Measurements to be checked and no. may vary - one time cost	2		
Sub Total (H)					

I. Miscellaneous					
7th, 8th & 9th November 2025					
Sl. No.	Description	Remarks	Qty.	Rate (Per Unit)	Amount
1	Still Photography in HD/Digital format	one time cost (7th, 8th & 9th November 2025)	1		
2	Audio / Videography in HD/Digital Format	one time cost (7th, 8th & 9th November 2025)	1		
3	Assignment Charge for two Camera setup with editing table and professional editor	one time cost (7th, 8th & 9th November 2025)	1		
4	Carpet (in areas other than exhibition hall) - Requirements to be checked sq ft.	one time cost as per measurements (7th, 8th & 9th November 2025)	1		
5	Folding Invitation Card with cover and 3 - 4 inserts	one time cost (No. may vary in between 500 - 1000)	1000		
6	Plycards (3 x1)	one time cost (No. may vary in between 10 - 20) - Required on 7th and 9th November 2025	20		
7	Certificate	one time cost	100		
8	External hard disk to give all data related to conference	one time cost	1		
9	Mementoes for Speakers	unit cost	200		
10	Professional Conference Management Charges	one time cost	1		
11	Electrical Inspectorate permission for Generator (Actual Nos)	one time cost	6		

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

J. Digital Mode Work					
Sl. No.	Description	Remarks	Qty.	Rate (Per Unit)	Amount
1	Live Streaming of the Inauguration of the Exhibition, Inaugural Session & Valedictory Session on Social Media Platforms	one time cost (7th & 9th November, 2025)	2 days		
2	Social Media Coverage (maintaining, designing, posting, targeting and tagging conference related content on all social media Platforms, i.e. Linkedin, facebook, Twitter and Youtube)	one time cost	1		
3	Designing Charges (for all digital & printed work)	one time cost	1		
4	Miscelleaneous expenditure keeping in view the QR based registration process with related equipments and software *	one time cost	1		
5	Radio Jingles	one time cost	1		
Sub Total (J)					
Note : * Subject to QR registration work					

K Exhibition Hotel Hyatt Lawns - Exhibition set up to be completed between 4th and 6th November, 2025 (12.00 noon), 6th November, 2025 is non setup date and complete dismantling on 9th November, 2025 - Draft map enclosed at Annexure V													
		2.11.2025	3.11.2025	4.11.2025	5.11.2025	6.11.2025	7.11.2025	8.11.2025	9.11.2025	Qty	Remarks	Rate (Per unit)	Amount
1	AC dome - German Hanger (with water proof ceiling) with branding on outer wall for exhibition Area with power backup facility including fuel - approx.area - 14,500 sq. feet	1	1	1	1	1	1	1	1	1	one time cost		
2	1 OR 2 Covered water proof ceiling tent with provision of big ceiling fans with power backup facility including fuel - approx.area - 14500 sq. feet			1	1	1	1	1	1	1	one time cost		
3	Exhibition stalls (Powder coated Octonorm System with Plain White Laminated Panels) - built up (3 x 3 mtr) with 1 table, 2 chairs, 03 spot lights, 01 dustbin, 01 electric point, 32" LED TV with stand and necessary cabling to connect with Laptop, 01 fascia name board with carpeting (3 x 3 m) - Actual number will depend on demand from exhibitors			20	20	20	20	20	20	20	one time cost		

		2.11.2025	3.11.2025	4.11.2025	5.11.2025	6.11.2025	7.11.2025	8.11.2025	9.11.2025	Qty	Remarks	Rate (Per unit)	Amount
4	Raised platform of 6 x 4 ft for conducting quiz contest with audio visual facility with 2 feet height with Carpet & Steps in Exhibition Area				1	1	1	1	1	1	one time cost		
5	LED screen (12 x 10 ft) with laptop and operator for live coverage of inaugural session (on 7.11.2025) and valedictory session (on 9.11.2025) in the Exhibition Area (Audio Video Cabling with Boosters and Amplifier) and running promotional videos.				1	1	1	1	1	1	one time cost		
6	3.5' high raised platform for LED Wall				1	1	1	1	1	1	one time cost		
7	Cordless handheld mike for announcement in Exhibition Area						2	2	2	2	one time cost		
8	1 Ribbon and 3 scissors with silk cloth covered tray for inauguration of exhibition.						1				one time cost		
9	Cabling Line Distribution, Lighting for Exhibition Area from Genset			1	1	1	1	1	1	1	one time cost		
10	Parcan Lights 1000 watt for Exhibition Area				1	1	1	1	1	1	one time cost		
11	Metal Lights for Bus Exhibition, Expo & other areas						5	5	5	15	Unit cost		

		2.11.2025	3.11.2025	4.11.2025	5.11.2025	6.11.2025	7.11.2025	8.11.2025	9.11.2025	Qty	Remarks	Rate (Per unit)	Amount
12	Silent Genset (Including fuel charges) towards uninterrupted Power Supply for stalls and systems (125 KVA) from 4th to 9th November 2025			1	1	1	1	1	1	1	one time cost		
13	Silent Genset (Including fuel charges) towards uninterrupted Power Supply for stalls and systems (65KVA) from 4th to 9th November, 2025			1	1	1	1	1	1	1	one time cost		
14	Red Carpet in Exhibition area approx - 8000 sq feet (Actuals may be seen)						1	1	1	1	per sq. ft		
15	Stanchios Display Board with A 4 paper						5	5	5	15	Unit cost		
16	Portable Chemical Toilets with maintenance staff from 4th to 9th November, 2025	4	4	4	4	4	4	4	4	32	Unit cost		
17	Exhibition Arch (Customized gate) as per design						1	1	1	1	one time cost		
18	Carpet in Exhibition Area for wire covering (approx. 32 x 9 feet) Requirement to be checked						1	1	1	1	per sq. ft		

		2.11.2025	3.11.2025	4.11.2025	5.11.2025	6.11.2025	7.11.2025	8.11.2025	9.11.2025	Qty	Remarks	Rate (Per unit)	Amount
19	Fire Tender (7th to 9th November, 2025)						1	1	1	1	one time cost		
20	Trained Fire Fighting Staff (7th to 9th November, 2025) (9:00 a.m. to 6:00 p.m.)						2	2	2	2	one time cost		
21	Trained Medical Staff with ambulance (including 01 doctor, 1 nurse and 1 helper) 10 hrs shift						1	1	1	1	one time cost		
22	House keeping Staff for Exhibition Area (4th to 9th November, 2025)			4	4	4	4	4	8	28	per person per day		
23	Additional House keeping Staff for Exhibition Area (on 9th November, 2025)								4	4	per person per day		
24	Security Staff from 4th to 9th November, 2025 (05 staff in day shift for 12 hrs shift)			5	5	5	5	5	5	30	per person per day		
25	Plants (small and medium size for landscaping near gate						25	25	25		75		
26	Supervision Staff for Exhibition Area (4th to 9th November, 2025)	2	2	2	2	2	2	2	2		per person per day		
27	Audio video coverage of inauguration of exhibition with editing and live streaming on social media of 7th November only						1			1	one time cost		

		2.11.2025	3.11.2025	4.11.2025	5.11.2025	6.11.2025	7.11.2025	8.11.2025	9.11.2025	Qty	Remarks	Rate (Per unit)	Amount
28	Photography coverage of inauguration of exhibition with editing and photography on 7th to 9th November 2025.						1			1	one time cost		
Sub Total (K)													

L. Board Room 1 - Ground Floor (Speaker's Lounge)					
7th, 8th & 9th November 2025					
Sl. No.	Description	Remarks	Qty.	Rate (Per Unit)	Amount
VIP Room/ Speaker's Lounge					
1	Single Seater Sofa	on 7th, 8th & 9th November 2025	20		
2	Coffee Table	on 7th, 8th & 9th November 2025	10		
3	Laptop and printer (B & W) with cartridges with one support manpower with table & chair	on 7th, 8th & 9th November 2025	1		
Sub Total (H)					

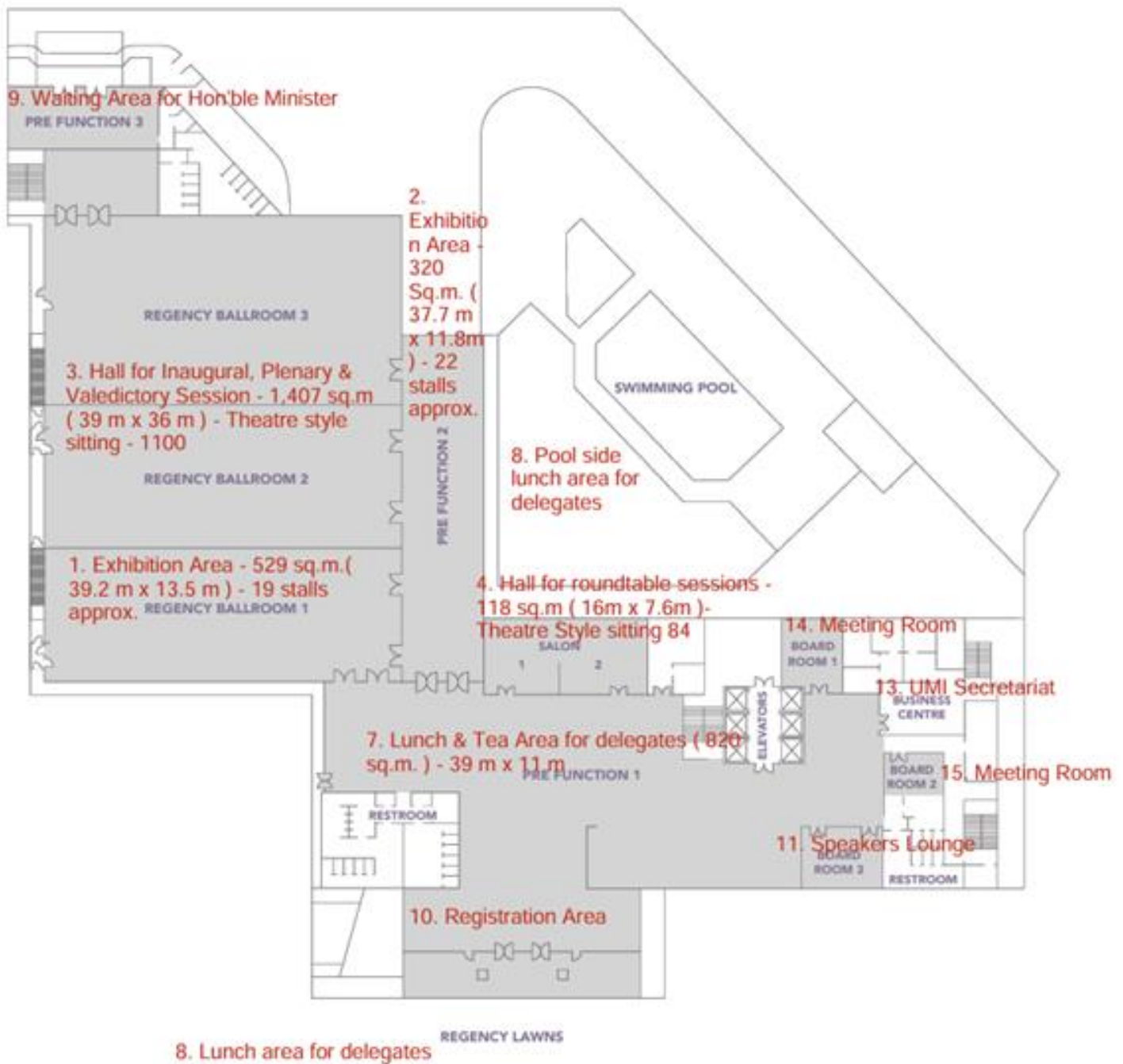
M. Ballroom 1 in lieu of Exhibition for Technical Session**(Set up date - 6.11.2025)**

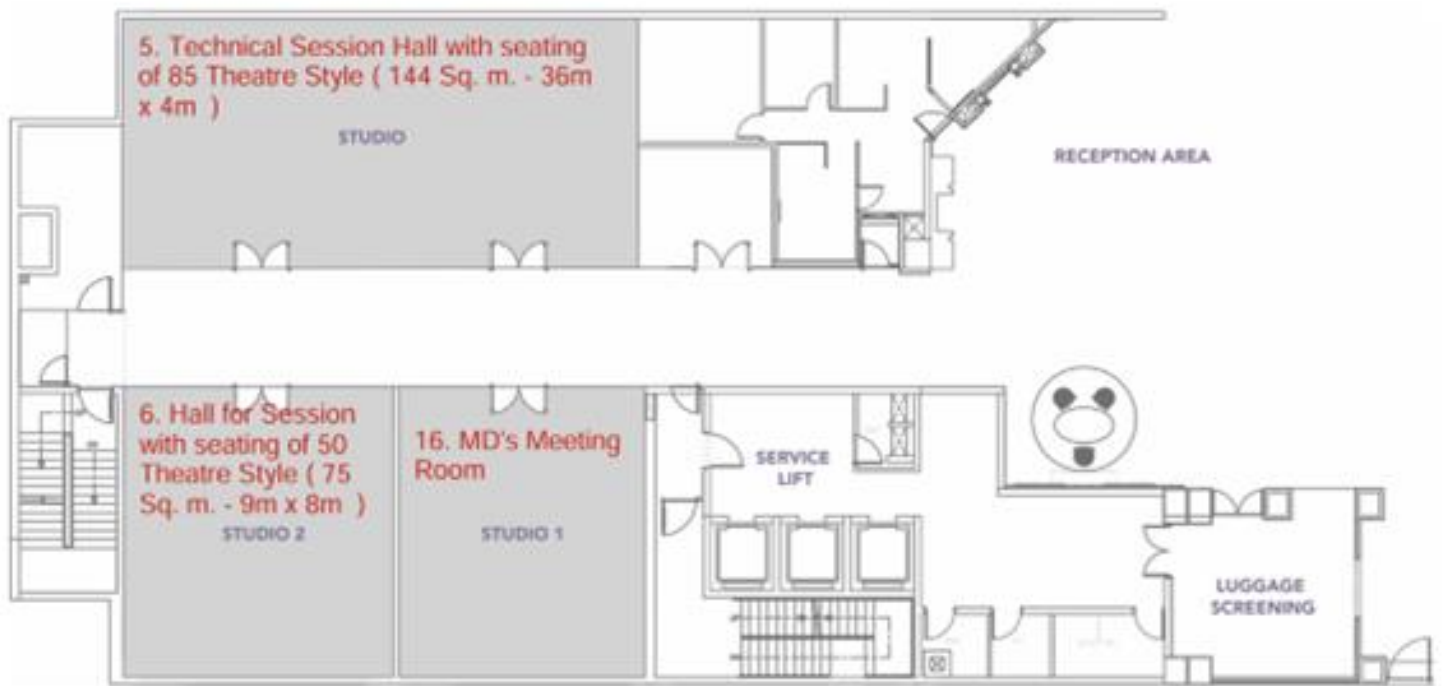
S. No.	Description	Remarks	7.11.2025, 8.11.2025 & 9.11.2025 - (No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
1	Carpetted Stage (12 x 8 x 1) ft	Actual Size may vary	one time cost	1	96 (Sq ft)		
2	Backdrop of Conference (12ft x 8ft)	Actual Size may vary	one time cost	1	96 (sq ft)		
3	LED screen with Panels (10ft x 6ft) (in front)	Actual Size may vary	3	1	3		
4	LED risers (as per size of front LED)	Unit Cost	3	1	3		
5	Linen cloth cover for Hotel Hyatt Chairs (if Required)	one time cost	100	100	100		
6	Podium with branding and gooseneck mike	Unit Cost	3	1	3		
7	Podium Panels with three side cover (2.5 x 2.5 feet approx. size)	Unit Cost	3	1	3		
8	Laptop(s)	Unit Cost	3	2	6		
9	Podium Timer with provision of Buzzer	Unit Cost	3	1	3		
10	Cordless mike	Unit Cost	3	6	18		
11	lapel mike	Unit Cost	3	1	3		
12	Name plates of Chairpersons, Speakers, Panelist, etc.	Unit Cost	3	10	30		

S. No.	Description	Remarks	7.11.2025, 8.11.2025 & 9.11.2025 - (No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
13	Comfort monitors	Unit Cost	3	3	9		
14	Cordless slide changer	Unit Cost	3	2	6		
15	Laser Pointer	Unit Cost	3	1	3		
16	Gooseneck mike	Unit Cost	3	2	6		
17	White board with markers	Unit Cost	3	1	3		
18	Krammer/switcher	One time cost	3	1	3		
19	Complete AV & Sound system	one time cost	3	1	3		
20	Flower decoration in vase on head table	one time cost	on all three days	5	5		
21	Ushers for carrying mementos, bouquet, publications on trays for VIPs and hall Management	Per person per day	3	4	12		
22	Uninterrupted power supply, Genset with fuel with operator	All sessions	3	1	3		
23	Audio Video coverage of entire event with edit	All sessions	3	1	3		
24	Photography coverage of all sessions with edit	All sessions	3	1	3		
25	Console	All sessions	3	1	3		

S. No.	Description	Remarks	7.11.2025, 8.11.2025 & 9.11.2025 - (No. of days)	Qty	Total Qty. considered based on maximum no. of requirement	Rate (Per Unit)	Amount
26	Chairs with linen cloth cover	Unit Cost	3	150	450		
27	LED screen with Panels (8ft x 6ft) (on side walls)	Actual Size may vary	3	2	6		
28	LED risers (as per size of side wall LED)	Unit Cost	3	2	6		
	Sub Total (D)						

Important Note : Kindly note that in the above listed items, maximum no. of quantity has been quoted keeping in view the footfall of approx. 60-70 delegates on all days, i.e. 7th, 8th and 9th November 2025 . However, the number of final items required for the conference will be finalized closer to the event and the same may vary in between the requirements 60 to 100 in no. Kindly quote accordingly.

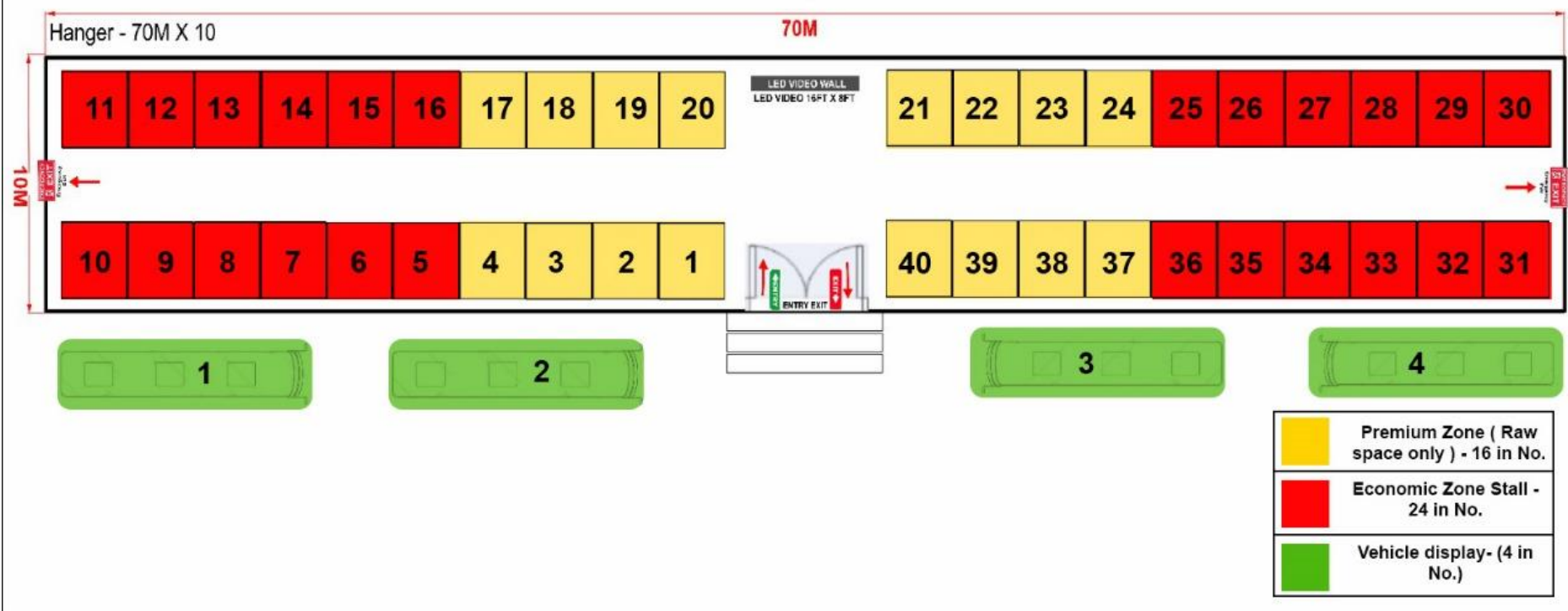




URBAN MOBILITY INDIA 2025

7th - 9th November, 2025 Hyatt Regency, Sector 83 ,Gurugram

Hanger Layout Plan



18th UMI CONFERENCE CUM EXPO 2025

DRAFT PROGRAM OUTLINE

Theme – Urban Development & Mobility Nexus

Dates: 7th to 9th November, 2025

Venue : Hotel Hyatt Regency, Sector 83, Gurugram, Haryana

Day 1 – 07.11.2025 (Friday)				
09:30 – 11:30	Registration (Registration Area)			
11:00 – 11:30	Inauguration of The Exhibition (Hotel Regency Lawns)			
11:30 – 13:05	Inaugural Session (Regency Ballroom 2 & 3)			
13:05 – 14:30	Inaugural Lunch (Pre function 1 & Pool side)			
14:30 – 16:00	Conclave Session (Regency Ballroom 2 & 3)			
16:00 – 16:30	Tea Break (Pre function 1)			
16:30 – 18:00	Technical Session-1 (Regency Ballroom 3)	Technical Session-2 (Studio)	Round Table-1 (Salon)	Round Table- 2 (Studio 2)
Day 2 – 08.11.2025 (Saturday)				
09:30 – 11:00	Research Symposium 1 (Regency Ballroom 3)	Research Symposium 2 (Studio)	Research Symposium 3 (Salon)	Research Symposium 4 (Studio 2)
11:00 – 11:30	Tea Break (Pre function 1)			
11:30 – 13:00	Technical Session- 3 (Regency Ballroom 3)	Technical Session-4 (Studio)	Round Table-3 (Salon)	Round Table- 4 (Studio 2)
13:00 – 14:30	Lunch (Pre function 1)			
14:30 – 16:00	Technical Session -5 (Regency Ballroom 3)	Technical Session -6 (Studio)	Round Table-5 (Salon)	Round Table-6 (Studio 2)
16:00 – 16:30	Tea Break (Pre function 1)			
16:30 – 18:00	Plenary Session 1 (Regency Ballroom 3)			
Day 3 – 09.11.2025 (Sunday)				
09:30 – 11:00	Research Symposium 5 (Regency Ballroom 3)	Research Symposium 6 (Studio)	Research Symposium 7 (Salon)	Research Symposium 8 (Studio 2)
11:00 – 11:30	Tea Break (Pre function 1)			
11:30 – 13:00	Technical Session -7 (Regency Ballroom 3)	Technical Session -8 (Studio)	Round Table -7 (Salon)	Round Table-8 (Studio 2)
13:00 – 14:30	Lunch (Pre function 1)			
14:30 – 15:30	Plenary Session – Mayoral Session (Regency Ballroom 3)			
15:30 – 16:00	Tea Break (Pre function 1)			
16:00 – 17:15	Valedictory Session (Regency Ballroom 3)			
17:15 onwards	High Tea (Pre function 1)			