

URBAN MOBILITY CONFERENCE & EXHIBITION

TERMS OF REFERENCE FOR INVITING PROPOSAL FOR PARTNERING UMI

1. Institute of Urban Transport (IUT) organizes an annual 'CONFERENCE CUM EXHIBITION' on Urban Mobility India (UMI) in December, every year. The main sponsor of the conference is the Ministry of Urban Development, Government of India. The annual conference is held as stipulated in the National Urban Transport Policy issued in 2006 by Government of India. A steering committee of the Ministry provides the guidance for the planning of the conference. The Ministry also appoints an Organizing Committee to plan and conduct the event.
2. The 3rd conference, held in December, 2010 was attended by more than 500 delegates and more than 30 exhibitors put up stalls in the exhibition. The Japanese Government and a few others held parallel events. Round table discussions were held on topical subjects. The 4th conference cum exhibition alongwith the UNCRD sponsored Environmentally Sustainable Transport (EST) Forum for Asia will be held in December 3 -6th 2011 for which arrangements are in hand. The UMI conference includes a full day Research symposium and several other parallel events and round table discussions.
3. IUT is seeking partnership from established agencies with experience in organizing such events for marketing the event in the year 2012, 2013 and 2014. The arrangement may be extended by mutual agreement, beyond 2014.
4. The selected agency will be responsible to market and manage revenue generation for the Conference and Exhibition, which will include obtaining different kinds of sponsorships and delegate nominations for the conference, and fee for putting up stalls at the Exhibition. The IUT, of its own, may also obtain sponsorship/delegate nominations from organizations in its own area of influence. IUT will have the exclusive right on sponsorships etc. obtained by it. Details of the responsibilities of the partner and of IUT are indicated at Annexure-I.
5. Intending bidders may submit their proposals for partnering the event with the following information:
 - (a) Past experience of similar assignment in number of years
 - (b) Details of events and the names of organisers for which similar activities were undertaken
 - (c) Financial value of the assignments
 - (d) Amount of sponsorships collected in the previous such assignments.
 - (e) Past experience of working in the field of Urban Transport and specific area of activity.

(f) Names of staff and their CVs of the organization having Urban Transport background

(g) Income Tax and CST Clearance certificates

6. The sponsorships etc. collected by the selected agency will be shared with IUT.
7. Submission of bids will be in two packets. The first packet will provide the information on the expertise of the agency in executing the assignment. Those who are found suitable in this evaluation will be taken forward and their financial bids will be opened. The financial bid should state what %age of the sponsorships etc. collected by the agency will be shared with IUT. This will be the sole criteria for award of the work.
8. Upon selection of the agency and award of assignment, the agency will sign an MOU with IUT for providing the assistance.
9. Interested bidders are requested to attend a pre-bid meeting at 3:00 PM of 29th June, 2011 at the Board Room of the Association of Municipalities and Development Authorities (AMDA), 4-Institutional Area, Sri Fort Road, New Delhi. Bids for the proposals are required to be submitted so as to reach the undersigned by 1500 hrs of 7th July, 2011:

Shri C L Kaul
Executive Secretary
Institute of Urban Transport (India)
Room No. 217,
2nd Floor, NBO Building, "G" Wing
Nirman Bhawan, Maulana Azad Road
New Delhi-110 011

e.mail submission of bids will not be accepted.

The first packet of information on the expertise of the agency, submitted by the bidders, will be opened at 1530 hrs on the 7th July, 2011 at the above address.

Annexure-I

S. No.	Tasks to be performed by IUT	Tasks to be performed by Partner
1.	Arrangements for meetings of OC/Steering Committee and other committees	Participate in the meetings and provide appropriate inputs for the furtherance of the UMI conference.
2.		Obtaining of sponsorships for the UMI and obtaining expo participation
3.		Publicising the event and obtaining participation by delegates and speakers in conformity with the programme of the UMI
4.	Content approval of the brochure	Preparation of brochure
5.	Content approval and monitoring of website	Website management
6.	Letters of invitations to Central Govt. departments, State Governments, ULBs, Municipal Corporations, STUs, etc.	Do the follow up
7.	Letters of invitation to Ambassadors of foreign missions in India, multilateral agencies, other agencies such as gtz, embarq, etc.	Do the follow up
8.	Letters to Indian missions abroad	Follow up with the missions to invite delegates/sponsors
9.	Letters for sponsorships to Government sector entities	Follow up on the letters for sponsorships
10.	Printing of invitation cards for different occasions (Conference/exhibition, dinners etc).	Follow up on the invitations to ensure participation of the invitees.
11.	Finalisation of the programme	Suggest speakers in addition to the speakers identified by the IUT
12.	Invitation to speakers (foreign and domestic)	Obtain bios, presentations etc. and follow up on their participation
13.	Preparation of citations for awards, procurement of shields for awards.	
14.	Conference technical programme management	
15.		Publicity, Media, TV/Press coverage.
16.		Final report including preparation of proceedings, copies of CDs of presentations, verbatim of transcriptions where needed.