



**THE INSTITUTE OF CHARTERED ACCOUNTANTS
OF INDIA**

(Set up by an Act of Parliament)

ICAI Bhawan, A-29, Sector 62, Noida, 201309 Uttar Pradesh,



**Sealed Quotations are Invited for Registration, ID Card
Printing & Participant Management Services for AIS 2026
(Last Date of Bid Submission: 8th June 2026, 3:00 PM)**

Event	AI Innovation Summit – AIS 2026
Date	26th & 27th June 2026
Venue	Bharat Mandapam, New Delhi – 3rd Floor & Plenary Hall (Floor 3)
Delegates	3,500+
Website	https://ai.icai.org/ais2026
Last Date of Submission	Monday 8th June 2026, 3:00 PM
Issued by	AI Committee, The Institute of Chartered Accountants of India
Query	If any query mail us at ai@icai.in by 27th May 2026.
Event Name	AI Innovation Summit – AIS 2026
Conference Dates	26th June 2026 (Day 1) & 27th June 2026 (Day 2)
Mounting / Setup	Registration Counter to be Ready by 7:30 AM on 26th June, 2026
Dismantling	28th June 2026 (6 PM Onwards)
Venue	Bharat Mandapam, New Delhi
Halls	Plenary Hall (Floor 3)
Event Website	https://ai.icai.org/ais2026

1. ABOUT THE EVENT

The AI Committee of The Institute of Chartered Accountants of India (ICAI) is organising a 2-Day AI Innovation Summit – AIS 2026 on 26th & 27th June 2026 at Bharat Mandapam, New Delhi. The conference will be held across the Plenary Hall (Floor 3) and the Multipurpose Hall (4,884 sq. metres, 3rd Floor, Convention Centre).

This document sets out the complete technical and operational tender specifications for ID card design, printing, QR code integration, on-site registration counter management, attendance tracking, and kit distribution for the 2-Day AI Innovation Summit 2026 (AIS 2026) organized by the AI Committee of The Institute of Chartered Accountants of India (ICAI).

2. ELIGIBILITY CRITERIA

Only agencies fulfilling ALL the following conditions are eligible to participate:

1. The agency must have a minimum of 2 years of experience in handling Registration management.
2. The Agency shall have Minimum 5 Employees.
3. The agency must have successfully executed at least 1 event at Bharat Mandapam, New Delhi, and should be authorised to operate at the venue.
4. The agency must have a minimum annual turnover of INR 5 lakh during the last financial year.
5. The agency must be based in Delhi NCR and should have an operational office in the region.
6. It is advisable that the Agency shall possess its own high-quality working equipment.

3. TENDER FEE

A non-refundable Tender Fee of ₹1,180 (inclusive of GST) is payable via Demand Draft / Pay Order from a Public Sector or Scheduled Commercial Bank.

Payable to: "The Secretary, The Institute of Chartered Accountants of India"

Payable at: New Delhi

The Demand Draft / Pay Order must be submitted along with the bid. The instrument should NOT be dated prior to the date of publication of this tender notice.

4. BID SUBMISSION

4.1 Last Date & Time of Submission

Last Date of Submission	8th June 2026, 3:00 PM
Mode	Registered Post / Speed Post / Drop in Tender Box

4.2 Submission Address

Secretary, AI Committee

The Institute of Chartered Accountants of India, ICAI Bhawan, A-29, 5th Floor, Hostel Block, Sector-62, Noida – 201309, India

4.3 Mode of Bid Submission

Bids must be submitted in TWO separate sealed envelopes placed inside ONE outer envelope, as follows:

Envelope	Contents	Marking
Envelope 1 (Inner)	Technical Bid — Form A (on letter head) + all supporting documents + Tender Fee DD	<i>"TECHNICAL BID — AV Tender AIS 2026"</i>
Envelope 2 (Inner)	Financial Bid — Form B (Pricing for all scopes B, C, D & E) on letter head	<i>"FINANCIAL BID — AV Tender AIS 2026"</i>
Outer Envelope	Both inner envelopes	<i>" Sealed Quotations are Invited for Registration, ID Card Printing & Participant Management Services for AIS 2026"</i>

5. EVALUATION PROCESS (QCBS METHOD)

The evaluation will be carried out using the Quality and Cost Based Selection (QCBS) method with the following weightage:

Component	Weightage
Technical Score (Ts)	60%
Financial Score (Fs)	40%
Combined Score Formula	Combined Score = 60% × Ts + 40% × Fs

5.1 Two-Phase Evaluation

Phase 1 — Technical Evaluation: Verification of eligibility criteria and evaluation of technical parameters. Technical Bid will be assigned a score (Ts) out of a maximum of 100 points.

Phase 2 — Financial Evaluation: Financial bids shall be opened only for technically eligible bidders, in the presence of their authorised representatives. ICAI shall notify the date, place, and time of financial bid opening on the ICAI Website.

5.2 Financial Scoring Formula

The bidder quoting the lowest price is assigned a Financial Score of 100. Other bidders are scored relative to the lowest quote using the formula below:

$$F_s = 100 \times F_l \div F$$

F_s	Financial score of the bid being evaluated
F_l	Price of the lowest priced Financial Proposal
F	Quoted price of the Financial Proposal under consideration

5.3 Final Combined Score

$$\text{Combined Score} = (60\% \times T_s) + (40\% \times F_s)$$

The Bidder with the highest Combined Score shall be declared the Selected Bidder.

6. TECHNICAL SCORING CRITERIA

Technical Bid will be evaluated on the following parameters (Maximum 100 Points):

S.No	Parameter	Criteria	Max Points
1	Years of Experience in Registration Management	2 Years > = — 10 Points 3 Years > = — 15 Points 5 Years > = — 20 Points	20
2	Number of Employees	5 > = — 10 Points 15 > = — 15 Points 20 > = — 20 Points	20
3	Annual Turnover of the Company	₹5 Lakh or more - 10 Points ₹10 lakh or more- 15 Points ₹20 Lakh or more -20 Points	20
4	Number of Events Held at Bharat Mandapam	1 or more — 10 Points 2 or more — 15 Points 5 or more — 20 Points	20
5	Proof of Concept (POC)	Presentation covering Scope Understanding, Company Profile, Project Plan, Team Profile, etc. to be Presented On 9th June 2026 (10 AM to 11 AM)	20
TOTAL TECHNICAL SCORE			100

Note: POC – Bidder shall be score minimum 50% in the POC for the eligibility to avail tender. Bidders must present their presentation covering Company profile, project plan & team profile on 9th June 2026 (10 AM to 11 AM) on online meeting.

<https://icai-org.zoom.us/j/9885200030>

7. Scope of Work

Part A: Registration Management, ID Card Printing, barcode Scanning

ID CARD SPECIFICATIONS

1. Card Material & Printing

Card Stock (GSM)	350 GSM Premium Art Card (Artpaper)
Surface Lamination	Matte or Gloss (durable, premium finish, waterproof)
Card Size	3.5 inch × 5.5 inches (or as approved by Organizing Committee)
Print Type	Double-Sided Multicolour — CMYK High Resolution

- Cards shall use premium art cards with matte or gloss lamination for a durable and premium finish.
- Final card size of 3.5" x 5" is indicative; Organizing Committee approval is mandatory for any variation.
- Print output must be high-resolution CMYK on both sides.

2. Front Side Details

The front and back sides of the card shall be pre-printed. The unique delegate details, including name, AIDay Registration Number, QR Code, and Participant Category, shall be printed instantly on-site based on the participant's AIDay Number.

The front face of every ID card shall prominently display the following data elements:

- Event branding and official event logo
- Participant full name
- Unique registration number
- Unique QR Code — linked to participant vCard / contact details
- Participant category (Delegate / Speaker / Faculty / Sponsor / Media / Others)
- Any additional event-specific information as approved by the Organizing Committee

3. Back Side Branding

- Back side shall be reserved exclusively for sponsor logos, sponsor branding/advertisements, and event-related instructions.
- Sponsor logo placement and final artwork layout must receive written approval from the Organizing Committee before printing commences.

4. Variable Data Printing

The vendor must support full variable/dynamic data printing. The following fields shall be personalized per participant:

- Participant Name
- Registration Number
- Unique QR Code
- Participant Category
- Participant data will be supplied by the Organizing Committee in Excel / CSV format.
- The vendor must validate data integrity before production commences.

5. QR Code Requirements

QR Standard	vCard / Contact-sharing compatible
Data Encoded	Name, Email ID, Mobile Number
Use Cases	Participant verification • Attendance tracking • Access management
Uniqueness	One unique QR code per participant — no duplicates permitted

- Each ID card shall carry a unique QR code supporting vCard / contact information sharing.
- QR codes must encode: Participant Name, Email ID, Mobile Number, and Registration Number.
- QR codes shall additionally support real-time participant verification and attendance / access management.

Scanning QR code from any mobile will automatically route to user Contact list and with the click on single button Name, Email and Mobile will be saved in the Contact list.

6. Lanyard & Holder Specifications

Lanyard Width	20 mm
Lanyard Length	38 inches (total)
Branding	Event branding and event logo
Card Holder	Branded, to be provided with each ID card

- Vendor shall supply branded lanyards and card holders as part of the complete ID card assembly for every participant.
- Branding content on lanyards is subject to Organizing Committee approval prior to production.

7. Registration Counter Locations

Registration counters shall be installed and operational at Bharat Mandapam at the following gate locations:

- Gate 7 — Primary registration point
- Gate 10 — Secondary registration point
- Parking Area — Additional overflow registration point

- A registration pagoda setup shall be arranged at all registration locations for participant wayfinding and queue management.

8. Counter Requirements by Day

The table below specifies the number of operational counters required at each gate on each event day:

Date	Gate 7	Gate 10	Parking	Total
26 June 2026 (Day 1)	6	4	2	12
27 June 2026 (Day 2)	3	2	1	6
Combined Total	9	6	3	18

- All counters must be fully operational from gate opening time until the last participant registration is complete.
- Counter assignments are subject to revision by the Organizing Committee based on actual participant flow.

9. Infrastructure Requirements

Vendor shall arrange and maintain the following infrastructure at all registration locations:

- Tables and chairs (adequate for all counter staff and participants)
- Air coolers / fans for participant comfort
- Uninterrupted power backup (UPS / generator)
- Registration counters and pagoda structures
- Sufficient paper stock, ribbons, and lanyards
- ID card printers — capable of instant QR code printing on ID cards
- 12 Support Manpower per Counter on Both Days.

PART D — ON-SITE OPERATIONS

10. On-Site ID Card Distribution & Spot Registration

- Vendor shall set up and manage participant ID card distribution counters with adequate manpower at all times.
- Online spot registration shall be fully supported for walk-in participants.
- Participants shall receive fully printed ID cards with lanyards instantly upon completion of registration.

11. On-the-Spot Printing & Reprint Support

- Vendor should provide all printers, hardware, and software required for instant ID card printing at registration counters.
- Re-printing capability must be available throughout the event for lost or damaged cards.
- Duplicate ID cards / badges shall be issued on request with proper verification of participant identity.

12. Technical Support

- Dedicated technical support staff shall remain deployed throughout all registration and distribution hours.
- Real-time troubleshooting support is mandatory for printing operations and QR code generation.
- Technical teams must be reachable on-site at all times during the event.

PART E — ATTENDANCE TRACKING & VERIFICATION

13. Attendance Tracking System

Mechanism	QR Code scanning or approved digital system
Data Captured	Participant Name, Registration Number, Entry/Exit Timestamps, Hall/Session
Scope	Attendance recorded for each event day (26 & 27 June 2026)

- Vendor shall provide a reliable attendance tracking system through QR code scanning or an approved equivalent digital mechanism.
- Attendance data shall be captured for both event days independently.
- System shall record: Participant Name, Registration Number, Entry & Exit Timestamps, and Session / Hall details.

14. Scanning & Verification

- Vendor shall deploy an adequate number of QR scanning devices and trained manpower at all entry and exit points.
- Real-time participant verification and attendance management shall be fully operational from event opening.
- Scanning team must be capable of managing peak entry traffic without creating bottlenecks.

15. Reports & Data Submission

- Vendor shall submit a Daily Attendance Report at the close of each event day.
- A Consolidated Final Report shall be submitted within 24 hours of event conclusion.
- All reports shall be provided in Excel / CSV format and include timestamps and complete participant details.

16. Scanning of QR Codes

Manpower may be used for Scanning QR codes at Plenary Hall Entry, Multipurpose Hall Entry, Food Counter, parking Space, etc. ICAI may ask for Additional manpower as per requirement.

PART F — MANPOWER REQUIREMENTS

16. Manpower Deployment

The following minimum manpower shall be deployed by the vendor:

Role / Position	Count	Deployment Area
Counter Staff — Day 1 (one per counter)	12	All Gates (Day 1)
Counter Staff — Day 2 (one per counter)	6	All Gates (Day 2)
Additional Support Staff	10–12	As required, all areas
Technical Support Staff	As required	All print/QR stations
QR Scanning / Verification Staff	As required	All entry/exit points
Total Estimated Manpower	12 (Both Days)	All Locations

- One dedicated manpower shall be assigned per registration counter.

- Total 12 Manpower shall be provided both the days at venue for Registration Counter, Luggage Counter, bag Dispatch,
- An additional support staff member shall be deployed to meet general operational requirements.
- The vendor shall arrange additional manpower, if required, on a chargeable basis to ensure smooth and uninterrupted operations.

17. Multi-Layer Counter Setup

- A multi-layer counter setup shall be arranged and operational on both 26th and 27th June 2026 to manage high participant volumes efficiently.

17. Luggage Counter

Venue: Outside Gate No. 7, Bharat Mandapam

- Setup of 01 Large Pagoda of size 20 ft x 20 ft with waterproof canopy and designer cloth covering/draping.
- Proper carpet/flooring inside the pagoda.
- Luggage counter arrangement for approximately 200 delegates.

Furniture & Setup Requirement

- 04 Tables for luggage collection and delivery counters.
- 12 Chairs for staff and support team.
- 04 Pedestal Fans for ventilation inside the pagoda.
- Queue barricades/queue managers for smooth movement.
- Adequate lighting and electrical points inside the pagoda.
- Proper signage displaying “Luggage Counter”.
- 2 Dedicated Support Manpower on Both Days for Luggage Counter Management

Operational Requirement

- Organized luggage storage area with tagging/token system.
- Deployment of manpower for luggage handling and counter management.
- Security arrangements for safe handling of luggage.
- Complete setup, operation, and dismantling by the vendor.

The entire setup should be fully operational before delegate arrival at Gate No. 7, Bharat Mandapam.

PART G — KIT DISTRIBUTION

18. Multipurpose Hall Kit Distribution

Date	27 June 2026 (Day 2)
Time	4:00 PM to 7:00 PM
Location	Multipurpose Hall, Bharat Mandapam
No. of Counters	10 Counters
Uniqueness Check	System must ensure one kit per participant — no duplicate distribution

- Kit distribution counters shall be set up and managed at the Multipurpose Hall on 27 June 2026 from 4:00 PM to 7:00 PM.
- A total of 10 distribution counters shall be operational simultaneously.
- The system shall uniquely identify whether a participant has already collected a kit to prevent duplicate distribution.

PART H — SYSTEM REQUIREMENTS

19. Technical System Requirements

The complete technology platform deployed by the vendor must meet the following requirements:

System Capability	Specification / Requirement
Real-time Registration Updates	Live participant data sync across all counters
Duplicate Badge Generation	System must support reprint / duplicate issuance on request
Participant Tracking	Full tracking for registration and kit distribution events
QR Code Integration	End-to-end QR code creation, printing, and scanning
Attendance Management	Day-wise entry/exit tracking with timestamps. ICAI will provide the Mobile App for barcode Scanning.
Data Export	Reports in Excel / CSV format — daily and consolidated
Power Backup	Uninterrupted power supply for all systems throughout event
Spot Registration	Online spot registration for walk-in participants.
Kit Distribution Control	One-kit-per-participant uniqueness enforcement

FORM A — TECHNICAL BID*(To be submitted on the Bidder's Official Letter Head)*

All fields must be filled completely. Supporting documents must be attached and page numbers indicated. Incomplete bids are liable to be rejected.

S. No	Information Required	Information Filled by Bidder	Attachments & Page No.
1	Name, Address, Mobile, Landline, Email and other contact details of the Bidder		
2	Name and Address of Directors / Proprietor / Partners / Authorised Person		
3	GST Number, PAN and Bank Account Details		<i>GST Certificate, PAN Card & Cancelled Cheque</i>
4	Tender Fee Payment Details (Demand Draft / Pay Order details)		<i>DD / Pay Order copy</i>
5	Proof of at setup successfully executed at Bharat Mandapam, New Delhi, and authorisation to operate at the venue.(Minimum 1 Events required), attach all PO for Technical Scoring		<i>Purchase Order / Work Order copy</i>
7	Proof of Delhi NCR registration / base of operations		<i>GST / Registration Certificate</i>
8	Total Average Turnover of last 3 years (Minimum 10 Lakh)		<i>CA Certificate and Balance sheet</i>
9	Years of experience in events field (Minimum 5 Years)		<i>Supporting documents Incorporation Certificate</i>
10	Total number of employees (Minimum 20 Employees)		<i>HR / payroll declaration on letterhead</i>

Declaration by Authorised Signatory

I / We hereby certify that the information furnished above is true and correct to the best of my / our knowledge and belief. I / We understand that any false information may result in disqualification of the bid.

Name, Designation

Signature Date and Seal

FORM B — FINANCIAL BID

(To be submitted on the Bidder's Official Letter Head)

Price quoted below shall be applicable for 2 Days (26th & 27th June 2026)

S. No	Description / Particulars	Rate Per Unit (excluding GST for 2 Days)
1	Cost per Unit for ID Printing as per the provided specifications. The quoted rate shall be inclusive of all items/components required for each ID unit. Scope 1 to 19 Mention above. This includes all hardware, Software and material and 12 Manpower on Both the Days.	
2	Additional Per Unit Manpower Cost for 2 Days. This shall be optional, and ICAI may require deployment of additional manpower at the rates quoted by the vendor on a per unit basis. Additional manpower shall be able to provide required Event Volentter Support i.e. Registration, barcode Scanning, Stall Support to Sponsors etc.	

- Note: Cost per Unit for ID Printing as per the provided specifications. The quoted rate shall be inclusive of all required items/components, including hardware, software, manpower, printer, paper, internet connectivity, pagoda setup, electricity, UPS, fan/cooler, transportation, and any other incidental expenses necessary for execution of the work. Related to Scope of Work.
- 18 % GST Charges shall be paid Extra.
- Final payment will be based on actual items delivered and installed on a pro-rata basis. If any additional or less quantity used shall be billed accordingly.

Declaration by Authorised Signatory

I / We hereby declare that the prices quoted above are inclusive of all charges (labour, installation, dismantling) and exclusive of GST. The prices are valid for 26th & 27th June 2026

Signature: _____

Name: _____

Date: _____

Designation: _____

Company Seal: _____