



**Sealed Quotations are Invited for Exhibition Setup
and Installation for AI Innovation Summit 2026
(Last Date of Submission 4th May 26, 5 PM)**

**THE INSTITUTE OF CHARTERED
ACCOUNTANT OF INDIA
PRESENTS ICAI AI
INNOVATION SUMMIT 2026
#AIS2026**

**TRANSFORMING ACCOUNTING, AUDIT,
TAX AND GOVERNANCE**

📍 Bharat Mandapam 📅 26 Fri & 27 Sat June 2026



1	Project	<p>Sealed Quotations are Invited for Exhibition Setup and Installation for AI Innovation Summit 2026</p> <p>Sealed quotations are invited from qualified and experienced companies for undertaking the exhibition setup and installation for the AI Innovation Summit 2026, organized by The Institute of Chartered Accountants of India (ICAI). The event is scheduled to be held on 26th and 27th June 2026 at Bharat Mandapam, New Delhi.</p>
2	Event Name, Date & Location & Website	<p>AI Innovation Summit – AIS 2026 (26th and 27th June 2026) Bharat Mandapam, New Delhi.</p> <p>Multipurpose Hall (4,884 sq. meters), 3rd Floor, Convention Centre, Bharat Mandapam, New Delhi.</p> <p>Event Website: https://ai.icai.org/ais2026</p> <p>Total Delegates: 3500+</p>
3	Mounting	<p>Multipurpose Hall 25th June 2026 (12:05 AM -11:55 PM)- 24 Hrs</p> <p>Dismantling: 27th June 2026 (6 PM Onwards to 11:55 PM).</p>
4	Eligibility	<ol style="list-style-type: none"> 1. The agency must have successfully executed at least one exhibition setup at Bharat Mandapam, New Delhi, and must be authorized to operate at the venue. 2. The agency must have completed a minimum of three full-scale exhibition events anywhere in India and should have a local presence in New Delhi. 3. The company must possess at least 3 years of experience in managing large-scale events, including corporate/Government Events. 4. Minimum Average Turnover of 10 lacs in last 3 years.
5	Tender Fee	<p>Non-refundable fee of ₹1180 (inclusive of GST), payable via Demand Draft/Pay Order from a Public Sector or Scheduled Commercial Bank, in favour of “The Secretary, The Institute of Chartered Accountants of India,” payable at New Delhi. The fee must be submitted along with the bid, and the instrument should not be dated prior to the tender notice publication.</p>
6	Pre-Bid Meeting	<p>Service Provider can join pre-bid meeting on 20th April 2026 (3 PM) on Zoom https://icai-org.zoom.us/j/9885200030</p>

		Email any query on ai@icai.in latest by 18 th April 2026 (5 PM)
6	Last Date of Bid Submission	<p>The Bid should be submitted at the address given below either by registered post/speed post / or be dropped in the tender box, placed at Ground Floor of the Hostel Block of the Institute at,</p> <p>Last Date of Submission 4th May 2026, 5 PM) by</p> <p>Secretary, AI Committee The Institute of Chartered Accountants of India ICAI Bhawan, A-29, 5th Floor, Hostal Block, Sector - 62, Noida - 201309, India.</p>
7	Mode of Bid Submission	The Technical Bid along with Tender Fee (Form A and supporting documents) and the Financial Bid (Form B-pricing for B,C,D and E) shall be submitted in separate sealed envelopes, clearly marked as ‘Technical Bid’ and ‘Financial Bid’ respectively. Both envelopes should then be placed in a single outer envelope superscribed “Sealed Quotations are Invited for Exhibition Setup and Installation for AI Innovation Summit 2026.
8	Delivery Timelines Address	<p>The agency shall commence work immediately by preparing the exhibition layout in consultation with ICAI and sharing updates regularly.</p> <p>After finalization, the exhibition setup will be completed by 25th June 2026, with basic setup ready by 6 PM. Any additional sponsor branding will be completed by 11 PM the same day. Stalls will be handed over to sponsors from 6 PM onwards on 25th June 2026.</p> <p>Disentailing of Stall shall be started 27th June 2026 (6 PM) Onwards and shall be completed by 11:55 PM on 27th June 2026.</p>

Scope of Work

A: Stall Setup Charges(Payable by ICAI)

Agency need to consider the scope of work for Development of Exhibition and Payment directly payable by ICAI. The selected agency will be responsible for end-to-end execution, including planning, design, coordination, exhibition setup, and complete installation management for the event.

S.No	Description (Per Unit)	Approximate Qty
1	Per Unit Startup Pod (Partner Sponsors) Back Wall with Covelit – 2.45m x 1.2m – Qty: 1 Lockable Cabinet – 1m x 0.5m x 0.75m – Qty: 1 Arm Light – Qty: 1 Extension Board – Qty: 1 Bar Stool – Qty: 2 Fascia and Branding (Viny1) – Qty: 1 LED TV – 32" – Qty: 1 Note: Two setups may be installed on a single back wall and will be counted as two separate units.	20
2	Per Unit Technology/Gold Sponsors Stall (2x 2 Meter) PVC 2x2 meter with Carpet Octonoram Stall White Color-1 System Table – Qty: 1 Chair – Qty: 2 Arm Lights – Qty:2 Extension Boards – Qty:2 Sponsors Name Print on Fasia – Qty: 1	10
3	Per Unit Title Sponsors Stall (3x 2 Meter) PVC 3x2 meter with Carpet Octonoram Stall White Color-1 System Table – Qty: 1 Chair – Qty: 2 Arm Lights – Qty:2 Extension Boards – Qty:2 Sponsors Name Print on Fasia – Qty: 1	10
4	Carpeting- Complete Multipurpose Hall New Carpet	4800 Sq Mtr
5	Lighting- Halogens & Caballing	20
6	Per Unit Buffet Table	10-15
7	Per Unit Round tables with frill masking and overlay	20-25
8	BS-VI compliant 125 kV unit for Plenary and Multipuroise	2

Note: The above cost must include all expenses related to transportation, permissions, labour, installation, and dismantling. No additional payment will be made by ICAI. The number and category of stalls may vary. Payment to the service provider will be based on the actual number of stalls. Any customization requirements for stalls will be handled directly by the agency on an additional payment basis. Refer Annexure A

B: Additional Scope of Work for Direct Payment from Sponsors Basis

The agency shall provide a single point of contact for sponsor coordination and requirements. ICAI will share this contact with sponsors for any additional needs such as furniture, system accessories, electrical/electronic equipment, printing, or standees. Refer Scope of work B1, B2 and B3.

B1	FURNITURE / SYSTEM ACCESSORIES/ELECTRICAL EQUIPMENT		
1	PI-01	Executive Chair	Black
2	PI-02	VIP Sofa (1-Seater)	White
3	PI-03	VIP Sofa (2-Seater)	White
4	PI-04	Visitor Chair	Black / White
5	PI-05	Fibre Chair	Black / White
6	PI-06	Round Table (Wooden Top)	70CM (dia) x 75CM (H)
7	PI-07	Round Table Cross Leg (Glass Top)	90CM (dia) x 75CM (H)
8	PI-08	Bar Stool (Adjustable Chrome leg with Cup)	50CM (H)
9	PI-09	Glass Showcase (Big with 2 downlights)	1M x 50CM x 2M (H)
10	PI-10	Glass Showcase (Small)	50CM X 50CM X 2M (H)
11	PI-11	Glass Counter	1M X 50CM X 1M (H)
12	PI-12	Centre Table (Black Glass Top)	1.20M (L) x 45CM (W)
13	PI-13	Standing Discussion Table	1.0M (H) x 70CM (Dia)
14	PI-14	System Counter (Table)	1.05M X 60CM X 75CM
15	PI-15	Side Rack (Lockable)	40CM X 1M X 60CM (H)
16	PI-16	System Podium	50CM X 50CM X 1 M (H)
17	PI-17	System Podium	50CM X 50CM X 70CM (H)
18	PI-18	System Podium	50CM x 50CM x 50CM (H)

19	PI-19	Brochure Stand	
20	PI-20	Round Table (White Top)	80CM (dia) x 75CM (H)
21	PI-22	Lockable Door	
22	PI-23	System Panel	1M x 2.5M (H) – White
23	PI-24	Glass Shelf (each)	30CM x 1M
24	PI-25	Wooden Shelf Flat / Adjustable (each)	30CM x 1M
25	PI-26	Long Arm Halogen Light	150W
26	PI-27	Spotlights	75W
27	PI-28	Metal Halide	150W
28	PI-29	5A/13A Power Socket	
29	PI-31	Waste Basket	
30		Buffet Table Per Unit	

Note: Refer Annexure D for more Details and item Pictures.

B2	Particulars- Electronic Requirement
1	22"/24" LCD/LED TV
2	32" LCD/LED TV,
3	40" /42" LCD/LED TV,
4	50 /55" LCD/LED TV,
5	65" LCD/LED TV,
6	Laptop with standard configuration

B3	Particulars
1	Supply of a roll-up standee (3 ft width × 6 ft height) made with high-quality printed flex/vinyl (minimum 280 GSM) using eco-solvent/UV printing, fitted on a durable aluminium retractable stand with a carry case.
2	Vinyl poster printing (per square foot) including printing and pasting only. Design will be provided by sponsors.
3	The service provider shall arrange internet connectivity for the exhibition area from Bharat Mandapam, set up their own router, and provide Wi-Fi access to sponsors on an additional payment basis, charged per Mbps.

Note: The agency shall provide a single point of contact for sponsors to coordinate delivery and installation of all items. Prices are per unit and valid for 26th & 27th June 2026, with 25th June 2026 designated for setup/mounting.

All items must be delivered and installed at stalls by 6 PM on 26th June 2026. Dismantling shall start on 27th June 2026 and be completed by 11:55 PM the same day.

The listed items and quantities are indicative. Final payment will be based on actual items supplied on a pro-rata basis.

The service provider shall handle entry/exit permissions, gate challan coordination with Bharat Mandapam, and coordinate with sponsors for stall handover and items.

The quoted price includes all costs such as labour, installation, and dismantling. No additional charges will be payable.

Any additional items required by sponsors and not listed shall be quoted directly by the agency to the sponsors.

Payment Terms – Scope of Work A (Payment by ICAI)

- 20% advance before the event (subject to finalization of exhibition layout and materials)
- 80% after completion of the event

Payment Terms – Scope of Work B: (Payment by Sponsors)

Payment on the Event Days at the time of Delivery and Installation.

From A: Technical Bid to be filled by Bidder on Letter Head

S. No	Items	Information to be Filled by Bidder	Attachments (If any) & Page Number
1.	Name, Address, Mobile, Landline, email and other details of the Bidder	(Please Specify)	
2.	Name and address of the directors/proprietor/partners/Authorized person	(Please Specify)	
3.	GST, PAN and Bank Account Details	<i>(Please specify)</i>	GST, PAN and Cancel Cheque
4.	Tender Fee Payment Details	DD Details	
5.	The agency must have successfully executed at least one exhibition setup at Bharat Mandapam, New Delhi, and must be authorized to operate at the venue.	(Please specify Project Details)	PO/WO
6.	The agency must have completed a minimum of three full-scale exhibition events anywhere in India and should have a local presence in New Delhi.	(Please specify Project Details)	PO/WO
7	The company must possess at least 3 years of experience in managing large-scale events, including corporate/Government Events.	(Please Specify)	Registration Certificate & Copy of WO
8	Minimum Average Turnover of 10 lacs in last 3 years. 22-23, 23-24 & 24-25		Self-Declaration & Audited Balance Sheet of Last 3 Years.

From B: Financial Bid (On the Letterhead of the Bidder)

S. No	Description (Per Unit)	Price Per Unit 2 Days Excluding GST	Qty	Total Excluding GST (Unit x Qty)
B1	Per Unit Startup Pod (Partner Sponsors) Back Wall with Covelit –2 m x 1 m – Qty: 1 Lockable Cabinet –1m x 0.5m x 0.75m –Qty: 1 Arm Light – Qty: 1 Extension Board – Qty: 1 Bar Stool – Qty: 2 Fascia and Branding (Vinyl) – Qty: 1 LED TV – 32" – Qty: 1 Note: Two setups may be installed on a single back wall and will be counted as two separate units.		20	
B2	Per Unit Technology/Gold Sponsors Stall (2x 2 Meter) PVC 2x2 meter with Carpet Octonoram Stall White Color-1 System Table – Qty: 1 Chair – Qty: 2 Arm Lights – Qty:2 Extension Boards – Qty:2 Sponsors Name Print on Fasia – Qty: 1		10	
B3	Per Unit Title Sponsors Stall (3x 2 Meter) PVC 3x2 meter with Carpet Octonoram Stall White Color-1 System Table – Qty: 1 Chair – Qty: 2 Arm Lights – Qty:2 Extension Boards – Qty:2 Sponsors Name Print on Fasia – Qty: 1		10	
B4	Carpeting- Complete Multipurpose Hall New Carpet for 4800 Sq Mtr (2 Days Price)		1	
B5	Lighting- Halogens & Caballing		20	
B6	Per Unit Buffet Table (2 Days price)		15	
B7	Per Unit Round tables with frill masking and overlay (Price for 2 Days)		10	
B8	BS-VI compliant 125 kV unit for Plenary and Multipuroise (Per Unit Two Days Price)		2	
	Total = (B1x 20+ B2x10+ B3x10+B4+ B5x20+B6x15+B7x10+B8x2)			

Note: Prices quoted above per unit shall be valid for 2 days (26th & 27th June 2026).

Setup must be completed on 25th June 2026.

C	FURNITURE / SYSTEM ACCESSORIES/ELECTRICAL EQUIPMENT (Refer Annexure D for Images)			Price Per Unit 2 Days Excluding GST (26th & 27th June 2026)
1	PI-01	Executive Chair	Black	
2	PI-02	VIP Sofa (1-Seater)	White	
3	PI-03	VIP Sofa (2-Seater)	White	
4	PI-04	Visitor Chair	Black / White	
5	PI-05	Fibre Chair	Black / White	
6	PI-06	Round Table (Wooden Top)	70CM (dia) x 75CM (H)	
7	PI-07	Round Table Cross Leg (Glass Top)	90CM (dia) x 75CM (H)	
8	PI-08	Bar Stool (Adjustable Chrome leg with Cup)	50CM (H)	
9	PI-09	Glass Showcase (Big with 2 downlights)	1M x 50CM x 2M (H)	
10	PI-10	Glass Showcase (Small)	50CM X 50CM X 2M (H)	
11	PI-11	Glass Counter	1M X 50CM X 1M (H)	
12	PI-12	Centre Table (Black Glass Top)	1.20M (L) x 45CM (W)	
13	PI-13	Standing Discussion Table	1.0M (H) x 70CM (Dia)	
14	PI-14	System Counter (Table)	1.05M X 60CM X 75CM	
15	PI-15	Side Rack (Lockable)	40CM X 1M X 60CM (H)	
16	PI-16	System Podium	50CM X 50CM X 1 M (H)	
17	PI-17	System Podium	50CM X 50CM X 70CM (H)	
18	PI-18	System Podium	50CM x 50CM x 50CM (H)	
19	PI-19	Brochure Stand		

20	PI-20	Round Table (White Top)	80CM (dia) x 75CM (H)	
21	PI-22	Lockable Door		
22	PI-23	System Panel	1M x 2.5M (H) – White	
23	PI-24	Glass Shelf (each)	30CM x 1M	
24	PI-25	Wooden Shelf Flat / Adjustable (each)	30CM x 1M	
25	PI-26	Long Arm Halogen Light	150W	
26	PI-27	Spotlights	75W	
27	PI-28	Metal Halide	150W	
28	PI-29	5A/13A Power Socket		
29	PI-31	Waste Basket		
30		Buffet Table Per Unit		
Total = C1 + C2 + ... + C30				
Total C For Financial Calculation Purpose 10 x C				

D	Particulars- Electronic Requirement	Price Per Unit 2 Days Excluding GST (26th & 27th June 2026)
1	22"/24" LCD/LED TV	
2	32" LCD/LED TV,	
3	40" /42" LCD/LED TV,	
4	50 /55" LCD/LED TV,	
5	65" LCD/LED TV,	
6	Laptop with standard configuration	
Total D (1+2+3+4+5=6)		
Total D For Financial Calculation Purpose 10 x D		

E	Particulars	Price Per Unit 2 Days Excluding GST (26th & 27th June 2026)
E1	Supply of a roll-up standee (3 ft width × 6 ft height) made with high-quality printed flex/vinyl (minimum 280 GSM) using eco-solvent/UV printing, fitted on a durable aluminium retractable stand with a carry case.	
E2	Vinyl poster printing (per square foot) including printing and pasting only. Design will be provided by sponsors.	
E3	The service provider shall arrange internet connectivity for the exhibition area from Bharat Mandapam, set up their own router, and provide Wi-Fi access to sponsors on an additional payment basis, charged per Mbps. (2 Mbps) Internet	
	Total (E1+E2+E3)	
	Total E For Financial Calculation Purpose (E1 x 20 + E2 x 500+ E3 x 50)	

Note: All price quoted above shall be valid for Per Unit and applicable for 2 Days.

Total of B, C, D

Total = (B1x 20+ B2x10+ B3x10+B4+ B5x20+B6x15+B7x10+B8x2)+ (10 x C)+ (E1 x 20 + E2 x 500+ E3 x 50) shall be calculated for Financial Evaluation Purpose.

ICAI Reserve the right to negotiate with L1 Purpose.

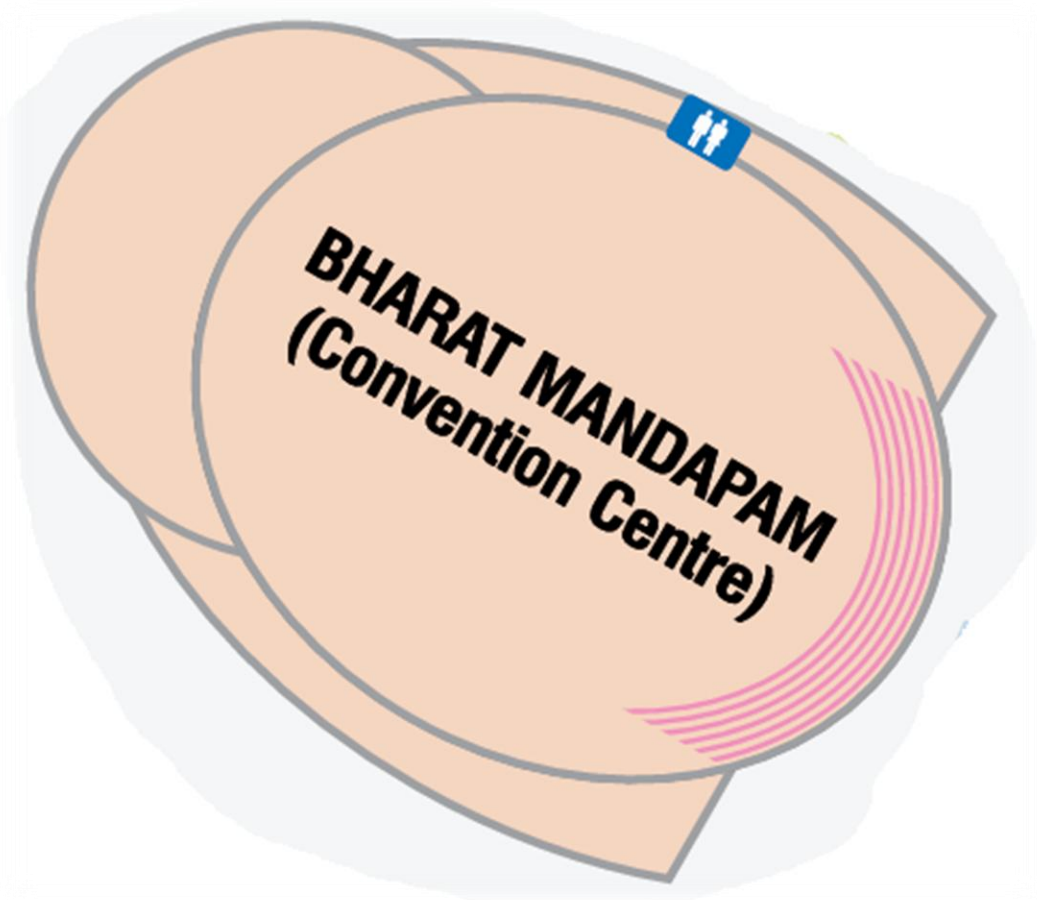
Note: The components listed are for comprehensive scope only; some items may not be used and will not be payable. Quantities are indicative, and payment will be based on actual items on a pro-rata basis.

The service provider shall handle all permissions, gate challan coordination with Bharat Mandapam, and sponsor coordination for stall handover and items.

Quoted prices are inclusive of all costs including labour, installation, and dismantling; no additional charges will be payable .Any additional items required by sponsors will be quoted directly by the agency.

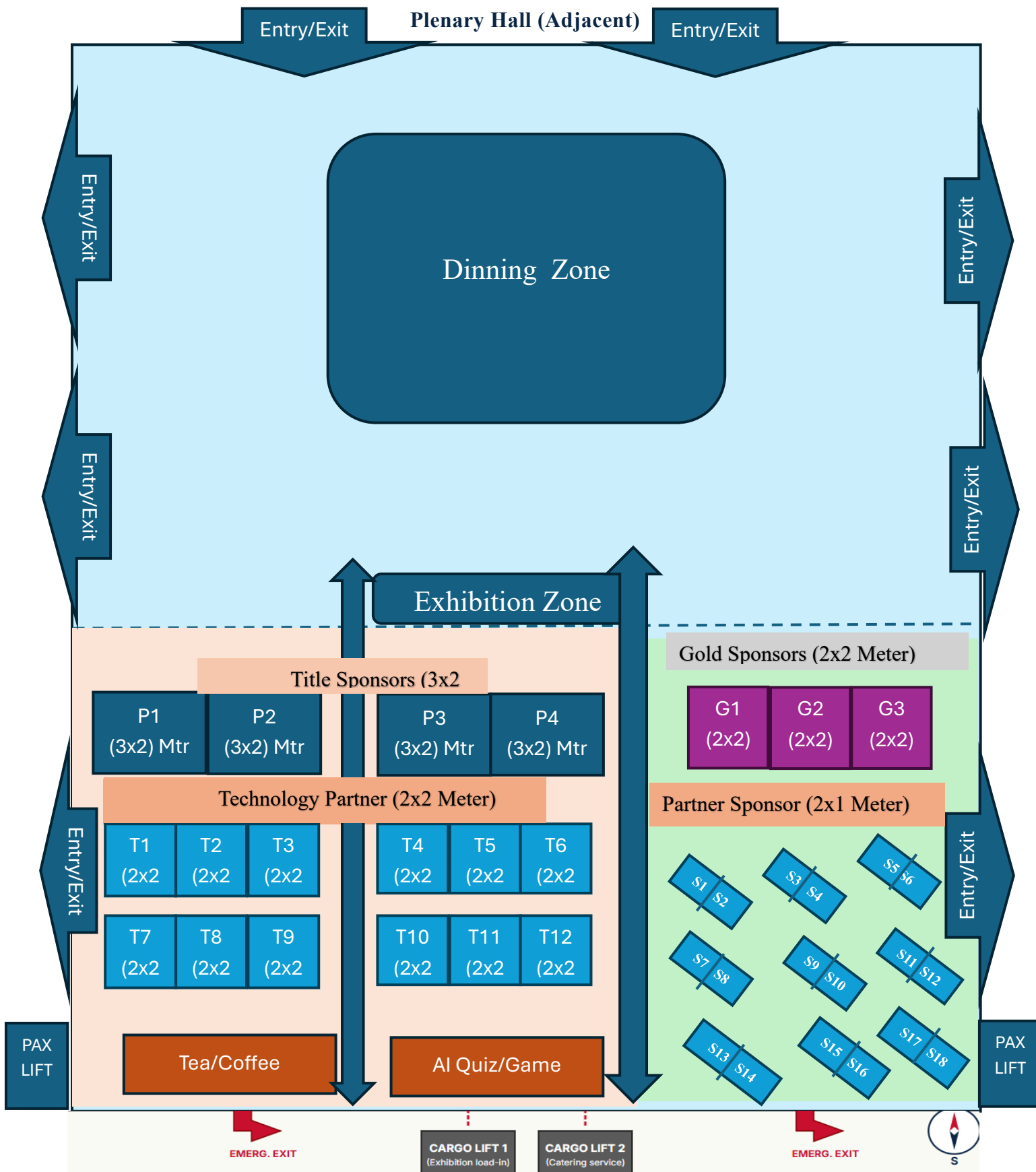
In case L1 fails to deliver or perform, ICAI may invite L2 to execute the work at L1 rates.

Annexure A: ICAI AI Innovation Summit 2026 at Bharat Mandapam, New Delhi on 26th Friday & 27th Saturday June 2026



Multipurpose Hall (LEVEL 3)- Dinning + Exhibition Zone

(Total Area: 4,884 sqm Dining Zone: ~2,930 sqm (60%) Exhibition Zone: ~1,954 sqm (40%) Hall Dim: ~78m × 63m)



Note: The stall size, entry points, and exit points mentioned are purely indicative and may be subject to change based on venue layout, operational requirements, safety considerations, and event-specific logistics. The final allocation and arrangement will be determined by ICAI sole discretion.

Title/Gold/Technology Stall (3x2 Meter or 2x2 Meter)

Stall Configuration(Shell scheme booth with prefabricated structure, fascia, spotlights, one table, two chairs, one power outlet, and carpet)

Sponsor	Stall Size	Delegate
Title Sponsors	P (3x2 Meter)	5
Gold Sponsors	G (2x2 Meter)	3
Technology Partner	T(2 x2 Meter)	2



Partner Sponsors (S- 2x 1 Podium)- Sample Podium

Podium Configuration(Shell scheme booth with prefabricated structure, fascia, spotlights, one table, Two chairs, one power outlet, 32 inch TV.



Note: The stall dimensions and images are for demonstration purposes only. Actual specifications, including color, design, and layout, may vary. The final design shall be as approved by ICAI.



Plenary Hall(3rd Floor, Conveticn Center)



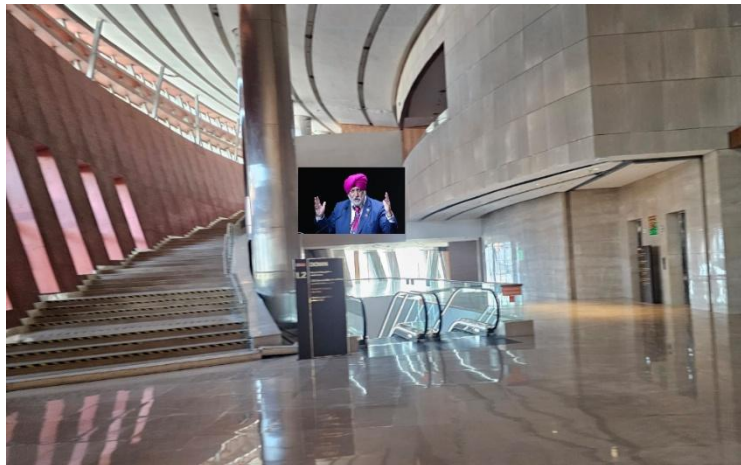
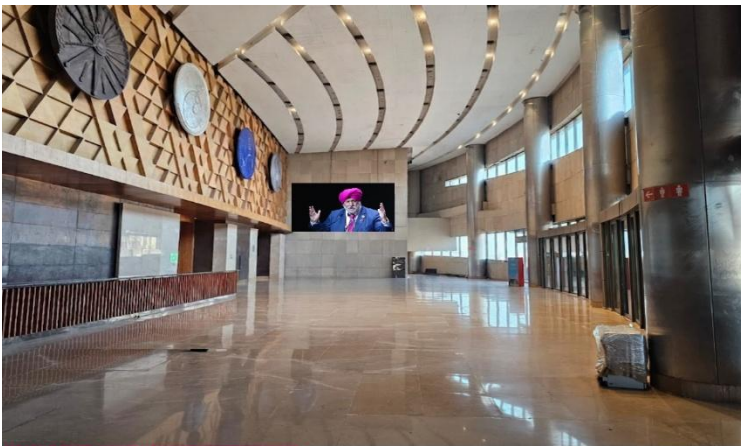
Multipurose Hall(3rd Floor, Conveticn Center)



Plenary Hall Entry

Multipurpose Hall Entry

Live Streaming of Plenary Hall with Sound for Delegates in Multipurpose Hall for Delegates Enjoying Food and Catering



Annexure D: FURNITURE / SYSTEM ACCESSORIES/ELECTRICAL EQUIPMENT



Executive Chair



VIP Sofa Single



VIP Sofa Double



Visitor Chair



Fibre Chair



Round Table
70cm(Dia) x 75cm(H)



Round Table (Cross leg)
90cm(Dia) x 75cm(H)



Bar Stool (Adjustable)
50cm (H)



Showcase
50cm(L) x 100cm(W) x 200cm(H)



Showcase
50cm(L) x 50cm(W) x 200cm(H)



Glass Counter
100cm(L)x50cm(W)x100cm(H)



Centre Table
120cm (L) x 45cm (W)



Standing Discussion Table



Table
105cm(L)x60cm(W)x70cm(H)



Side Rack
40cm(L) x 100cm(W) x 60cm(H)



Podium
50cm(L) x 50cm(W) x 100cm(H)



PI - 17

Podium
50cm(L.) x 50cm(W) x 70cm(H)



PI - 18

Podium
50cm(L.) x 50cm(W) x 50cm(H)



PI - 19

Brochure Rack



PI - 20

Round Table
80cm (Dia) x 75 (H)



PI - 21

Square Table
70cm(L.) x 70cm(W) x 70cm(H)



PI - 22

Lockable door



PI - 23

System Panel



PI - 24

Glass Shelf Set of Three



PI - 25

Wooden Shelf Flat/Adjustable



PI - 26

Long Arm Halogen Light



PI - 27

Spotlight



PI - 28

Metal Halide



PI - 29

Power Socket 5 A/15A



PI - 30

Photo Clip T - Delta



PI - 31

Waste Bin