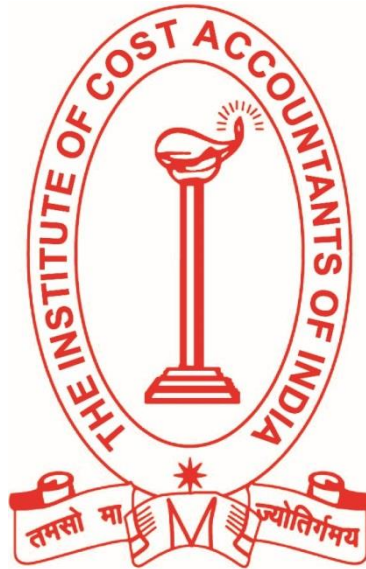


TENDER DOCUMENT

**Event Management Services for Cultural
Evening – (LED WALL, FLEX BANNER,
STANDEES, BACKDROP, LIGHT AND SOUND,
ETC.)
60th National Convention 2022**

Last Date of Submission: Friday, 20th May 2022 up to 12:00 Noon



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

CMA BHAWAN, 3, INSTITUTIONAL AREA, LODHI ROAD, NEW DELHI-110003

Tender Notice

ICMAI/2022/NCC/Event Management(Cultural Evening)

Date: 14th May, 2022

Date of Invitation : May 14, 2022

Date of Closure: 12:00 Noon. on May 20, 2022

The Institute of Cost Accountants of India is organizing its 60th National Cost Convention 2022 during 27th and 28th May 2022 at Jupiter Hall, Indira Gandhi Pratishthan, Lucknow.

The Cultural Programme on the event of NCC is also scheduled to be organized in the evening of Friday, the 27th May, 2022 in Mercury Hall of Indira Gandhi Pratishthan, Lucknow.

In this connection sealed quotations are invited from reputed and Empanelled Event Management services providers of Indira Gandhi Pratishthan, Lucknow for providing event management services on 27th May, 2022 (Evening- 6.00 to 8.00 PM) at Mercury Hall, Indira Gandhi Pratishthan, Lucknow.

In case you are interested, the technical Bids (Annexure A) should be duly filled in and signed & stamped on all the pages and should be kept in a separate sealed envelope super scribing as marked "A" super scribing as **"TECHNICAL BID for Event Management Services (Cultural Evening) - 60th NCC, 2022"**. Name and Address of the bidder has to be mentioned on the envelope.

The Financial Bid (Annexure B) duly filled and signed should be placed in a separate sealed envelope marked "B" super scribing as **"FINANCIAL BID for Event Management Services (Cultural Evening) - 60th NCC-2022"** Name and Address of the bidder has to be mentioned on the envelope.

- i) The Envelope "B" should contain the Financial bid only.**
- ii) The sealed envelopes marked as A and B to be put in a Master Envelope super scribed as **"Event Management Services (Cultural Evening) - for 60th National Cost Convention 2022- Cultural Programme"**. The bidder must mention his name address, telephone no. and email id on the main cover.
- iii) The Master Sealed envelope to be dropped in the tender box on Ground Floor, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi - 110003 or to be sent by post/courier to The Convenor - Tender Committee, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi - 110 003 so as to reach us latest by 12:00 Noon on 20th May, 2022.**

The scope of work is as follows:

S No.	Description	Size	Qty	Days
(A) Fabrication Work				
1	Customize LED Stage Facia With Star Flex with Wooden Frame Structure (20'x10')	200 sq ft	1	1
2	Customize LED Side Wing With Star Flex with Wooden Frame Structure (6'x14')	84 sq ft	2	1

3	WellCome Backdrop Star flex print with ply base and black masking cloth on backside(20x10')	200 sq ft	1	1
4	Standee Star flex print with ply base and black masking cloth on backside	4ft x 8ft	10	1
5	Podium Star flex print with ply base and black masking cloth on backside	8ft x 4ft	2	1
6	Front -SLV Console masking wooden frame with ply base and flex print mounted	18.5ft x 4ft	1	1
7	Sides - SLV Console masking wooden frame with ply base and flex print mounted	4' x 4'	2	1
8	Led Platform Metal frames with ply base and truss block for support	32' x 4' x 4	1	1
(B) Visual				
1	LED Video wall Centre (25 R /8 C) 20'x10'	200	1	1
2	Laptop		1	1
(C)Tentage Work				
1	Sofa For Guests (two seaters)		12	1
2	Center table		4	1
(D) Flower Decoration				
1	Stage Flower Decoration with Genda Flowers of two colours Ladi with green petal ladee in between (no gap between ladees) 6 bouquet of real flowers (red & white) at 5 places		1	1
2	Hall Entrance Gate Flower Decoration With genda ladees		1	1
3	Flower Bouquet		6	1
(E) Power Backup				
1	62.5KVA sound proof generator for lights & LED @ actuals		1	1
2.	Designing Charges (banner/backdrop)		1	1

Note:

1. The actual size may be seen at the venue by the vendor
2. Item and Quantity may vary as per requirement
3. Payment will be made on actual usage of service/equipment basis

Terms and Conditions

1. The Institute of Cost Accountants of India does not bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all of the tenders received, without assigning any reason.
2. The entity/agency **must be empaneled** with Indira Gandhi Pratishthan, Kathauta Chauraha Rd, Vibhuti Khand, Gomti Nagar, Lucknow, Uttar Pradesh 226010.
3. Minimum Average Turnover INR 25 Lakhs (Rupees Twenty Five lakhs) during the last 3 financial years.

4. Any additional item/s if required by the Institute, the selected vendor must provide the same.
5. Purchase order will be communicated to the selected vendor by post/email.
6. Taxes shall be paid as applicable and quoted by the vendor.
7. Final Settlement of the Invoice will be made within 15 days subject to satisfactory performance/successful installation of the Backdrop, Banners and other items.
8. The matter with design will be given by the Institute, (design if any will be made by the vendor and the same must be approved by the concerned officer of the Institute).
9. The committee reserves the right to reject any/ all quotations without assigning any reason there for.
10. Selected vendor will share details of the manpower engaged for the event in advance.
11. Selected vendor shall successfully install the Banners and Backdrop in advance of the event.
12. All charges for handling, delivering and installing the banners and backdrop to the site shall be included in the total value of quote. Selected vendor shall include cost of transportation of such items and any other logistics cost in the financial bid.
13. The Institute would not be liable to pay any extra cost to the selected vendor.
14. The assigned work should be finished and delivered as per time frame to be given by the Institute.
15. The flex and the digital printing must be of the best of the quality in the industry.
16. The mounting and the stand shall be erected firmly and there should not be any mishap due to the erection.
17. The vendor shall indemnify, defend and hold harmless the Institute from and against any and all liability, including all loss, damage, cost, expense or otherwise which shall be incurred by the Institute by reason of any default on the part of vendor in execution of work.
18. The vendor shall be responsible for taking permissions and necessary approvals from concerned authorities with regard to installation of backdrops, information panels and other items etc.
19. The Quantity of items may vary (increase/ decrease) at the time of placing the order.
20. For any query/clarification for Tender document, please contact Mrs. Usha Negi, Deputy Director at 011-24666130 during the validity time for receipt of quotations.

Technical Bid:

Annexure A

Part A: Details of the Company:

S. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Year of Incorporation/ Establishment (attach	
3.	PAN No	
4.	GST No.	
5.	Contact No. & email id	
6.	Complete Address	
7.	Turnover/business Volume per year during last three financial year (Attach proof)- Average Turnover for following three years must be INR 50 lakhs 2020-21 2019-20 2018-19	
8.	Whether empaneled with Indira Gandhi Pratishthan , Kathauta Chauraha Rd, Vibhuti Khand, Gomti Nagar, Lucknow, Uttar Pradesh 226010. (Kindly provide document)	
9.	Bank Account Details Bank Name & Address: Bank Account No: IFSC Code: MICR Code: Branch:	

Declaration:-

I, _____, hereby certify that "I am not debarred by Department of Commerce or any Central or State Ministry/Department concerned."

Date:

Name and Signature of Bidder / printer with Corporate Seal

Annexure B

Part B: Financial Bid (For providing Services one day 27.05.2022)

S No.	Description	Size	Qty	Unit Price (Rs)	Taxes (Rs.)	Total (Rs.)
(A) Fabrication Work						
1	Customize LED Stage Facia With Star Flex with Wooden Frame Structure (20'x10')	200 sq ft	1			
2	Customize LED Side Wing With Star Flex with Wooden Frame Structure (6'x14')	84 sq ft	2			
3	Welcome Backdrop Star flex print with ply base and black masking cloth on backside(20x10')	200 sq ft	1			
4	Standee Star flex print with ply base and black masking cloth on backside	4ft x 8ft	10			
5	Podium Star flex print with ply base and black masking cloth on backside	8ft x 4ft	2			
6	Front -SLV Console masking wooden frame with ply base and flex print mounted	18.5ft x 4ft	1			
7	Sides - SLV Console masking wooden frame with ply base and flex print mounted	4' x 4'	2			
8	Led Platform Metal frames with ply base and truss block for support	32' x 4' x 4	1			
(B) Visual						
1	LED Video wall Centre (25 R /8 C) 20'x10'	200	1			
2	Laptop	i5	2			
(C)Tentage Work						
1	Sofa For Guest		12			
2	Center table		4			
(D) Flower Decoration						
1	Stage Flower Decoration with Genda Flowers of two colours Ladi with green petal ladee in between (no gap between ladees) 6 bouquet of real flowers (red & white) at 5 places above the genda Ladees		1			
2	Hall Entrance Gate Flower Decoration with genda ladees		1			
3	Flower Bouquet		6			
(E) Power Backup						
1	62.5KVA sound proof generator for lights & LED @ actuals		1			
Designing Charges						

1.	Designing Charges (banner/backdrop)		1			
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Note:

***The above quantity may be increase/ decrease as per requirement.**

Date:

Place :

Name and Signature of Bidder / printer with Corporate Seal
Convenor (LPC)