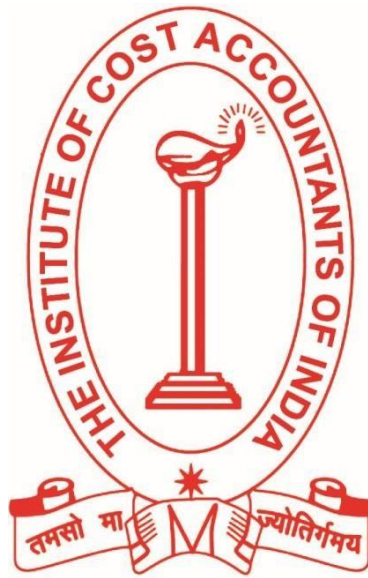


TENDER DOCUMENT

Media Management services

Last Date of Submission: 1st April, 2025 up to 15:00 Hrs



The Institute of Cost Accountants of India

(Statutory Body under an Act of Parliament)

CMA Bhawan, 12, Sudder Street, Kolkata - 700016

Tender Notice

ICMAI/2025/Advertisement

Date: 24th March, 2025

Date of Invitation: March 24, 2025

Date of Closure: April 01, 2025 at 15:00 Hrs

The Institute of Cost Accountants of India intends to publish a half page advertisement to inform the potential students about the ongoing admission.

In this connection, sealed quotations are invited for the Media Management Services providers.

In case you are interested, the technical Bid (Annexure A) should be duly filled in and signed & stamped on all the pages and kept in a separate sealed envelope marked "A" super scribing as "TECHNICAL BID for Media Management Services". Name and Address of the bidder has to be mentioned on the envelope.

The Financial Bid (Annexure B) duly filled and signed should be sealed in a separate envelope marked "B" super scribing as "FINANCIAL BID for Media Management Services -". 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 "Media Management Services". The bidder must mention his name address, telephone no. and email id on the main cover.
- iii) Bidder can submit the bid by hand or sent courier at THE INSTITUTE OF COST ACCOUNTANTS OF INDIA CMA Bhawan 3, Institutional Area Lodhi Road, New Delhi-110003.

The scope of work is as follows:

S No.	Description	Size	Qty	Days
(A) Newspaper Advertisement				
1	Half page advertisement in Education Times (Times of India), all editions	Half Page	1	1

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. Minimum Average Annual Turnover INR 50 Lakhs (Rupees Twenty Five lakhs) during the last 3 financial years.

3. Purchase order will be communicated to the selected vendor by post/email.
4. Taxes shall be paid as applicable and quoted by the vendor.
5. Final Settlement of the Invoice will be made within 15 days subject to meet the requirement.
6. The matter for design will be given by the Institute, (designing will be done by the vendor and the same must be approved by the concerned officer of the Institute.)
7. The Institute reserves the right to reject any/ all quotations without assigning any reason there for.
8. Vendor shall quote all inclusive cost for media services as requested by Institute in this tender document.
9. The Institute would not be liable to pay any extra cost to the selected vendor.
10. The assigned work should be finished and delivered as per time frame to be given by the Institute.
11. 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.
12. The Quantity of items may vary (increase/ decrease) at the time of placing the order.
13. For any query/clarification for Tender document, please contact **Mr. Rahul Arya Joint Director at 011-24666131, 9650071023.**

Part A: Technical Bid

Details of the Company

S.No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Year of Incorporation/ Establishment (attach proof)	
3.	PAN No	
4.	TAN/ TIN No	
5.	GST No.	
6.	Contact No. & email id	
7.	Complete Address	
8.	Turnover/business Volume per year during last three financial year (Attach proof)- Average Turnover for following three years must be INR 50 lakhs 2023-24 2022-23 2021-22	
9	Experience of undertaking such assignments in last 3 years (Kindly share details of few such assignments)	
10.	RTGS 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."

Name and Signature of Bidder / printer with Corporate Seal

Date:

Part B: Financial Bid

Sr. No	Description	Size	Qty	Days	Unit Price (Rs)	Taxes (Rs.)	Total (Rs.)
(A) Newspaper Advertisement							
1	Half page advertisement in Education Times (Times of India), all editions for students "admission 1. Page No 1 2. Page No 3 3. Page No 5	Half Page	1	1			

Note:

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

**Kindly add rows in the table as per your requirement

Name and Signature of Bidder / printer with Corporate Seal

Date: