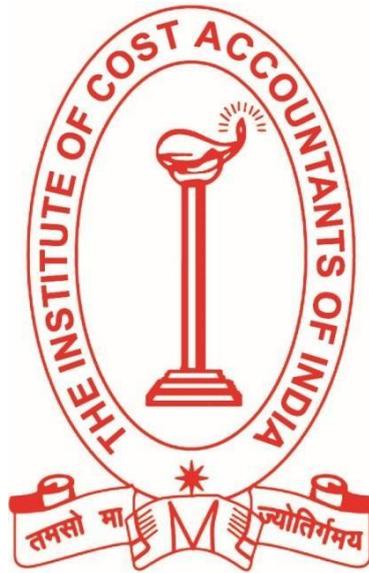


TENDER DOCUMENT

Media Management Services- for National Cost Convention- 2023

Last Date of Submission: Tuesday, the 17th Nov, 2023 up to 18:00
Hrs



The Institute of Cost Accountants of India

(Statutory Body under an Act of Parliament)

CMA Bhawan, 3, Institutional Area,
Lodhi Road, New Delhi-110003

Tender Notice

ICMAI/2023/NCC/Media Management

Date: 8th Nov, 2023

Date of Invitation: Nov 8, 2022

Date of Closure: Nov 17, 2023 at 18:00 hours

The Institute of Cost Accountants of India is organizing 61st National Cost Convention 2023 (NCC 2023) on 8th & 9th Dec, 2023 at Manekshaw Center, New Delhi.

In this connection, sealed quotations are invited for the Media Management Services with regard to the NCC 2023. **The reputed Media Management Service providers based in Delhi / NCR, who have prior experience of covering large scale events, may apply.**

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 – NCC-2023". 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 – NCC 2023". 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 – NCC 2023". The bidder must mention his name address, telephone no. and email id on the main cover.

The scope of work is as follows:

S No.	Description	Size	Qty	Days
(A) Newspaper Advertisement				
1	One Newspaper advertisement in Delhi NCR edition of *Times of India (Eng) & Navbharat Times (Hindi) (Both) Newspaper Or Hindustan Times (Eng) & Hinduatan Hindi Both Newspaper	Half Page And **Quarter Page	1	1
2	Designing of newspaper advertisement		1	
3	Digital Marketing on Times of India website https://timesofindia.indiatimes.com/ Or Hindustan times website https://www.hindustantimes.com/		1	5
*To save cost kindly provide quotes for Combo of(Times of India and Navbharat Times) or				

(Hindustan Times (Eng) & Hinduatan Hindi)

**Institute first preference is Half page advertisement but in case of change of plan may consider quarter page advertisement.

(B) TV Scroll Advertisement				
S No.	Description	Size	Qty	Days
1	TV Scroll (15 Sec) in leading Delhi/NCR local news channel Hindi (Equally distributed from 8 am to 8 pm)		15 Per day	5
2	TV Scroll (15 Sec)in leading Delhi/NCR Local news channel English(Equally distributed from 8 am to 8 pm)		15 Per day	5
Kindly provide quote for at least 3 News channel each for Hindi and English				
(C) Radio Advertisement				
1	Radio Advertisement (20 Sec) in leading local FM Channel (Equally distributed from 8 am to 8 pm)		20 Per day	7
Kindly provide quote for at least 3 local FM Channels				

Note: Final items and quantities may vary as per requirement.

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 25 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 Deputy 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 25 lakhs 2022-23 2021-22 2020-21	
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	Delhi NCR edition of Times of India (Eng) & Navbharat Times (Hindi) (Both) Newspaper Or Hindustan Times (Eng) & Hindustan Hindi Both Newspaper	Half Page And Quarter page	1	1			
2	Design of newspaper advertisement		1				
3	Digital Marketing on Times of India website https://timesofindia.indiatimes.com/ Or Hindustan times website https://www.hindustantimes.com/		1	5			
*Kindly Provide details for Page no, 1,3, 5 and non-premium page, add rows as per your requirement							
(B) TV Scroll Advertisement							
1	TV Scroll (15 Sec) in leading Delhi/NCR local news channel Hindi (Equally distributed from 8 am to 8 pm)		15 Per day	5			
2	TV Scroll (15 Sec)in leading Delhi/NCR Local news channel English (Equally distributed from 8 am to 8 pm)		15 Per day	5			
(C) Radio Advertisement							
1	Radio Advertisement (20 Sec) in leading local FM Channel (Equally distributed from 8 am to 8 pm)		20 per day	7			
*Kindly provide quote for at least 3 FM radio channels, add rows as per requirement							

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: