



CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003.  
TELEPHONES: +91 11 24666100 Extn. 110

### EXPRESSION OF INTEREST

ICMAI/Delhi/61<sup>ST</sup> NCC 2023

Date: 9<sup>th</sup> November, 2023

Date of Announcement of Bid: 9<sup>th</sup> November, 2023

Last Date of Bid Submission: 18<sup>th</sup> November, 2023 at 3PM

Expression of Interest (EOI) for selection of Vendors for Organizing, Conducting and Managing CULTURAL PROGRAMME on 8<sup>th</sup> December, 2023 at 7PM onwards at Zorawar Hall, Manekshaw Centre, Parade Road, Delhi Cantt. New Delhi – 110010.

The Institute of Cost Accountants of India is organizing its 61<sup>st</sup> National Cost Convention 2023 on 8<sup>th</sup> and 9<sup>th</sup> December, 2023 at Zorawar Hall, Manekshaw Centre, New Delhi.

EOIs are invited from reputed and eligible bidders who have past experience in relevant field to provide services for organizing events (Cultural Programmes) to render the National culture & heritage for the 61<sup>th</sup> National Cost Convention.

In case you are interested, you may send your quote duly signed to be submitted into two parts in a *single sealed envelope* super-subscribing with “Expression of Interest for 61<sup>st</sup> NCC 2023 Cultural Event on 8<sup>th</sup> December, 2023” and addressed to “The Convener, Tender Committee, The Institute of Cost Accountants of India, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi-110003. The tender shall be dropped in the Tender Box of the Institute or reach the Institute positively on or before 3PM of 18.11.2023.

Date of the Event: 8<sup>th</sup> December, 2023 from 7PM to 9PM

Venue: Zorawar Hall, Manekshaw Centre, New Delhi

Audience: Professionals, Members, Students

Expected number of participants: 500

Scope Of Work	
<b>Event Content (Cultural event of Artists, Dancers, Anchors, Singers, instruments, props with fillers of dancers at the Cultural Venue)</b>	<ul style="list-style-type: none"><li>i) Live Band</li><li>ii) Duet Singing</li><li>iii) Fillers; Standup Comedy</li><li>iv) Dance performances ( 8 nos) which includes<ul style="list-style-type: none"><li>▪ Group Dance Performance on Ganpati Bappa Morya</li><li>▪ Dance Fusion (Classical and Western)</li><li>▪ Ghoomar Dance</li><li>▪ Punjabi Folk Dance</li><li>▪ Patriotic Bollywood medley</li><li>▪ Tanoura Dance</li></ul></li></ul>



**ICMAI**  
THE INSTITUTE OF  
COST ACCOUNTANTS OF INDIA  
(Statutory Body under an Act of Parliament)

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	<ul style="list-style-type: none"><li>▪ Gujarati Group Dance</li><li>▪ Popular Punjabi Pop Dance</li></ul> <p><b>Dancing Troop of 15-20 artist expected.</b></p>
<b>Audio Visual and Light and Sound Arrangement</b>	✓ Arrangement of Audio, Visual & Light and sound arrangement according to the tech rider and in coordination with the overall event management vendor.
<b>Licence, Nocs and Permissions</b>	<ul style="list-style-type: none"><li>✓ Arrangement of all necessary Licences, NOCs and Permissions required for successful conduct of the Cultural Programme. This includes all permits needed for music, public gathering, and any other regulatory approvals.</li><li>✓ The successful bidder would be required to arrange all the necessary approvals and the NOCs – DCP security required by the venue in addition to DCP-License, Commissioner of Entertainment Tax, DCP-South, DCP- Traffic, PPL, IPRS etc., if required.</li></ul>
<b>Others</b>	<ul style="list-style-type: none"><li>✓ Arrangement of Anchor - The arrangement of Anchor to be made by the bidder, who is able to capture the essence of the programme and able to interact in effective manner so as to keep the liveliness of the programme.</li><li>✓ Coordination and transport Charges, if any.</li><li>✓ Electricity arrangement including electricity load to be taken care of by the Bidder (other related services, if required)</li><li>✓ Peripheral activities to complement the overall event experience.</li></ul>

\* **The single sealed envelope must contain:**

1. Technical bid in a sealed cover 'A' mentioning – Technical Bid for Cultural Programme(Part A)
2. Financial bid in a sealed cover 'B' mentioning – Financial Bid for Cultural Programme (Part B)
3. One main bid containing both the Technical bid and Financial bid (A+B)to be provided in the sealed Envelope super scribed as “Expression of Interest for 61st NCC 2023 Cultural Event on 8<sup>th</sup> December, 2023”as main document.

**Instructions to Bidders:**

1. The costs towards travel, lodging, boarding, local transport, costumes, other material etc. of the troop, manpower and/or any one person deployed by the bidder, to be inclusive in the quote. No extra cost towards these shall be paid or reimbursed.
2. The selected bidder would be responsible to hand over the site thoroughly neat and clean to the owner of the venue.
3. The above mentioned activities are not exhaustive. Depending upon circumstances additions/ modifications in the activities to be carried out will be decided by the Institute and the selected Bidder/s has/have to deliver the same.
4. The bidder/s would be required to tie-up with the concerned official of the venue for placing and establishing the paraphernalia in connection with the program.
5. The selected vendor shall equip the location with all the equipments including banner/backdrop (flex), electrical requirement for cultural programme in advance.
6. All the NOCs/DCP Security permissions and licences etc. required for organising the Cultural event to be taken on time.
7. The selected vendor shall equip the location with all the troops, equipments/instruments/props etc. as required for performing cultural programme in advance.
8. The bidder should provide the primary arrangement/sequence of the programme. However the final programme, sequence etc, will be derived at the later stage.
9. The program should be a complete entertainer but the successful bidder shall keep in mind that the troop would be performing for an educational Institute, and the guests may be the luminaries from India and abroad and may be from the Govt. of India as well, hence decency in the performances, dressing and other demeanour may be adhered to.
10. The final programme schedule and sequencing will be decided in consultation with the concerned cultural event organizing Committee of the Institute meant for this cultural event organization.

For any further information or clarification, the intending bidders may contact Ms. Rashmi Gupta/ Ms. Suman Ahlawat from 10.00 A.M. –4.00 P.M on Phone-9971717981/8586985549.

**Terms and Conditions**

- i. The Institute reserves the right to reject any/ all quotations without assigning any reason there for. The Committee does not bind itself to accept the lowest tender.
- ii. Total price quoted will be all inclusive. Applicable taxes would be extra. No additional charges other than quoted rate will be entertained.
- iii. All payment(s) is/are to be given to the Bank A/c through Electronic Mode, hence

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Bank Details [(1) Name of the A/c., (2) A/c. No., (3) Type of A/c., (4) Name of the Bank, (5) Branch Name with Address and (6) IFSC Code] should be provided in the quotation.

- iv. No advance would be paid; full and final payment will be made within 15 days against invoice/ bill for the cultural program and services.
- v. Conditional / Incomplete bids shall be rejected.
- vi. The work order would be communicated by email.
- vii. The selected vendor will inform in advance, the details of the manpower involved for the cultural programme.
- viii. All electrical installations must be in accordance with the provision of the Regulations for Licensing and Controlling places of Public Amusement (other than Cinemas) and the performances of Public Amusement Act, 1980.
- ix. The successful bidder 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 successful bidder in execution of work.
- x. If the services of the vendor are not found to be satisfactory or are found to be derogatory in any manner or whatsoever, the Institute will have full right to hold the final payment.
- xi. The bids should reach the Tender Box at Ground Floor, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003 latest by 3pm on or before 18th November, 2023 (Saturday).
- xii. The successful bidder shall not sublet or assign the awarded work to any other person / agency.
- xiii. The price quoted by the bidder shall remain valid for 180 days.

**Part - A**

**TECHNICAL BID**

Part A: Details of the Company:

S.No.	Details Requested	Provide Details
1	Name of the Company/ Vendor	
2	Year of Incorporation/ Establishment	
3	PAN No	
4	TAN/ TIN No	
5	GST No.	
6	Contact No. & email id	
7	Turnover of last three consecutive years (average Rs 25 Lakh PA) (attach proof)	
8	Whether organized Cultural programmes for Govt. Departments/ Ministries/ PSU/ Autonomous bodies during last three years ending. Attach proof	
9	RTGS Bank Account Details	

Declaration:

I.....here by certify that I am not debarred by the  
Department  
of Commerce or Ministry/Department concerned.

Date:

Name and Signature of Bidder with Corporate Seal



Part - B

**Format of Financial bid**

S. No.	Description	Total Cost (Inclusive of Applicable Taxes)
1.	<ul style="list-style-type: none"><li>➤ 8(nos) Dance performances which includes Ganpati Bappa morya, Dance Fusion, Ghoomar Dance, Punjabi Folk Dance, Patriotic Bollywood Medley, Tanoura Dance, Gujarati Group Dance and Punjabi Pop dance).</li><li>➤ Live Band</li><li>➤ Duet Singing</li><li>➤ Fillers: Stand Up Comedy</li><li>➤ Audio Visual, Light and sound arrangement according to the tech rider.</li><li>➤ All necessary Licences, Permissions and NOC</li><li>➤ The arrangement of anchor to be made by the bidder, who is able to capture the essence of the programme and able to interact in effective manner so as to keep the liveliness of the programme.</li><li>➤ Coordination and transport Charges, if any.</li><li>➤ Electricity arrangement including electricity load.</li></ul>	
	Total	

Sign and Seal of the Company