



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110 003.

TELEPHONES: +91 11 24666100 Extn. 123/ 116

Website: www.icmai.in e-mail: lpcdelhi.convenor@icmai.in

Local Purchase Committee

TENDER NOTICE

ICMAI/2023/Webcasting/2/LPC

Date: 03rd November 2023

Date of Closure: 11:00 AM 10th November 2023.

Subject: Tender for Photo-Video & Webcasting for 61st National Cost Convention (NCC) 2023

The Institute of Cost Accountants of India is a statutory body set up by an Act of Parliament i.e., Cost & Works Accountants Act, 1959 to regulate and develop the profession of Cost and Management Accountancy.

Quotations are invited from vendors for webcast of 61st National Cost Convention (NCC) 2023 of the Institute as per the details given below:

1.	Event	61st National Cost Convention (NCC) 2023
2.	Venue	Manekshaw Centre, Delhi
3.	Dates	08 th -09 th December 2023
4.	No of Days	2 (Two)
5.	Timings	09:30 AM to 06:00 PM on 08-09 December 2023(<i>two days</i>) for 61st National Cost Convention (NCC) 2023 and 07.00 PM- 11 PM on 08 th December 2023(<i>one day</i>) for Cultural Program
6.	Dias	8 persons on Dias
	Scope of Work	
	i)	Live AV Coverage at the venue (Complete set up includes Audio video, cameras, mixer and related equipment).
	ii)	Still Photography of the event at the Venue.
	iii)	Creation of customized webpage for webcast of the event and providing link for the same for hosting on the website of the Institute.
	iv)	Live streaming/ webcast for the event on Youtube channel of the Institute for two days from Manekshaw Centre, Delhi from 09:30 AM to 06:00 PM
	v)	Providing a copy of 2-day event video and Photographs in USB Drive.
	vi)	Bidder may also be required to make own arrangements of Internet for webcasting.
	vii)	Uploading of session wise and speaker wise videos of the event on YouTube channel of the institute.



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Terms and Conditions

1. The bidder should have executed (during last 2 years) at least two similar webcasts of major events for Institute/ University/ Govt/ PSU etc. Details of such projects and references to be provided.
2. Payment will be made within 30 days from the date of satisfactory completion of job and on submission of invoice.
3. All Payments will be made through Electronic Mode to the Bank Account of the selected vendor.

General Instructions

1. Quotation signed by the bidder in a sealed envelope, superscribed with **“Photo Video & Webcast tender for 61st National Cost Convention (NCC) 2023”** must be dropped in the tender box (Ground Floor) on or before **11:00 AM of 10th November 2023** at the following address:
CMA Bhawan,
3, Institutional Area, Lodhi Road,
New Delhi – 110003
2. The quotation must be valid for a minimum of 60 days from the date of submission of quotations.
3. **Taxes:** The percentage of all the taxes, duties, levies, must be quoted in clear terms separately.
4. The Institute is not bound to accept the lowest offer and reserves the right to cancel any or all the Tenders without assigning any reason thereof.
5. Selected vendor will share details of the manpower involved for the event in advance of the event.
6. The selected vendor shall equip the location with all the equipment required for webcasting in advance of the event. The selected vendor should install, check, and commission the equipment in advance so as to make webcasting operational on the day of event.
7. Selected Vendor must ensure that all infrastructures required for live webcasting (including Internet/ IP etc.) are available at the venue. The selected vendor must include the cost of such infrastructure (if any required) in the financial bid.
8. All charges for handling and delivering the equipment to the site shall be included in the total order value. Selected vendor shall include cost of transportation of equipment, manpower and any other logistics cost in the financial bid.
9. The Institute would not be liable to pay any extra cost to the selected vendor.
10. For any further clarification/information regarding webcast please contact Shri Sumit Saxena, Officer-IT(Phone 011-24666123) on any Working Day (Mon-Friday) during Office Hours.

Date:

Name and Signature of Bidder / printer with Corporate Seal

Convenor (LPC)



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Format of Technical Bid

Sl.	Particulars	Details to be filled in by the Vendor
1.	Name of the Firm/Company	
2.	Registered office/business address Telephone/Mobile Number Email and fax number	
3.	Name of Contact Person (s)	
4.	Year of Incorporation/Constitution	
5.	Income Tax – PAN (Attach copy)	
6.	GSTN No (Attach copy)	
7.	Turnover/business Volume per year during last three financial year (Attach copy of orders/proof)	
8.	Whether the agency is providing Services to Central/ State Government/ CPSE/ Sate Govt. PSE / Statutory bodies / Autonomous bodies/ Financial institutions/ MNCs for last 5 years	
9.	References – (Names, address & telephone numbers of three major corporate clients is to be provided for obtaining necessary confirmation regarding the quality of service and other relevant details)	
10.	RTGS & Bank Account Details	
11.	Any other relevant information	

Declaration: –

I, _____, hereby certify that “I am not debarred by Department of Commerce or Ministry/Department concerned.”

Date:

Name and Signature of Bidder / printer with Corporate Seal



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Financial Bid Formats

(A) For Convention Venue, Manekshaw Centre, New Delhi Two Days on 08th-09th December 2023(09:30 AM to 06:00 PM)

Sl.	Description	Price (in INR)	Taxes (Pl. Specify breakup of taxes) (in INR)	Total (in INR)
1	Three Camera Charges for Live AV Coverage at the venue for 2 days (Complete set up includes Audio video, cameras, mixer, Wireless HD Transmission system, Broadcast Switcher SDi supported with Presentation PiP and logo overlays, LiveU LU600, Camera Talkback System and related equipment)			
2	Charges for Still Photograph with two cameras on 08 th December 2023 & with one camera on 09 th December 2023.			
3	Post Event Short Summary Video and uploading session wise and speaker wise videos on YouTube			
4	Live Webcast charges for 2 days as per scope given in the Tender with A/V output taken from Sr. no. (1) <i>(HD AV input stream is the responsibility of the Vendor and not provided by the Institute)</i>			
5	Two Laptops Charges for playing video & still presentations.			
6	CUE Commander charges for controlling PPTs of 400 distance of remote control. Two channels allow controlling and switching PPT in 2 laptops simultaneously. High data rate RF protocol. Built-in analog keyboard, USB remote control. USB remote control multi-unit proximate use. 256 channels available. 2 remotes, one main, one backup.			
7	Charges for making own arrangement for Internet*			
8	Any other charges to be specified clearly			
	Total Cost (A)			

* Sl. No. 6: Institute may make its own arrangements for the Internet. In such a case, this would be excluded from the Purchase Order Placed on the selected vendor.



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(B) For Cultural Event Venue at Manekshaw Centre -New Delhi one day on 08thDecember 2023 (07.00 PM- 11 PM)

Sr. No	Description	Price (in INR)	Taxes (Pl. Specify breakup of taxes) (in INR)	Total (in INR)
1	One Camera Charges for Live AV Coverage at the venue (Complete set up includes Audio video, cameras, mixer, and related equipment)			
2	One camera charge for Still Photography			
3	Any other charges to be specified clearly			
	Total Cost (B)			

Total (A) For Convention Venue, Manekshaw Centre, New Delhi Two Days on 08th-09th December 2023(09:30 AM to 06:00 PM) + (B) For Cultural Event Venue at Manekshaw Centre - New Delhi one day on 08th December 2023 (07.00 PM- 11 PM)

Total (A) For Convention Venue, Manekshaw Centre, New Delhi Two Days on 08 th -09 th December 2023(09:30 AM to 06:00 PM) (Rs)	Total (B) For Cultural Event Venue at Manekshaw Centre -New Delhi one day on 08 th December 2023 (07.00 PM- 11 PM) (Rs)	Grand Total (A+B) Inclusive of taxes. (Rs)

Please note that the L1 will be decided combinedly against the Financial Bids (A) & (B). Overwriting should be avoided.

Date:

Name and Signature of Bidder / printer with Corporate Seal

Convener -LPC