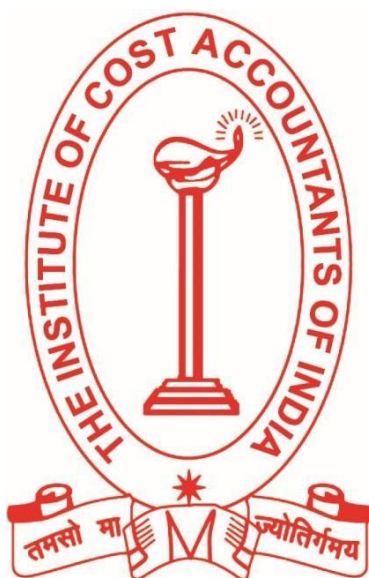


# **TENDER DOCUMENT**

## **Media Management Services**

**63<sup>rd</sup> NATIONAL COST AND MANAGEMENT ACCOUNTANT'S CONVENTION 2026**

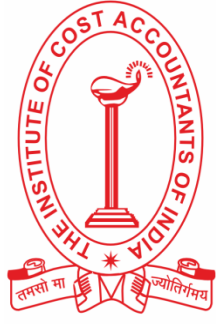
**Last Date of Bid Submission:** December 12, 2025 on or before 3:30 PM



**The Institute of Cost Accountants of India**

(Statutory Body under an Act of Parliament)

3, Institutional Area Lodhi Road, New Delhi - 110003



## Tender Notice

**ICMAI/2025/NCMAC/Media Management**

**Date:** December 02, 2025

**Date of Invitation:** December 02, 2025

**Date of Closure:** December 12, 2025 upto 3:30 PM

The Institute of Cost Accountants of India is organizing 63<sup>rd</sup> NATIONAL COST AND MANAGEMENT ACCOUNTANT'S CONVENTION 2026 (NCMAC 2026) from 9<sup>th</sup> to 11<sup>th</sup> January 2026 at Coimbatore, Tamil Nadu.

In this connection, sealed quotations are invited for the Media Management Services with regard to the NCMAC 2026. **The reputed Media Management Service providers preferably based in Coimbatore, Tamil Naidu, 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- National Cost and Management Accountant's Convention 2026"**. 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 - National Cost and Management Accountant's Convention 2026"**. 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 - National Cost and Management Accountant's Convention 2026"**. 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
<b>(A) Newspaper Advertisement</b>				
1	One Newspaper advertisement in “The Hindu”, Tamil Nadu edition –Including Designing of newspaper advertisement	Half Page	1	1
<b>(B) TV Scroll Advertisement</b>				
1	TV Scroll (20 Sec) for Coimbatore, Tamil Nadu Equally distributed from 8 am to 8 pm) 1. News 7 Tamil –Tamil 2. Sun News – English Kindly provide quotation for above mentioned news channels for Coimbatore, Tamil Nadu .Institute can select one or more depending on the requirement.		20 Per day	7
S No.	Description	Size	Qty.	Days
<b>(C) Radio Advertisement</b>				
1	Radio Advertisement (20 Sec) ) for Coimbatore, Tamil Nadu (Equally distributed from 8 am to 8 pm) 1. Suryan FM (93.5) Kindly provide quotation for above mentioned FM radio channels for Coimbatore, Tamil Nadu..		30 Per day	14
<b>(D) Digital Advertisement</b>				
S No.	Description	Size	Qty.	Days
1	Standard Banner ( 728 x 90 Pixels) Digital Advertisement on TOI + ET portal on web + Wap + App platform, Pan India for 30 days with Estd. Impression of 3,333,333	( 728 x 90 Pixels)	1	21

**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 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 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.)
<b>(A) Newspaper Advertisement</b>							
1	One Newspaper advertisement in "The Hindu", Tamil Nadu edition -Including Designing of newspaper advertisement Page No 3/5	Half Page	1	1			
*Kindly Provide details for Page no, ,3, & 5 separately							
<b>(B) TV Scroll Advertisement</b>							
1	TV Scroll (20 Sec) for Coimbatore, Tamil Nadu Equally distributed from 8 am to 8 pm) 1. News 7 Tamil -Tamil 2. Sun News - English TV		20 Per day	7			
Kindly provide quotation for above mentioned news channels for Coimbatore, Tamil Nadu .Institute can select one or more depending on the requirement.							
<b>(C) Radio Advertisement</b>							
1	Radio Advertisement (20 Sec) ) for Coimbatore, Tamil Nadu (Equally distributed from 8 am to 8 pm) 1. Suryan FM (93.5)		30 per day	14			
Kindly provide quotation for above mentioned FM radio channels for Coimbatore, Tamil Nadu							
<b>(D) Digital Advertisement</b>							
1	Standard Banner ( 728 x 90 Pixels) Digital Advertisement on TOI + ET portal on web + Wap + App platform, Pan India for 30 days with Estd. Impression of 3,333,333	( 728 x 90 Pixels)	1	21			
<b>Total Amount (A+B+C+D)=</b>							

**Note:** 1. The above quantity may increase/ decrease as per requirement.  
2. Kindly add rows in the table as per your requirement

*Name and Signature of Bidder / printer with Corporate Seal*

Date: