



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA NORTHERN INDIA REGIONAL COUNCIL

(Setup under an Act of Parliament)

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

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No./NIRC - 565

Date: 03.01.2025

Date of Invitation: 03rd Jan. 2025

Date of Closure: 19th Jan. 2025

Subject: Event Management for Symposium- My Viksit Bhart 2047

The Northern India Regional Council of the Institute of Cost Accountants is organizing Symposium on 28th Feb & 01st March 2025 at, Vigyan Bhawan, New Delhi. In this connection, quotations are invited from the eligible service providers with prior experience of covering such large scale events in Vigyan Bhawan.

Interested service providers may send their quotation in an envelope mentioning "Quotation for Event Management for Symposium at Vigyan Bhawan (28.02.2025 & 01.03.2025)" on the following specifications latest by 19th Jan. 2025

The scope of work is as follows:

S. No.	Item	Size	Day 1 (Plenary Hall) Qty. Reqd.	Day 2 (Hall No. 6) Qty. Reqd.
	Backdrop & Supporting Signage Items			
1.	Hording at Round about	H 12' X W 8'	6 (Both Days)	
2.	Digital Backdrop		1	-
3.	Backdrop		-	1
4.	Registration Counter		8	2
5.	Parking Boards	H 10' X W 6'	4 (Both days)	
6.	Poll Bunting for East Gate & West Gate	H 8' X W 4'	2 (Both Days)	
7.	Registration Branding Front Wall & Back Wall	H 8' X W 32' & 4X30	1 (Both Days)	
8.	Podium Branding	1	2	1
9.	Alighting Point	8'X4'	4 (Both Days)	
10.	Name Plates at Head Dias	1	10 (Both Days)	
11.	Welcome Hoarding on Entrance At East & West Gate	20'x10'	2 (Both Days)	
12.	Indicator Sign / Reserved Board	1	8	5

Behind Every Successful Business Decision. There is always a CMA

Head Office : CMA Bhawan, 12, Sudder Street, Kolkata-700016 Phones.: +91-33-22521031/34/35

Fax: +91-33-22527993/1026, Website: www.icmai.in

13.	Direction Standee	6' X 3'	8	3
14.	Photo booth With Wooden Platform & Carpet with 16X8 Backdrop	1	1 (Both Days)	
	A / V & Tech			
15.	Multi HD 3 Video Camera Setup	1	1 (Both Days)	
16.	HD Photographer	1	2	1
17.	Printer & Laptop Setup with all Equipment & Paper & Operator	1	1 (Both Days)	
18.	HD Switcher For LED Screen	1	1 (Both Days)	
19.	Splitter & Pointer	1	1 (Both Days)	
20.	Live Streaming o Social Media Platform (YouTube & FB)	1	2 (Both Days)	
	Print			
21.	Badges with Lanyard	1	1300 (Both Days)	
22.	Red & Blue Parking Labels	1	500 (Both Days)	
23.	Tray for Memento & Planters	1	3	2
24.	Lamp Lighting (with material)	1	1 (Both Days)	
	Manpower			
25.	Ushers (Male & Female)	1	10	6
26.	Baggage Counter With Rack & Token	1	2	1

*** The actual size may be seen at the venue by the vendor.**

Terms and Conditions

1. The eligible bidder should satisfy all the below mentioned conditions and should submit valid documentary evidence as required.
2. Purchase order will be communicated to the selected vendor by post/email.
3. Taxes shall be paid as applicable and prices shall be with designing charges.
4. Payment will be made within 15 days against the invoice subject to satisfactory performance/successful installation of the Backdrop, Banners and other items.
5. The matter will be given by the NIRC of ICAI for designing and the same must be approved by the concerned officer of the NIRC.
6. The committee reserves the right to reject any/ all quotations without assigning any reason there for.
7. Selected vendor will share details of the manpower engaged for the event in advance.
8. Selected vendor shall successfully install the Banners, Backdrop, standee etc. in advance of the event.
9. All charges for handling, delivering and installing the banners, backdrop, standee etc. to the site shall be included in the total value of quote. Selected vendor shall include cost of transportation of such items and any other logistics cost in the financial bid.

10. The NIRC would not be liable to pay any extra cost to the selected vendor.
11. The assigned work should be finished and delivered as per time frame to be given by the Institute.
12. The flex and the digital printing must be of the best of the quality in the industry.
13. Sizes of items may be increase / decrease, if required.
14. The mounting and the stand shall be erected firmly and there should not be any mishap due to the erection.
15. 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 NIRC by reason of any default on the part of vendor in execution of work.
16. The vendor shall be responsible for taking permissions and necessary approvals from Vigyan Bhawan, and any other concerned authorities with regard to installation of backdrops, information panels and other items etc.
17. The Quantity of items may vary (increase/ decrease) at the time of placing the order. The rate quoted would be valid for 90 days.
18. For any query/clarification for Tender document, please contact at 8800383496 during the validity time for receipt of quotations.
19. **Submission of bids:** Tender document duly signed by the bidder shall be addressed / submitted to The A.A.O., NIRC of ICMAI, CMA Bhawan, Ground Floor, 3, Institutional Area, Lodhi Road, New Delhi – 110003.

The quotations should be in the following format:

Part A: Details of the Organization:

S. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Year of Incorporation/ Establishment	
3.	PAN No (attach proof)	
4.	GST Registration No (attach proof)	
5.	AADHAAR. (attach proof)	
6.	Complete Address (with Phone, Mobile, Email)	
7.	Turnover of last three consecutive years (Copy of Balance Sheet)	
8.	At least 3 Similar Work done for Govt./ PSU / University / Institute (attach proof)	
9.	RTGS Bank Account Detail	

Declaration:-

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

Date:

Name and Signature of Bidder with Seal

Part B: Financial Bid

S. No.	Item	Day 1 (Plenary Hall) Qty. Reqd.	Day 2 (Hall No. 6) Qty. Reqd.	Price per Unit (Rs.)	Total Price (Rs.)
	Backdrop & Supporting Signage Items				
1.	Hording at Round about	6 (Both Days)			
2.	Digital Backdrop	1	-		
3.	Backdrop	-	1		
4.	Registration Counter	8	2		
5.	Parking Boards	4	4		
6.	Poll Bunting for East Gate & West Gate	2 (Both Days)			
7.	Registration Branding Front Wall & Back Wall	1 (Both Days)			
8.	Podium Branding	2	1		
9.	Alighting Point	4 (Both Days)			
10.	Name Plates at Head Dias	10 (Both Days)			
11.	Welcome Hoarding on Entrance At East & West Gate	2 (Both Days)			
12.	Indicator Sign / Reserved Board	8	5		
13.	Direction Standee	8	3		
14.	Photo booth With Wooden Platform & Carpet with 16X8 Backdrop	1 (Both Days)			
	A / V & Tech				
15.	Multi HD 3 Video Camera Setup	1 (Both Days)			
16.	HD Photographer	2	1		
17.	Printer & Laptop Setup with all Equipment & Paper & Operator	1 (Both Days)			
18.	HD Switcher For LED Screen	1 (Both Days)			
19.	Splitter & Pointer	1 (Both Days)			
20.	Live Streaming o Social Media Platform (YouTube & FB)	2 (Both Days)			
	Print				

21.	Badges with Lanyard	1300 (Both Days)		
22.	Red & Blue Parking Labels	500 (Both Days)		
23.	Tray for Memento & Planters	3	2	
24.	Lamp Lighting (with material)	1 (Both Days)		
	Manpower			
25.	Ushers (Male & Female)	10	6	
26.	Baggage Counter with Rack & Token	2	1	


Note:

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

Date:

Name and Signature of Bidder with Seal

For NIRC of ICAI


3/1/25

Ravi Shankar
Assistant Administrative Officer