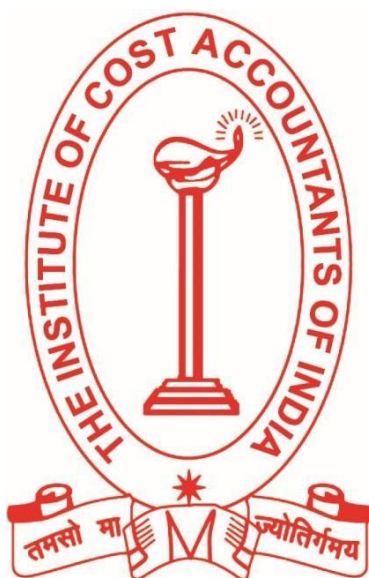


TENDER DOCUMENT

Hoarding Advertisement Services

63rd NATIONAL COST AND MANAGEMENT ACCOUNTANT'S CONVENTION 2026

Last Date of 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



ICMAI THE INSTITUTE OF COST ACCOUNTANTS OF INDIA भारतीय लागत लेखाकार संस्थान

Statutory Body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)



Tender Notice

ICMAI/2025/63rd NCMAC/Hoarding Advertisement

Date: December 02, 2026

Date of Invitation: December 02, 2025

Date of Closure: December 12, 2025 on or before 3:30 PM

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

In this connection, sealed quotations are invited for Hoarding Advertisement. From the reputed Advertisement firms **based in Coimbatore, Tamil Nadu**, 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 Hoarding Advertisement Services – NCMAC 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 Hoarding Advertisement Services – NCMAC 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 "**Hoarding Advertisement Services – NCMAC 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
- iv) The scope of work is as follows:

S No.	Description	No of Locations	Days
(A) Hoarding Advertisement at prominent locations			
1	En route from Coimbatore Airport, to Merlis Hotel Coimbatore (in proximity of 2 KM from Coimbatore Airport).	2	7
2	En route from Coimbatore Railway Station to Merlis Hotel Coimbatore (in proximity of 7-8 KM from Coimbatore Railway station).	2	7
3	En route from Coimbatore Ukkadam Bus Terminal to Merlis Hotel Coimbatore (in proximity of 7-8 KM from Ukkadam Bus Terminal.	2	7
<p>Note:</p> <ul style="list-style-type: none"> • Hoarding advertisement quote will be inclusive of Designing and Printing of Flex for Hoarding. • Size for hoarding advertisement will be standard size of 20 X 10 ft. • Little variation of size is allowed considering the actual size of available hoarding spot. • Item and Quantity 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, (design if any will be made 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 (attachproof)	
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 DetailsBank 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	No of Locations	Days	Unit Price (Rs)	Taxes (Rs.)	Total (Rs.)
(A) Hoarding Advertisement at prominent locations						
1	En route from Coimbatore Airport, to Merlis Hotel Coimbatore (in proximity of 2 KM from Coimbatore Airport).	2	7			
2	En route from Coimbatore Railway Station to Merlis Hotel Coimbatore (in proximity of 7-8 KM from Coimbatore Railway station).	2	7			
3	En route from Coimbatore Ukkadam Bus Terminal to Merlis Hotel Coimbatore (in proximity of 7-8 KM from Ukkadam Bus Terminal.	2	7			
<ul style="list-style-type: none"> • Hoarding advertisement quote will be inclusive of Designing and Printing of Flex for Hoarding. • Size for hoarding advertisement will be standard size of 20 X 10 ft. • Little variation of size is allowed considering the actual size of available hoarding spot. 						

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: