



ICMAI

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory Body under an Act of Parliament)

Tender Notice

ICMAI/2023/NCC-2023/Event Management

Date: 3rd November, 2023

Date of Invitation: 3rd November, 2023

Date of Closure: 13th November, 2023

The Institute of Cost Accountants is organizing **61st NATIONAL COST CONVENTION 2023** on 8-9 December, 2023 at Zorawar Hall, Manekshaw Centre, Parade Road, Delhi Cantt, New Delhi - 10. In this connection, quotations are invited for the event Management. Only service providers, who have prior experience of covering such large scale events in Manekshaw Centre may quote only.

In case you are interested, you may send your quotation for the printing job, in a sealed envelope mentioning "**Quotation for 61st NCC 2023 – Event Management**" to be dropped in the tender box on CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003 on the following specifications latest by **13th November, 2023 at 6.00 PM**

The scope of work is as follows:

Sl. No.	Item	Qty	Size	Specifications
1.	Podium Board (3 side)	2 Nos.	8' X 4'*	Logo and text printed in digital flex, pasted on pre-fabricated panel.
2.	Welcome Hoardings Outside Main Gate	6 Nos.	24' X 10'*	Text and logo in digital print, pasted on mounted panel frame, fixed on self-supporting stands.
3.	Welcome Alighting Panels	4 Nos.	5' X 10'*	Iron Frame Mounted with Text and logo in digital print, pasted on mounted panel frame, fixed on self-supporting stands.
4.	Directional Panel & Standee	25 Nos.	3' X 6'*	Logo and text printed in digital flex, pasted on pre-fabricated panels, leading to various functions and activities
5.	Car Parking Boards	4 Nos.	6' X 6'*	Text printed in digital flex, pasted on pre-fabricated panels, leading to various functions and activities.
6.	Car Parking Stickers	200 Nos.		
7.	Cubical Registration Counter	6 Nos.	12" X 18" on 4' height stand	
8.	Name Plates for Dias and	50 Nos.		50 Nos. of Acrylic Holders



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	Seat reserved			50 Name slips for seats
9.	Informational Panels at round about	5 Nos.	5' X 10'*	Logo and text printed in digital flex, pasted on pre-fabricated panels.
10.	Name Plastic Badges with Institute logo printed strip (RIBBON) with Plastic Pouch	1200 Nos.		For Invitees/Guests/For CCMs/Past Presidents/RCM For Members/Organizer /Sponsors/Corporates/Media
11.	Usher	4 Nos.		Female Staff with proper official dress
12.	Branding Backdrop at Hall (for covering of back seats)	2 Nos.	20' X 5'*	Text and logo in digital print, pasted on mounted panel frame, fixed on self-supporting stands.
13.	Podium Back side Board	2 Nos.	8'X3'	Text and logo in digital print, pasted on mounted panel frame, fixed on self-supporting stands.
14.	Stage Side Wings	2 Nos.	6'X12'	Text and logo in digital print, pasted on mounted panel frame, fixed on self-supporting stands.
15.	Indicator Board	7 Nos.	3'X1.5'	Text and logo in digital print, pasted on mounted panel frame, fixed on self-supporting stands.
Audio Visual				
1.	LED Wall (P3) Size – 30 ' x 10'	1 Nos.		
2.	Switcher (seamless)	1 Nos.		
3.	Watch out work	1 Nos.		
4.	Platform for LED Wall with Flex Size – 30 ' x 3' (Height	1Nos.		
5.	Laptops	2 Nos.		
6.	Plasma (55") (For DIAS)	2 Nos.		
7.	Sound System for Covering Hall	1 Nos.		
8.	Cordless hand Mike (For speaker and audience/ delegates)	6 Nos.		
9.	Table Mike	8 Nos.		

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

Terms and Conditions

1. Purchase order will be communicated to the selected vendor by post/email.
2. Taxes shall be paid as applicable and quoted by the vendor.
3. Payment will be made within 25 days against the invoice subject to satisfactory performance/successful installation of the Backdrop, Banners and other items.
4. The matter with 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).



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5. The committee reserves the right to reject any/ all quotations without assigning any reason there for.
6. Selected vendor will share details of the manpower engaged for the event in advance.
7. Selected vendor shall successfully install the Banners and Backdrop in advance of the event.
8. All charges for handling, delivering and installing the banners and backdrop to the site shall be included in the total value of the quote. Selected vendor shall include cost of transportation of such items 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. The assigned work should be finished and delivered as per time frame to be given by the Institute.
11. The flex and the digital printing must be of the best quality in the industry.
12. The mounting and the stand shall be erected firmly and there should not be any mishap due to the erection.
13. 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.
14. All plastic badges (With Printed Ribbon) will be printed with name and designation of the persons as provided by the Institute.
15. The vendor shall be responsible for taking permissions and necessary approvals from Manekshaw Centre, and any other concerned authorities regarding installation of backdrops, information panels and other items etc.
16. The Quantity of items may vary (increase/ decrease) at the time of placing the order.
17. For any query/clarification for Tender document, please contact at 011-24666148 during the validity time for receipt of quotations.
18. The vendor must have prior experience of conducting Programme for any Ministry or Government organization/PSUs. Vender should also submit the documentary evidence of the same.

The quotation should be in the following format:

Part A: Details of the Company:

Sl. 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.	ESIC/ PF No. (attach proof)	
6.	Complete Address (with Phone, Mobile, Email)	



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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 Details	

Declaration:-

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

Date:

Name and Signature of Bidder / printer with Corporate Seal

Part B: Financial Bid

Sl. No.	Item	Qty	Per Unit Price (Rs.)	Taxes (Rs.)	Total Price (Rs.)
1.	Podium Board (3 side)	2 Nos.			
2.	Welcome Hoardings Outside Main Gate	6 Nos.			
3.	Welcome Alighting Panels	4 Nos.			
4.	Directional Panel & Standee	25 Nos.			
5.	Car Parking Boards	4 Nos.			
6.	Car Parking Stickers	200 Nos.			
7.	Cubical Registration Counter	6 Nos.			
8.	Name Plates for Dias and Seat reserved	50 Nos.			
9.	Informational Panels at round about	5 Nos.			
10.	Name Plastic Badges with Institute logo printed strip (RIBBON) with Plastic Pouch	1200 Nos.			
11.	Usher	4 Nos.			
12.	Branding Backdrop at Hall (for covering of back seats)	2 Nos.			



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13.	Podium Back side Board	2 Nos.			
14.	Stage Side Wings	2 Nos.			
15.	Indicator Board	7 Nos.			
16.	LED Wall (P3) Size - 30 ' x 10'	1 Nos.			
17.	Switcher (seamless)	1 Nos			
18.	Watch out work	1 Nos			
19.	Platform for LED Wall with Flex Size - 30 ' x 3' (Height	1 Nos			
20.	Laptops	2 Nos			
21.	Plasma (55") (For DIAS)	2 Nos			
22.	Sound System for Covering Hall	1 Nos			
23.	Cordless hand Mike (For speaker and audience/ delegates)	6 Nos			
24.	Table Mike	8 Nos			
	Total Cost				

Note:

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

Date:

Name and Signature of Bidder / printer with Corporate Seal

Convener (LTE)