

TENDER DOCUMENT

Press Conference and other related activities

63rd NATIONAL COST AND MANAGEMENT ACCOUNTANT'S CONVENTION 2026

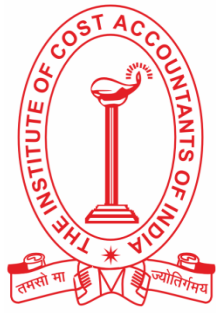
Last Date of Bid Submission: December 12, 2025 up to 3:30 PM



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/Press Conference

Date: December 02, 2025

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 the Press conference and other related activities with regard to the NCMAC 2026. The reputed Media Management Service providers **based preferably 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 Press Conference 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 Press Conference 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 **"Press Conference 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 send 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	Days
(A) PR Activities		
1	Arranging Pre-Event press conference at New Delhi Tentatively on 2 nd Jan 2026 and inviting Journalist from leading Hindi, English, Tamil Business newspapers etc.	1
2	Arranging Pre-Event press conference at Coimbatore, Tamil Nadu Tentatively on 8 th Jan 2026 and inviting Journalist from leading Hindi, English, Tamil Business newspapers etc.	1
3	Daily News Management for NCMAC -2026 from 9 th to 11 th Jan 2026. Preparation and release of post event press release on 11 Jan 2026. Media Coverage should on Print Media, Electronic media and Digital media for NCMAC 2026.	3

Note: 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 anyreason 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	Qty	Days	Unit Price (Rs)	Taxes (Rs.)	Total (Rs.)
(A) PR Activities						
1	Arranging Pre-Event press conference at New Delhi Tentatively on 2 nd Jan 2026 and inviting Journalist from leading Hindi, English, Tamil Business newspapers etc.	1	1			
2	Arranging Pre-Event press conference at Coimbatore, Tamil Nadu Tentatively on 8 th Jan 2026 and inviting Journalist from leading Hindi, English, Tamil Business newspapers etc.					
3	Daily News Management for NCMAC -2026 from 9 th to 11 th Jan 2026. Preparation and release of post event press release on 11 Jan 2026. Media Coverage should on Print Media, Electronic media and Digital media for NCMAC 2026.	1	3			

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: