



## The Institute of Cost Accountants of India

(Statutory Body under an Act of Parliament)

**Headquarters:** CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi– 110003

**Kolkata Office:** CMA Bhawan, 12, Sunder Street, Kolkata – 700 016

Website: [www.icmai.in](http://www.icmai.in)

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### **INVITING TENDER DOCUMENT FOR PROVIDING EVENT MANAGEMENT SERVICES FOR THE 62ND NCMAC – 2025**

#### **Venue:**

Convention Centre, Campus–2, SOA University  
Bhubaneswar – 751030, Odisha

#### **Event Dates:**

23rd to 25th May, 2025 (Friday to Sunday)

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**Cost of Tender Document:** ₹500/- (Non-refundable)

**EMD :** ₹75,000/- (Refundable)

**Tender No.:** ICMAI/62ND NCMAC 2025/EVENT MANAGEMENT/2025-26

Dated 07.05.2025

**Last Date of submission of Tender Documents:** **15.05.2025 by 5.00 PM**

**Mode of submission:** Hard Copy Only.

**Issued by:**

**Tender Committee**  
62nd NCMAC 2025, ICMAI

**E-mail:** [ncmac2025@icmai.in](mailto:ncmac2025@icmai.in)

**Website:** [www.icmai.in](http://www.icmai.in)



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### TENDER DOCUMENT FOR PROVIDING EVENT MANAGEMENT SERVICES

#### THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

Cost of Tender Document: ₹. 500/- (Rupees Five hundred only) non refundable

Deposited by Cash vide Receipt No. \_\_\_\_\_ dated \_\_\_\_\_

OR

Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_

drawn on Bank \_\_\_\_\_

in favour of 'The Institute of Cost Accountants of India', payable at New Delhi.

#### Last date & time for submission of duly filled-in Tenders:

**15.05.2025 – 5.00 PM.**

Duly filled-in Tender Documents, complete in all respects, to be sent by Registered Post/ speed post/Courier or in person at the below -mentioned address. No Tender Document would be accepted after **05.00 PM on 15.05.2025**. The ICMAI shall not be liable for any postal delays what so ever.

#### Date & Time of opening Technical Bids:

**15.05.2025 at 6.00 PM**

#### Venue for opening Technical Bids:

THE INSTITUTE OF COST ACCOUNTANTS OF  
INDIA- BHUBANESWAR CHAPTER

CMA Bhawan, A/122/2, Nayapalli, Nilakantha Nagar, Unit - 8,  
Bhubaneswar - 751012, Odisha.

Earnest Money  
Deposit (EMD)

(Refundable)

Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for

Rs. 75,000/- (Rupees One Lakh only) drawn on

(name of the Bank) \_\_\_\_\_ in favour

of **THE INSTITUTE OF COST ACCOUNTANTS OF INDIA** payable at New

Delhi (To be enclosed with Technical Bid)



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### **NOTICE FOR INVITING TENDER DOCUMENTS**

#### **ICMAI/62<sup>nd</sup> NCMAC 2025/EVENT MANAGEMENT**

**May 07, 2025**

The Institute of Cost Accountants of India (ICMAI) is a statutory body established under an Act of Parliament i.e. the CWA Act, 1959 (herein after referred as ICMAI). ICMAI is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India and having its headquarters at CMA Bhawan, 3, Institutional Area, Lodi Road, New Delhi-110003 and Kolkata Office at CMA Bhawan, 12, Sudder Street, Kolkata - 700016.

Sealed tenders are invited by the Tender Committee of 62<sup>nd</sup> NCMAC 2025, ICMAI from the experienced & professional Event Management Company/Firm/Agency etc. in the 62<sup>nd</sup> National Cost and Management Accountants' Convention (NCMAC)-2025 organized by the Institute at Convention Centre, Campus – 2, SOA University, Bhubaneswar -751030, Odisha from **23<sup>rd</sup> to 25<sup>th</sup> May, 2025**.

Tender documents shall be available in the website of ICMAI <http://www.icmai.in> under Tender Section from 7<sup>th</sup> May 2025 at 5.00 PM and can be downloaded in pdf format.

The tender documents downloaded by the parties from the website shall be valid for participation in the tender process. Those making use of the tender documents downloaded from the website shall have to pay the tender cost of the documents i.e. **Rs.500/- [Rupees Five Hundred only]** in the form of a demand draft drawn as mentioned above, in a separate envelope along with the tender (technical bid). **Tender received without the requisite fee shall not be entertained.**



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### SCOPE OF WORK

Overall scope of work includes: -

- ✓ Requirements given as per BOQ.
- ✓ Any additional work beyond BOQ, the selected vendor has to execute the work as per the market rate as mutually agreed upon.

### GUIDELINES FOR SUBMISSION OF TENDER DOCUMENTS

The Sealed bids are to be submitted in two separate envelopes:

- (i) **TECHNICAL BID:** Sealed Technical Bid, along with a Demand Draft for **Rs. 75,000/-** (Rupees Seventy Five Thousand only), drawn in favour of **THE INSTITUTE OF COST ACCOUNTANTS OF INDIA** payable at **NEW DELHI**, placed in sealed envelope super-scribed **“TECHNICAL BID FOR PROVIDING EVENT MANAGEMENT SERVICES – 62<sup>ND</sup> NCMAC -2025”**. Tender Document received without EMD shall not be entertained.
- (ii) **FINANCIAL BID:** Sealed Financial Bid placed in a separate envelop super- scribed: **“ FINANCIAL BID FOR PROVIDING EVENT MANAGEMENT SERVICES– 62<sup>ND</sup> NCMAC -2025 ”**.
- (iii) The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed **“TENDER FOR PROVIDING EVENT MANAGEMENT SERVICES– 62<sup>ND</sup> NCMAC 2025”**. This bigger envelop, should be addressed

To

**The Convener**

Tender Committee – 62<sup>nd</sup> NCMAC 2025

The Institute of Cost Accountants of India

Office of the ICMAI-Bhubaneswar Chapter

CMA Bhawan, A/122/2, Nayapalli, Nilakantha

Nagar, Unit - 8, Bhubaneswar - 751012, Odisha.

And shall be deposited / submitted on or before **5.00 PM on 15.05.2025**

- (iv) Tenders received after the stipulated date and time shall not be accepted. The ICMAI shall not be liable for any postal delays what so ever.
- (v) The tenderer(s) / bidder(s) shall quote rates before Tax and applicable tax shall be given to the awarded Service Provider.



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- (vi) The technical bid shall be opened at **06.00 PM on 15th May, 2025** and financial Bid Shall be opened at **03.00 PM on 16th May, 2025**. The authorised representative (s) or Tenderes may present if so desire.
- (vii) The ICMAI shall have the right to assess the competencies and capabilities of the Bidder/s by going through the credentials given in the Technical Bid and on the basis of other such credentials. The ICMAI may reject the candidature of any or all Bidder /s without assigning any reason thereof. In such case(s) the Financial Bid shall not be opened for that particular Bidder. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened.
- (viii) A bid determined as substantially non-responsive shall be rejected by the ICMAI.
- (ix) The Bidder who provided as required above will technically qualify subject to the submission of satisfactory report by the Members of Tender Committee – 62nd NCMAC 2025.
- (x) The ICMAI reserves the right to accept or reject any or all tenders including the lowest tenderer without assigning any reason at its sole discretion and the decision of the ICMAI shall be final and binding on all concerned.
- (xi) The issue of letter of intent shall constitute the intention of the ICMAI to place the purchase order / work order with the successful bidder/bidders.
- (xii) The bidder should give their acceptance within 2 days from Issue of letter of intent.
- (xiii) The Institute reserves the right to cancel or modify and / or amend the terms and conditions for this tender or contract without assigning any reason thereof.
- (xiv) Event Management Agency/Service Provider Office should be located at Bhubaneswar and or nearby within 50 km distance from the ICMAI-Bhubaneswar Chapter, A/122/2, Nayapalli, Nilaknatha Nagar, Bhubaneswar-12.



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### CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID

The list of documents required to be enclosed with technical bid for getting eligible to be considered for technical scrutiny: -

1. Demand Draft for Rs.500/- (Rupees five hundred only), if tender downloaded from tender section of the website of the ICMAI & Bhubaneswar Chapter (Non Refundable).
2. Demand Draft for Rs.75,000/- (Rupees Seventy Five Thousand only) towards EMD (Refundable)
3. Signature of the bidder or their authorized signatory on each page of the Tender Documents as acceptance of the terms and conditions contained in the Tender Document.
4. Details of successfully executed similar work along with self-Certified Copies of the work order (s) as mentioned in ELIGIBILITY CONDITIONS in Notice Inviting Tender (NIT).
5. Documentary evidence in support of the following:
  - I. List of Current Clients executing similar works/Assignments (Attach Documentary proof)
  - II. Number of years of having run Event Managements in the offices / organizations / hospitals / places of public utility / educational or other institutions.
  - III. List of institutions/organizations (with complete postal addresses) served in the past where provided Event Management services. Names, designations and telephone numbers of concerned officers in the respective organizations/institutions may also be indicated;
6. A Certified Copy (s) of Registration Certificate with GSTN, PAN and MSME Certificate or Trade License copy having permission for event Management.
7. Complete copy of tender document duly signed each of the pages.
8. The Complete details setup and establishment of the agency/firm.
9. **Copy of Income Tax Return Filing for the financial years 2021-22, 2022-23 and 2023-24.**
10. Copy of the Annual Accounts for the Financial Year 2021-22, 2022-23 & 2023-24 to be furnished. Average turnover of said financial years should not be less than Rs.25.00 lakh and there should be at least one single order executed during any of the said 3 financial years not below of Rs.10.00 lakh (copy of work order to be attached).

**Note: - The Bidder who provided as required above will technically qualify subject to the submission of satisfactory report by ICMAI's Inspection Committee.**



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**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA  
TENDER FOR PROVIDING  
EVENT MANAGEMENT  
SERVICES**

**62<sup>nd</sup> NCMAC – 2025**

**AT**

**Convention Centre, Campus No. 2, SOA University,  
Bhubaneswar -751030, Odisha.**

<b>NAME OF THE TENDERER (as per Registration Certificate)</b>	
<b>COMPLETE POSTAL ADDRESS OF THE TENDERER (as per Registration Certificate)</b>	



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### TENDER DOCUMENT FOR PROVIDING EVENT MANAGEMENT SERVICES 62<sup>nd</sup> NCMAC – 2025

AT

Convention Centre, Campus No. 2, SOA University, Bhubaneswar -751030, Odisha.

## PART - I

### TECHNICAL BID

(Questionnaire to be filled up by the Agency applying for providing Event Management Services)

Earnest Money Deposit (EMD)	Demand Draft No. _____ dated _____ for Rs. 75,000/- (Rupees Seventy Five Thousand only) drawn on (name of the Bank) _____ in favour of <b>THE INSTITUTE OF COST ACCOUNTANTS OF INDIA</b> , payable at <b>New Delhi (To be enclosed with Technical Bid)</b>
<b>COMPANY/FIRM /AGENCY PROFILE</b>	
1. Name of the Company/ Firm/Agency and Complete registered office address	
2. Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation)	
3. Name, Designation and Tel. No(s) of the Contract Person -e-mail address	
4. Year of commencement of Business	
5. <b>Statutory Details</b> (photocopy to be attached) <ul style="list-style-type: none"><li>✓ Registration No. Of the Firm</li><li>✓ PAN</li><li>✓ GST Registration No.</li><li>✓ MSME Certificate and/or Trade License</li></ul>	



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<b>6.</b> Copy of Income Tax Return Filing for the financial years 2021-22, 2022-23 and 2023-24.  Copy of Annual Accounts (Profit & Loss Account and Balance sheet) of FY 2023-24 to be submitted. Turnover of FY 2023-24 should not be less than <b>Rs.25.00 Lakh.</b>	
<b>7.</b> Single Work Order in any of the Financial year as stated above should not be less than <b>Rs.10.00 Lakh (Copy to be enclosed )</b>	
<b>7. Details of Bank Account</b>  - Name of the Bank - Branch Address - Account No. - Nature of Bank Account - IFSC  (photo copy of a cancelled cheque is to be enclosed)	

- 8.** List of the clients (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid (details of minimum 3 Orders to be furnished)

S. No.	Name of the organization with complete postal address	Name & designation of the Contact Person with Tel/Mobile No(s)	Date of contract awarded	No. of persons deployed by your firm	Event Gathering (No of Persons approx. )
1					
2					
3					

- 9.** Volume of business done during the last three years (please submit documentary evidence) (Rs. in Lakh) .

Details of annual financial turnover (gross) as per filing of Income Tax Return		
2021-22	2022-23	2023-24
Average Turnover (based on the figures given above)		

Date:

Signature of the Party/Authorised officer with official Seal



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## PART - II

### TENDER DOCUMENT FOR PROVIDING EVENT MANAGEMENT SERVICES FOR NCMAC-2025 of ICMAI AT

Convention Centre, Campus No. 2, SOA University, Bhubaneswar -751030,  
Odisha.

### FINANCIAL BID

Name of the Company/Firm/ Agency and Complete registered Office Address	
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CONFERENCE EVENT REQUIREMENT LIST						Table – 1
SL.NO	PARTICULARS DESCRIPTION	QTY	SIZE	SQFT	UNIT PRICE	AMOUNT
I	<b>STAGE REQUIRMENT</b>					
	LED P-3	1	36X12FTx 3 days	1296		
	LED P-3 WINGS	2	4X12x 3 days	288		
	LED RISER	1	52X4X3 days	208		
	LED RISER MASKING	1	52X3 x 3 days	156		
	STAGE CARPETTING	1	45x30	1350		
	RED CARPETING IN VIP ENTRY	1	100X6	600		
	RED CARPETING IN VIP ENTRANCE	1	100X6	600		
	STAGE BOTH SIDE BRANDING	2	12X6=72X2	144		
	PODIUM BRANDING	2	4X3=12X2	24		
	STAGE FRONT,WELCOME GATE FLOWER DECORATION ( FRESH FLOWER DECORATION)	1	55 RFT	3 days		
	FLOWER TEA PAOY TABLE TOP	20		3 days		
	VIP CHAIR	10	3 days	30		
	VIP CHAIR(Extra)	10	1 Days	10		
	GLASS TOP WHITE TEAPOY	15	3 days	45		
	GLASS TOP WHITE TEAPOY (Extra)	5	One day	5		
	LED TV FOR GUEST	2	3 days			



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SL.NO	PARTICULARS DESCRIPTION	QTY	SIZE	SQFT	UNIT PRICE	AMOUNT
<b>II</b>	<b>STAGE LIGHT &amp; SOUND</b>					
	SOUND & LIGHT FOR ARTIST & CULTURAL FUNCTION	2 DAYS		2 days		
<b>III</b>	<b>DG VAN</b>					
	DG-128 WITH Fuel	1		3 days		
<b>IV</b>	<b>DECORATION LIGHT</b>					
	GREEN LED	80		3 days		
	MILK WHITE LED	20		3 days		
	WARM WHITE LED	50		3 days		
	RISE LIGHT	500		3 days		
	3 PIN PLUCK POINT	10		3 days		
<b>V</b>	<b>STALL &amp; BRANDING WORK</b>					
	OCTANUM STALL WITH FACIA BRANDING	4	6X6 FT	3 days		
	OCTANUM STALL WITH FACIA BRANDING	4	9X9 FT	3 days		
	REGSTRATION COUNTER	8		3 days		
	SATNDAY( with frame ,fitting & Installation)	50	3X6=18	900		
	SATNDAY( with frame ,fitting & Installation)	10	4X8=32	320		
	VIP ANTRY ARCH GATE ( with Frame Fitting & Installation)	2	12X10X4	416		
	VIP ENTRY FRONT GATE BRANDING ( with Frame Fitting & Installation)	1	10X12=120	120		
	WELCOME BOX GATE ( with Frame Fitting & Installation)	1	20X10X3	420		
	REGISTRATION BACKDROP ( with Frame Fitting & Installation)	2	16X8=128X2	256		
	REGISTRATION TABLE BRANDING ( with Frame Fitting & Installation)	2	16X3=48X2=96	96		
	WELCPME GATE BOTH SIDE PILLAR ( with Frame Fitting & Installation)	2	9X7=63X2=126	126		
	SITTING AREA BALCONY BRANDING( with Frame Fitting & Installation)	1	30X 2.6	78		
	SELFY ZONE WITH BASE & BACKDROP ( with Frame Fitting & Installation)	1	16X8=128	128		



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SL.NO	PARTICULARS DESCRIPTION	QTY	SIZE	SQFT	UNIT PRICE	AMOUNT
<b>VI</b>	<b>CATER REQUIRMENT &amp; KITCHEN SETUP</b>					
	SERVING TABLE WITH OUT FRILL	70	3 days			
	KHATA	6	3 days			
	ROUND TABLE (with white frill)	6	3 days			
	BANQUATE CHAIR ( with white frill)	50	3 days			
	STAND FAN	6	3 days			
	DARI	10	3 days			
	WATER PROOF TENT WITH THREE SIDE WALLING	1	30X100=3000	3000 SQFT		
<b>VII</b>	<b>PHOTOGRAPY &amp; VIDEO SHOOTINGH</b>					
	STILL CAMERA WITH CAMERA MAN	2	3 days			
	VIDEO CAMERA WITH CAMERA MAN	2	3 days			
<b>VIII</b>	<b>REGISTRATION KIT FOR CONFERENCE</b>					
	JUCO FOLDER	1000				
	NOTE BOOK	1000				
	PEN	1000				
	CREW CARD/I CARD	1000				
	3 STEP GOOD LUCK TREE WITH GLASS WATER POT	70				
<b>Total [Sl. No. I to VII]</b>						
CGST @ ____%						
SGST @ ____%						
<b>Grand Total</b>						

**Rupees in Words** -----

**Selection of L1 vendor will be made based on the lowest amount quoted under Table -1 [excluding GST]**

*\*The quantity and specifications are indicative, final requirements may vary.*

Name of the Authorized Person:

Signature of the Authorized Signatory:

Seal:

Date:



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### ❖ CULTURAL FUNCTION

			<b>Table – 2</b>
SL.NO	PARTICULARS DESCRIPTION		AMOUNT (Rs.)
IX	<b>CULTURAL FUNCTION</b>	Lump sum	
	<b>First Day-ODISHI</b>		
	GOTIPUA		
	SAMBALPURI		
	BARA MASA TERA PARBA		
	MUSICAL FUNCTION WITH ONE MALE & FEMALE TRACK SINGER		
	<b>Second Day-Musical Only</b>		
	MUSICAL FUNCTION WITH ONE RERENOWNED SINGER WITH BAND TEEM & OTHER CO SINGERS		
	<b>Total</b>		
	CGST @ ____%		
	SGST @ ____%		
	<b>Total</b>		

- ✓ The amount quoted for cultural event is subject to negotiation based on the selection of performing artists' credentials.
- ✓ The amount quoted for cultural event shall not be considered for evaluation of L1 party.
- ✓ The Unit of measurement for each line item is commensurate to the standards usually followed in India.

Name of the Authorized Person:

Signature of the Authorized Signatory:

Seal:

Date:



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### **Specific Terms & Conditions**

- 1) The Items given are indicative.
- 2) EMD: Demand draft in favour of "The Institute of Company Secretaries of India" amounting Rs. 75,000/- (Rupees Seventy Five Lakh Only) payable at New Delhi.
- 3) All the assigned work should be finished and delivered as per time frame to be given by the ICMAI.
- 4) The agency which had experience in organizing events at Venue shall be given preference.
- 5) There may be change in requirement (Size, Quantity, Matter etc) depending upon the place, time and circumstances. Some new work related to the programme may be entrusted to the party on requirement.
- 6) The matter with design will be given by the institute, (design if any will be made by the party and the same must be approved by the Competent Authority of ICMAI and in coordination with the other party).
- 7) The requirements are depended upon the venue and the items provided by the facility available at the venue. (The requirements may be forecast by the party and the same must be approved by the concerned officer of the Institute and in coordination with other party)
- 8) The payment will be made to the party within three weeks on submission of bill subject certification of the bill with respect to consumption by the Competent Authority of ICMAI. The payment will be made on actual.
- 9) The items must be available on demand. All permission/license for the function will be obtained by Party on behalf of ICMAI and all the payment to concerned authority will be made Directly by ICMAI.
- 10) All works must be verified by the concerned officer of ICMAI.
- 11) The quotation will be opened at ICMAI-Bhubaneswar Chapter Office.
- 12) Liquidity damage if any levied upon the party in case of any deviation in the work as decided by the ICMAI .
- 13) The party must visit the site before filling the Tender.
- 14) The committee shall review the capacity of the party, Presentation and other credentials in formalising the award of the contract and the L1 party may get the contract but this is not the only criteria.
- 15) The tender may be cancelled by the authority without describing any reason.
- 16) The installation of the equipment's, panels and erections of any things is all in the charge of the vendor and the vendor will be responsible for the security and its maintenance. Any loss to the property of venue shall be made good by the vendor.
- 17) The vendor shall abide by the rules of the Venue and Local Municipal Corporation. The vendor shall liaise with the Local Municipal Corporation to put the standees/banner in the city.
- 18) The tender committee may reject the quotation of any party in case of unsuitability or any other reason;
- 19) The vendor will be giving the list of items and the persons engaged for the work before entering to the venue for security check up the officials of the venue.
- 20) Diesel consumption is separate then the DG set rate. The diesel cost will be as per actual consumption. The diesel use cost shall be part of the billing.
- 21) The tender committee may reject the quotation of any party in case of unsuitability or any other reason;
- 22) In case of dispute, it will be resolved amicably, failing which through arbitration and it would be at Bhubaneswar, Odisha.
- 23) The staff of the contractor shall be available at all times and behave properly with all the officials and guest.
- 24) The EMD of successful bidder will be retain and the EMDs of the unsuccessful bidder will be returned as it is.
- 25) Please fill up part –I & part-II of the tender document and the same be submitted as per the guidelines for submission of tender documents described in page no. 4 of this tender document.



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### **ACCEPTANCE CERTIFICATE**

I..... (Designation)..... of (Name of the Company) .....

.....

having registered office at .....

.....

Hereby accept the above-mentioned Terms & Conditions (Specific & general) for the above Tender document for providing Event Management Services of 62<sup>nd</sup> NCMAC 2025, to be organised at Convention Centre, Campus – 2, SOA University, Bhubaneswar-751030, Odisha during 23<sup>rd</sup> – 25<sup>th</sup> May, 2025 published by the NCMAC Tender Committee of ICMAI.

Name of the Authorized Person:

Signature of the Authorized Signatory:

Seal:

Date:



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### INDEMNITY UNDERTAKING

I, on behalf of M/s ..... hereby agree and undertake that I have understood entire scope of work including the instruction and responsibilities and all staff Technical & Non-Technical working on behalf of M/s ..... will abide by all safety norms.

I declare that I, on behalf of M/s ..... will be responsible for any safety violations/accident etc. The Institute (ICMAI) will not be responsible in case of any accident/ incident and will not compensate financially or otherwise. I assure ICMAI that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at Convention Centre, Campus – 2, SOA University, Bhubaneswar -751030, Odisha from **23<sup>rd</sup> to 25<sup>th</sup> May, 2025.**

I hereby declare that I am sole responsible on behalf of M/s.. ..... for giving such declaration.

-----  
Name of Indemnifier

-----  
Signature of Indemnifier

Seal:

Date:



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### GENERAL TERMS AND CONDITIONS

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents shall not be entertained.
2. Before submitting the tender, details of documents to be attached may be verified from the Check List given on page number 6 of the Tender Document.
3. The bidders, who download the Tender Document from ICMAI's website, are required to submit a separate demand draft for Rs.500/- (Rupees five hundred only) towards the cost of the Tender Document. **THIS DEMAND DRAFT IS REQUIRED TO BE SUBMITTED WITH THE TECHNICAL BID. Downloaded Tender Documents submitted without demand draft towards the cost of Tender Document shall not be entertained.**
4. The Tenderer must write the name & complete postal address of the bidding firm on the reverse side of the Demand Draft(s).
5. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
6. ICMAI reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot first-hand information regarding the quality of services provided by the Tenderer. Decision of ICMAI with regard to award of the contract will depend upon the feedback received by it from the previous/ and present clients and also from its team(s) deputed for the purpose. The decision of the Institute in this regard shall be final and binding on all bidders.
7. Tender shall be submitted in ICMAI's official tender form only. If submitted in any other manner or format, the same shall not be considered. No bidder shall be issued more than one Tender Form.
8. Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs.75,000/- (Rupees Seventy Five Thousand only) shall not be entertained
9. No paper shall be detached from the Tender Document.
10. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction; insertion shall be permitted in any part of the tender unless duly counter signed by the bidder. The tender shall be filled in and submitted strictly in accordance with the instructions contained herein; otherwise the Tender is liable to be rejected.
11. The Financial bids submitted by all bidders should be valid for at least for a minimum period of six months from the date of opening of Technical Bids.
12. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.



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13. The Institute reserves the right to reject any or all the tenders including lowest tender without assigning any reason.
14. Before submitting the filled-in Tender Document to the ICMAI, the bidders may contact to the following officials for clarification(s), if any:

**Shri Tushar Ranjan Mohanty**, Convenor, Tender

Committee Email: [ncmac2025@icmai.in](mailto:ncmac2025@icmai.in)

Land Line No: 0674-2396622, M: 8895225372

OR

**Shri H.K.Biswal**, Member of the Tender Committee

Contact No.:9778940481

15. The Institute reserves the right to change any condition of the tender before opening of the Technical Bids.
16. The successful bidder shall have to enter into an agreement with the Institute before taking charge of the Event Management and commencement of the Event Management work.
17. The validity of the tender shall be for a period of 3 months from the date of tender. Any extension of the validity period shall be mutually agreed by the bidder and the ICMAI.
18. Canvassing in any form shall make the tender liable for rejection.
19. Possibility of rescheduling of the date of the seminar may happen in case of any notification of the Central Govt./State Govt./Local Authority imposing restrictions on public gathering come into force due to pandemic, riot, flood, earthquake, war etc.
20. For any violation of terms and conditions or in quality, Organiser may impose penalty as feel proper.

### OPENING OF BIDS

21. The Technical Bids shall be opened on 15.05.2025 at 6.00 P.M. at INSTITUTE OF COST ACCOUNTANTS OF INDIA, CMA Bhawan, Bhubaneswar Chapter office in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).
22. The Financial Bids of only technically acceptable tenders shall be opened for further consideration. The decision of the Institute in this regard shall be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) shall be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by the Institute.
23. EMD of the unsuccessful bidders shall be returned, without interest or bank charges within a period of three months from the date of award of contract to the successful bidder.
24. Financial Bid shall not be the sole criteria for award of contract. Feedback received from the previous/present clients and on the spot assessment of the ICMAI's designated team shall also form the basis of selection.



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### PERIOD OF CONTRACT

25 The contract for Event Management Services shall be restricted for the event 62<sup>nd</sup> NCMAC 2025.

### IMPOUND OF EMD

26 EMD of the successful bidder shall be liable to be forfeited if the Event Management Agency does not fulfil any of the following conditions:

- I. The Event Management Agency shall mobilised his team for the Event Management services in site on 21.05.2025.
  - II. In case of any damage caused to the Institute due to negligence, carelessness, inefficiency, fraud, mischief and / or misappropriation or any other type of misconduct of the Tenderer / Bidder or any of its staff / associates.
- 27 No change in the financial bid shall be allowed. If the successful bidder withdraws or alters the terms of the tender during this period, the Earnest Money Deposit shall be forfeited.
- 28 If the Contract is terminated by the Event Management Agency without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award for the Contract and the agreement signed by the Event Management Agency with the Institute, the EMD shall be forfeited without prejudice to the ICMAI's right to proceed against the Event Management Agency for any additional damages that the Institute suffers as a result of the breach of the aforesaid terms and conditions. Any further loss not covered by the EMD shall be claimed from the Event Management Agency as deemed fit from its outstanding payable or its assets etc.

### STATUTORY OBLIGATIONS OF THE TENDERER (EVENT MANAGEMENT AGENCY)

- 29 The Event Management Agency shall be responsible for engaging adequate number of trained/semi-trained manpower required for providing good Event Management services in ICMAI.
- 30 The employees of the Event Management Agency should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
- 31 The Event Management Agency shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
- 32 Employment of child labour is strictly prohibited under the law. The Event Management Agency shall not employ any child.
- 33 In the event of violation of any contractual or statutory obligations by the Event Management Agency, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the Institute by any individual, agency or government authority due to acts of the Event Management Agency, the Event



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Management Agency shall be liable to make good/compensate such claims or damages to the Institute. As a result of the acts of the Event Management Agency, if the Institute is required to pay any damages to any individual, agency or government authority, the Event Management Agency shall be required to reimburse such amount to the Institute or the Institute reserves the right to recover such amount from the payment(s) due to the Event Management Agency while settling his/her bills or from the amount of EMD of the Event Management Agency lying with the Institute.

- 34 The Event Management Agency shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.
- 35 The Event Management Agency shall at all times keep indemnified the principal employer, namely, Institute of Company secretaries of India, Head of the Institute and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Event Management Agency shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time.
- 36 The Event Management staff may be issued Identity Cards bearing photographs. The Event Management Agency shall provide sufficient sets of Uniforms or Apron and pair of shoes to his waiters and shall ensure that they wear them all times and maintain them properly.
- 37 The Event Management Agency shall be personally responsible for conduct and behaviour of his staff and any loss or damage to Institute's moveable or immovable property due to the conduct of the Event Management Agency's staff shall be made good by the Event Management Agency. If it is found that the conduct or efficiency of any person employed by the Event Management Agency is unsatisfactory, the Event Management Agency shall have to remove the concerned person and engage a new person within 48 hours of intimation by ICMAI. The decision of the Institute's designated officer in this regard shall be final and binding on the Event Management Agency.
- 38 The Event Management Agency shall not appoint any sub-Event Management Agency to carry out his obligations under the contract.
- 39 The Event Management Agency shall keep the Event Management and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of kitchen, Event Management hall (if any), floor, counter, benches, tables, chairs, etc. the ICMAI will have 24-hour access to inspect the Event Management service premises at any time for ensuring the cleanliness and hygienic conditions of the Event Management's kitchen and other premises. The garbage will be cleaned by the housekeeping contractor.



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- 40 ICMAI reserves the right to appoint officers/officials to inspect the quality of raw material and other items used during the Event Management. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Event Management Agency.
- 41 The Event Management Agency shall get the prices of all items approved by the Institute and no changes, what-so-ever shall be made without prior written approval of the Institute.

### **OTHER OBLIGATIONS OF THE EVENT MANAGEMENT AGENCY**

- 42 The Institute shall provide to the Event Management Agency space for storing their equipment for providing event management services of free of cost.
- 43 Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipments provided by the Institute are damaged. Any damages done to the same or any other property shall have to be repaired / replaced by the Event Management Agency, failing which the same shall be got done by ICMAI at the Event Management Agency's risk and cost. In this regard, the decision of the designated officer of ICMAI shall be final and binding on the Event Management Agency.
- 44 All work shall be carried out with due regard to the convenience of ICMAI. The orders of the concerned authority shall be strictly observed.
- 45 The Event Management Agency shall deploy adequate manpower for work during late hours according to the requirement of ICMAI.
- 46 The Event Management Agency may request ICMAI for installing electronic fly – kill / insect repellent equipment; emergency lighting etc .The gas and fuel supply shall be done on the cost of Event Management Agency.
- 47 Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the Institute's campus, including Event Management. Any breach of such restrictions by the Event Management Agency shall attract deterrent action against the Event Management Agency as per statutory norms.
- 48 No minimum guarantee shall be furnished to the Event Management Agency towards event management services. He/she is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of ICMAI personnel to avail Event Management services.
- 49 The manpower deployed by the Event Management Agency shall be directly under the supervision, control and employment of the Event Management Agency and they shall have no connection what-so-ever with The Institute of Cost Accountants of India (ICMAI). ICMAI shall have no obligation to control or supervise such workers or to take



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any action against them except as permissible under the law. Such workers shall also not have any claim against ICMAI for employment or regularization of their services by virtue of being employed by the Event Management Event Management Agency, against any temporary or permanent posts in ICMAI.

- 50 The Event Management Agency shall ensure that either he/she or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the Institute.
- 51 The Event Management Agency shall not use the Event Management premises for any other activity except for the purpose for which it has been provided for.

### PAYMENT TERMS

- 52 An advance of 25% of the order value will be paid against proforma invoice support by the work order to be issued to the Event Management Agency.
- 53 Balance 75% of the order value will be paid after completion of the entire work against the final tax invoice. The final payment after deduction of applicable taxes and other deductions, if any will be released within 21 days from the date of submission of the final bill duly certified by the concerned department/authorised employee(s) of the Institute.
- 54 IT TDS & GST TDS as per applicable will be deducted against payment of advance and final bill and TDS certificates will be provided to the Event Management Agency as per rules.
- 55 All payment will be remitted to the bank account of the Event Management Agency through electronic bank transfer.
- 56 The PAN No. and GST No. shall be print on the bill. The party shall provide their ECS mandate for the release of the payment.
- 57 In the event of delay of payment due to any query, objection, or dispute with regard to any bill or a part thereof, the Event Management Agency shall not be entitled to any interest to be paid by the Institute for delayed payment due to the same.

### TERMINATION OF THE CONTRACT

- 58 The Institute without prejudice to any other remedy, reserves the right to terminate the Tender / Contract in whole or in part and also to blacklist the Event Management Agency for a suitable period without giving any notice in case he fails to honour his bid or contract without sufficient grounds or found guilty for breach of condition /s of the tender or contract, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by such Event Management Agency or by its staff. ICMAI's decision in such a situation shall be final and shall be accepted by the Event Management Agency without any objection or resistance



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### PENALTY

- 59 The Institute reserves the right to impose a penalty (to be decided by the ICMAI authorities) on the Event Management Agency for any serious lapse in maintaining the quality and the services wilfully or otherwise by the Event Management Agency or his staff or for any adulteration.
- 60 If the Institute is not satisfied with the quality of eatables served, services provided or behaviour of the Event Management Agency or his/her employees, the Event Management Agency shall be served with 24-hour notice to improve or rectify the defect(s), failing which the ICMAI shall be at liberty to take appropriate necessary steps as deemed fit.
- 61 In case of any damage caused to the Institute due to negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct of the Event Management Agency or its staff, the Event Management Agency shall be responsible to make the loss good. The Institute shall have right to adjust the damage / loss suffered by it from the EMD or / and to charge penalty as decided by the Institute. Decision of the Institute in this respect shall be final & binding on the Event Management Agency.
- 62 Whenever under this tender / contract order any sum of money is recoverable from and payable by the Event Management Agency, the Institute shall be entitled to recover such sum by appropriating in part or in whole the EMD of the Event Management Agency. In the event of the security being insufficient, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the Event Management Agency or which at any time thereafter may become due to the Event Management Agency under this or any other tender / contract with the Institute. If this sum is not sufficient to cover the full amount recoverable, the Event Management Agency shall pay the Institute on demand the remaining balance.
- 63 The Event Management Agency shall not use or disclose any Confidential Information of the Institute except as specifically contemplated herein. For purposes of this tender / contract, "Confidential Information" means information that: (i) is sufficiently secret to derive economic value, actual or potential, from not being generally known to other persons who can obtain economic value from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy or confidentiality.

### ARBITRATION

- 64 In case of any dispute, difference, claims and demands arising in relation or pursuant or touching to the meaning or interpretation of this tender and contract, the authorised official of the Institute and the Tenderers / Bidders will address the



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disputes/differences for mutual resolution and failing which the matter shall be referred to the sole arbitration of Secretary / Chief Executive / Secretary(Officiating) of The Institute of Cost Accountants of India or any other person appointed by him as Sole Arbitrator notwithstanding the fact that such officer has been directly or indirectly associated with this tender / contract. The provisions of the Arbitration and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force shall be applicable to the arbitration proceedings. The venue of the arbitration shall be at Bhubaneswar. The cost of the Arbitration proceedings shall be shared equally by both the parties. The decision / award of the arbitrator shall be final and binding. The proceedings of arbitration shall be in English language.

### **JURISDICTION**

65 Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Bhubaneswar courts only.

### **FORCE MAJEURE:**

66 If any time, during the continuance of this contract, the performance in whole or in part by either party under obligation as per this contract is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restrictions, strike, lockout or acts of God (herein after referred to "eventuality"), provided notice of happening of any such eventuality is given by either party to the other within 21 days of the date of occurrence thereof, neither party shall be reason of such an "eventuality" be entitled to terminate this contract nor shall either party have any claim or damages against the other in respect of such non- performance or delay in performance and deliveries under the contract. The contract shall be resumed as soon as practicable after such "eventuality" has come to an end or cease to exist. In case of any dispute, the decision of Secretary or Chief Executive or Secretary(officiating) of The ICMAI shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such eventuality for a period exceeding 60 days, either party may at its option, terminate the contract.

### **Indemnity**

67 The Event Management Agency hereby covenants and agrees to indemnify and shall at all times keep indemnified the ICMAI against any loss or damage that the ICMAI may sustain as a result of the failure or neglect of the Bidders to faithfully carry out its obligations under this tender / contract. The bidder shall pay for all losses, damages, costs, charges and expenses which the ICMAI may incur or suffer as a result of the failure or neglect of the Event Management Agency to faithfully carry out its obligations under this tender / agreement and the Event Management Agency shall indemnify and keep indemnified the ICMAI in all respects.