



Ref: WIRC/ICMAI/Campus Placement/2025

Date: 15th September 2025

## **Tender for Air-Conditioned Rooms and Food Arrangements for Campus Placement – June 2025 Term**

The Western India Regional Council of The Institute of Cost Accountants of India invites sealed quotations/tenders from reputed Institutions and Hotels from Mumbai and Mumbai Suburbs for providing venue facilities and food arrangements for the forthcoming Campus Placement Programme for the June 2025 Term, scheduled on 9th–10th October 2025.

Requirements:

### **Venue Facilities:**

- 14 ± 3 Air-Conditioned Rooms – for conducting interviews.
- 3 Rooms – for Group Discussions (GD).
- 1 Auditorium or Large Conference Hall – for corporate presentations, with adequate seating capacity and equipped with: IT infrastructure, Projector and screen, Microphones and audio system, High-speed Wi-Fi connectivity

### **Food Arrangements:**

**For Company Delegates:** Snacks, tea/coffee, drinking water, and meals for approximately 50 delegates per day. (Final count to be confirmed one day in advance.)

**For Student Participants:** Lunch Packets for approximately 150–300 candidates per day. (Final count to be provided two days in advance.)

### **IT and Technical Support:**

- Laptop, projector, screen, and Wi-Fi connectivity on all floors of the campus.
- Microphones and audio setup for presentations and online interviews.

### **Instructions for Bidders**

- The rate to be offered should include all supply, labour etc.
- Any arithmetical error i.e. discrepancy between unit price and in total, error in total corresponding to the addition or subtraction of subtotals, discrepancy between words and figures shall be corrected by tender committee.
- Bidders shall bear all costs associated with the preparation and submission of its bid.



### **Terms & Condition**

- The price quoted by the bidder should remain valid for 60 days
- Period of Contract – “ONE TIME”
- Canvassing in any form in connection with the contracts is strictly prohibited
- Once the supply order is placed, it will be the vendors’ responsibility to make the project functional.

### **Payment:**

- Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- Taxes will be extra as applicable
- The Payment will be made in electronic mode only after submission of bills.

Interested institutions or hotels are requested to submit their quotations with detailed breakup of charges and facilities offered, in a sealed cover addressed to: Western India Regional Council of The Institute of Cost Accountants of India, 4th Floor, Rohit Chambers, Janmabhoomi Marg, Fort, Mumbai – 400001. The last date for submission of quotations will be 6<sup>th</sup> October 2025 (up to 5:00 p.m.)

For any queries, please contact Mrs Gauri Phadke ( Mob: 9819187416) during office hours of any working days for inspection.

*Gauri Phadke*

### **Authorised Signatory**

The Institute of Cost Accountants of India  
Western India Regional Council





### Corrigendum:

**This notice serves as an extension of last date - corrigendum, updating the earlier tender details and rescheduling the Campus Placement dates to 14th & 15th October 2025.**

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