



Ref: WIRC/ICMAI/MSMEConclave/2025

Date: 9th October 2025

Tender Notice / Market Survey for Auditorium / Conference Hall and Food Arrangements for MSME Conclave 2025 at Nagpur on 15th November 2025

The Western India Regional Council of The Institute of Cost Accountants of India invites quotations from reputed Hotels / Institutions from Nagpur for providing an Auditorium or Conference Hall and Food Arrangements for the upcoming MSME Conclave 2025 scheduled to be held at Nagpur on 15th November 2025.

Requirements: Conference Hall / Auditorium

- Auditorium or large conference hall with seating capacity of 100–150 participants.
- Equipped with projector, screen, microphones, sound system, IT infrastructure, and Wi-Fi connectivity.
- Proper ventilation and air-conditioning facility.
- Adequate space for registration and networking counters.

Requirements: Food Arrangements

- Morning Breakfast
- Tea/Coffee
- Lunch
- Adequate drinking water arrangements throughout the event.

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.



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)
WESTERN INDIA REGIONAL COUNCIL



Address: Rohit Chambers, 4th Floor,
Janmabhoomi Marg, Fort, Mumbai 400 001.

E-Mail: wirc@icmai.in / wirc.admin@icmai.in

Website: www.icmai-wirc.in

Submission of Quotations:

Interested Hotels are requested to send their detailed quotations (inclusive of all taxes and charges) to:

Email: wirc.admin@icmai.in / wirc@icmai.in

Address: The Western India Regional Council of The Institute of Cost Accountants of India
Rohit Chambers, 4th Floor, Janmabhoomi Marg, Fort, Mumbai – 400001

The last date for submission of quotations will be 29th October 2025.

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

Note: The decision of WIRC of ICMAI will be final and binding in all respects.

Gauri Phadke

Authorised Signatory

The Institute of Cost Accountants of India
Western India Regional Council

