



Ref: WIRC/ICMAI/ Campus Placement/June2026

Date: 14th October 2026

Tender for Air-Conditioned Rooms and Food Arrangements for Campus Placement — June 2026 Term.

The Western India Regional Council of the Institute of Cost Accountants of India (ICMAI-WIRC) invites sealed tenders from reputed institutes/organizations/hotels for providing air-conditioned rooms and food arrangements for conducting our Campus Placement Programme scheduled from 28th to 30th October 2026.

1.Rooms and Venue

- 20 to 25 Air-Conditioned Rooms — for conducting interviews.
- 5 Rooms — for Group Discussions (GD).
- 2 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.
- 5 air coolers/ Portable ACs – with sufficient air-conditioning facilities for the Campus Interview.

2. Food & Refreshments

- For Company Delegates: Snacks, tea/coffee, drinking water, and meals: **Day 1: 80, Day 2 & 3: 120** approximately (Final count to be confirmed one day in advance).
- For Student Participants: Lunch Packets: **Day 1: 300 to 350, Day 2 & 3: 550 to 700**, approximately (Final count to be provided two days in advance).

3.IT Requirements

- Big screen/projector and necessary audio-visual facilities for presentations by participating organizations.
- IT facilities to support **online interviews and Group Discussions through video conferencing**.
- Good and reliable internet connectivity throughout the venue.
- A 4 to 5 laptops may also be arranged for online interviews/GDs.
- **Two printers**, preferably: One Black & White printer / One Colour printer.



- Officials from the IT Department may kindly be deputed for providing on-site technical support throughout the programme.

4. Instructions for Bidders

- 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.

5. Terms & Conditions

- 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.

6. 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.

7. Submission of Quotations:

Interested Institutes/Organizations/Hotels are requested to submit their quotations with detailed breakup of charges and facilities offered, in a sealed and covered address to:
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 20th October 2026.
For any queries, please contact Mr. Rajendra Sanghavi (Mob: 9372036890) during office hours of any working days for inspection.

Authorized Signatory
The Institute of Cost Accountants of India
Western India Regional Council