ICMAI
भारतीय लागत लेखाकार संस्थान
THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
Statutory Body under an Act of Parliament
(Under the jurisdiction of Ministry of Corporate Affairs)

Pimpri Chinchwad Chapter

CMA Bhawan Plot No.12, Survey No. 36, Finolex Chowk, Opposite City International School, Court Road, Morwadi, Pimpri, Pune – 411018
Email: pimpri@icmai.in Ph: +91-86051 48330 / 88057 78771 / 83087 69459

Tender Notice

LTE/ICMAI/PIMPRI/RCMAC/2027/Venue-Catering 18th Nov 2026

Invitation for Limited Tender – Venue & Catering Arrangements for Regional Cost & Management Accountants Convention 2027 schedule on 16th & 17th January 2027 at Pimpri.

On behalf Western India Regional Council of The Institute of Cost Accountants of India, ICMAI - Pimpri Chinchwad Chapter of The Institute of Cost Accountants of India invites sealed quotations from reputed hotels, banquet halls, convention centers, and catering service providers for providing Venue and Catering Arrangements for the **Regional Cost & Management Accountants Convention 2027 schedule on 16th & 17th January 2027 at Pimpri.**

The expected participation is minimum 400 delegates and maximum 600 delegates including dignitaries, members, students, corporate guests, and invitees.

Interested and eligible service providers are requested to submit their quotations along with the requisite documents in the prescribed format, subject to the terms and conditions mentioned in this Limited Tender Enquiry.

IMPORTANT DETAILS:

Particulars	**Details**
Event	ICMAI-WIRC "Regional Cost & Management Accountants Convention 2027"
Organised by	Western India Regional Council of The Institute of Cost Accountants of India
Hosted By	ICMAI-Pimpri Chinchwad Chapter
Event Dates	16th & 17th January 2027
Delegate Strength	Min 400 – Max 600
Tender Type	Limited Tender – Sealed Quotation
Last Date & Time of Submission	08th December 2026 till 4.00 pm
Submission Mode	Physical sealed envelope only
Submission Address	ICMAI - Pimpri Chinchwad Chapter CMA Bhawan, Plot No.12, Survey No.36, Finolex Chowk, opposite City International School, Court Road, Morwadi, Pimpri, Pune - 411018
Contact Person	Deepa Joshi – Mob 8605148330

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SCOPE OF WORK:

Venue Arrangement

The venue should have:

- Main Hall / Auditorium
- Seating capacity: 400 – 600 delegates (Theatre Style / Cluster Style)
- Dias setup for 8–10 dignitaries
- Green rooms (2) for dignitaries
- AC hall with uninterrupted power supply
- Technical support staff
- Registration Area
- Separate counters with tables and chairs
- Queue management space
- Breakout / Networking Area
- Sufficient area for refreshments & networking
- Indoor / Outdoor Space for Catering
- Parking facilities
- Restrooms - Adequate, clean, accessible for large gatherings

Catering Services:

16th January 2027: Breakfast (Buffet), Lunch (Buffet), 2 Times Tea / Coffee & Biscuits, Evening High Tea, Dinner (Buffet).
17th January 2027: Breakfast (Buffet), Lunch (Buffet), 1 Time Tea / Coffee & Biscuits.

Catering Requirements includes,

- Multi-cuisine options (Maharashtrian, North Indian, Gujarati, Continental, Soup, Salads, Desserts)
- Live counters (optional)
- Mineral water, tea/coffee counters
- Hygienic food preparation and service
- Sufficient staff for service & cleanup
- Crockery, cutlery, chafing dishes, table setup with linen
- Drinking water arrangement throughout day

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GENERAL TERMS & CONDITIONS

- Technical and Financial bids must be submitted separately.
- Incomplete or unsigned bids will be rejected.
- ICMAI-WIRC/ICMAI Pimpri Chinchwad Chapter reserves the right to accept or reject any tender without assigning reason.
- Payment terms will be mutually decided upon award of contract. All Payments will be made through Electronic Mode to the Bank Account of the selected Tenderer. Please mention Bank Details [(i) Name of the A/c., (ii) A/c. No., (iii) Type of A/c., (iv) Name of the Bank, (v) Name of the Branch with address, (vi) IFS Code No. and (vii) MICR No.]in the Quotation.
- Rates must be valid for 90 days from last date of submission.
- All applicable taxes must be clearly mentioned.
- Food must be fresh, hygienic, and served on time.
- Venue must be exclusively available for both days.
- Vendor will be liable for any property or equipment damage.
- Tender information shall be kept confidential.
- Any deviation in service standards may attract penalties.

ELIGIBILITY CRITERIA:

- The bidder must be a registered hospitality establishment / event venue.
- Minimum 3 years' experience in in hosting large corporate events.
- GST registration and PAN mandatory.
- The venue must comply with fire, safety, and legal statutory requirements.
- No blacklisting declaration.

Bid Structure:

- Bidders must submit:
- Envelope A – Technical Bid
- Envelope B – Financial Bid
- Both envelopes must be placed inside a third sealed Master Envelope labeled:
  "LIMITED TENDER FOR VENUE & CATERING ARRANGEMENTS – REGIONAL COST & MANAGEMENT ACCOUNTANTS CONVENTION 2027 – 16th & 17th JANUARY 2027, PIMPRI."
- All the quotations have to be submitted within the date & time mentioned in the document and The Institute shall not be held liable for any postal delays. Tender received after the stipulated time/date will be liable to be summarily rejected without giving any reason.

EVALUATION PROCESS:

- Technical Bid Evaluation – Venue suitability, capacity, facilities, hygiene, and experience.
- Financial Bid Opening – Only of shortlisted technically qualified bidders.
- The ICMAI Pimpri Chinchwad Chapter & WIRC of ICMAI reserves the right to accept or reject any bid without assigning any reason.

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TENDER SUBMISSION DETAILS:

- **Address:** ICMAI-Pimpri Chinchwad Chapter, CMA Bhawan, Plot No.12, Survey No.36, Finolex Chowk, opposite City International School, Court Road, Morwadi, Pimpri, Pune - 411018
- **Last Date & Time of Submission:** 08th December 2026 till 4.00 pm
- **Opening of Technical Bids:** 09th December 2026 at 11.00 am
- **Contact:** Deepa Joshi – Mob 8605148330

For any queries, please contact Deepa Joshi – Mob 8605148330 during office hours of any working days for inspection.

Authorised Signatory
ICMAI Pimpri Chinchwad Chapter

The ICMAI - Pimpri Chinchwad Chapter
ICMAI

FORMAT – TECHNICAL BID

PART A: Bidder Details		
Sr No	**Details Requested**	**Provide Details**
1	Name of Company / Vendor	
2	Address:	
3	Contact Person:	
4	Mobile & Email:	
5	GST No.:	
6	PAN:	
7	Bank Details:	
PART B: Venue Specifications		
Sr No	**Details Requested**	**Provide Details**
1	Name & Address of Proposed Venue	
2	Seating Capacity (theatre style / Cluster Style)	
3	Number of halls available:	
4	Stage Size & Facilities:	
5	Parking Capacity:	
6	Rooms/Green Rooms/VIP Rooms Availability:	
7	Air-conditioning Facilities:	
8	Safety & Fire Compliance Certificates (Yes/No):	
9	Availability on 16th & 17th January 2027 (Yes/No):	
PART C: Catering Details		
Sr No	**Details Requested**	**Provide Details**
1	Kitchen type (on-site/off-site):	
2	Experience in catering for 400+ guests (Yes/No):	
3	Hygiene Certifications (if any):	
PART D. Menu Proposal		

Sr No	Details Requested	Provide Details
Attach detailed menu options for: Veg / Jain options		
1	Breakfast (16 Jan)	
2	Lunch (16 Jan)	
3	Dinner (16 Jan)	
4	2 Times Tea / Coffee & Evening Snacks (16 Jan)	
5	Breakfast (17 Jan)	
6	Lunch (17 Jan)	
7	1 Times Tea / Coffee (17 Jan)	
PART E. Documents to Attach		
Sr No	**Details Requested**	**Provide Details**
1	Company Profile	
2	Past Event Work Orders / Photographs	
3	GST & PAN	
4	Food Safety License	
5	FSSAI License	
6	Fire & Safety Certificates	
7	No Blacklisting Declaration	
8	Signed & stamped Tender Acceptance Form	

Declaration:

I ---------- hereby certify that, I am not debarred by the Department of Commerce or Ministry/ Department Concerned.

Name & Signature of Bidder with Corporate Seal

FORMAT – FINANCIAL BID

Sr No	Particulars	Rate (₹)	GST (₹)	Total (₹)
1	Venue Rent (16th Jan 2027)			
2	Venue Rent (17th Jan 2027)			
3	High Tea - (16th Jan 2027) (per head)			
4	Lunch - (16th Jan 2027) (per head)			
5	Evening High Tea - (16th Jan 2027) (per head)			
6	Dinner - (16th Jan 2027) (per head)			
7	High Tea - (17th Jan 2027) (per head)			
8	Lunch – (17th Jan 2027) (per head)			
9	Technical Equipment - Additional Charges (if any)			
10	Total Estimate (for 400 pax)			
11	Total Estimate (for 500 pax)			
12	Total Estimate (for 600 pax)			

All figures must be mentioned in words and numbers.

Declaration: We / our Company understood the requirements involved. We agree to all the terms and conditions as indicated in this Tender Notice. We are not debarred by any of the departments of the Organization/Institute.

Date: **Signature of bidder:**

Place: **Seal:**

Kindly note that Institute reserves the right to accept the financial bid for all the items or individually lowest price for any item. The Institute reserves the right to accept either in full or in part of any tender.

DECLARATIONS & COMPLIANCE FORMS

A. Declaration by Vendor

I/We hereby declare that: The information furnished in the technical and financial bids is true and correct. We have read and accept all General Terms & Conditions of the tender.

We agree to provide services as per the standards prescribed.

Signature: _____
Name: _____
Designation: _____
Seal: _____
Date: _____

B. No Blacklisting Declaration:

I/We hereby declare that our firm has not been blacklisted by any government/statutory/educational body.

Signature & Stamp: ____

C. Confidentiality & Non-disclosure:

The bidder agrees to maintain complete confidentiality of event details, data, and arrangements.

Signature & Stamp: ____