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)
SOUTHERN INDIA REGIONAL COUNCIL

"CMA Bhawan", No: 4, Montieth Lane,
Egmore, Chennai - 600 008
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**TENDER NOTICE**

**Ref.: SIRC/Hotel for Campus Placement/10/2026**
**Date: 30th October, 2026**

**Sub.: Quotation for Hotel Accommodation and Conference Room Facilities for the Campus Placement Programme – Reg.**

Reputed, reliable and conveniently located hotels are invited to submit their quotations for providing hotel accommodation and conference room facilities for the various requirements of the Institute in connection with the **Campus Placement Programme scheduled to be held on 25th, 26th and 27th November, 2026**, as per the details given below.

**1. REQUIREMENTS**

| Sl. No. | Requirement | Type / Specifications | 25.11.2026 | 26.11.2026 | 27.11.2026 |
|---|---|---|---|---|---|
| 1 | Rooms for conducting interviews | Superior Rooms – Each room should accommodate one large table and four chairs, arranged in an interview-style seating format. | | | |
| 2 | Rooms for Group Discussion (GD) | Executive Suite / Deluxe Room – Each room should accommodate one large table and approximately 23 to 25 chairs, suitable for conducting Group Discussions. | | | |

*Hotels are requested to quote their rates separately for each category of room and indicate the availability and number of rooms for each date.*

**2. INSTRUCTIONS TO BIDDERS**

1. The rates quoted should be inclusive of all applicable charges towards the facilities, services, labour and other requirements.

2. Any arithmetic errors or discrepancies, including differences between the unit price and the total amount, errors in the addition or subtraction of subtotals, or discrepancies between the amounts written in words and figures, shall be examined and corrected by the Tender Evaluation Committee.

3. Bidders shall bear all costs associated with the preparation and submission of their quotations.

**3. TERMS AND CONDITIONS**

1. The rates quoted by the bidder shall remain valid for a period of **60 days** from the date of submission of the quotation.

2. The period of contract shall be **ONE TIME**, applicable to the Campus Placement Programme scheduled from 25th to 27th November, 2026.

3. Canvassing in any form in connection with the tender is strictly prohibited.

4. Once the work order is issued, it shall be the responsibility of the selected hotel to ensure that the required rooms and facilities are fully arranged and ready for use as per the Institute's requirements.

**4. PAYMENT TERMS**

1. No advance payment shall be made. Payment will be released only after satisfactory completion of the services and submission of the invoice/bill in hard copy.

2. Applicable taxes shall be charged extra, as per the prevailing rules.

3. Payment shall be made through electronic mode only, within 30 days from the date of submission of the bills, subject to verification and approval by the competent authority.

Interested hotels/vendors may contact **Shri B. Surendran, Assistant Administrative Officer / Shri Deepak S, Deputy Superintendent**, during office hours on any working day for further details and inspection of the requirements.

Sealed quotations, duly signed and submitted on the hotel's business letterhead, with the subject **"RATE FOR HOTEL FOR CAMPUS PLACEMENT PROGRAMME"** clearly mentioned, should be submitted to the Office of SIRC of ICMAI, No. 4, Montieth Lane, Egmore, Chennai – 600 008, or sent through email to **sirc@icmai.in** on or before **20th November, 2026, up to 5.00 p.m.**

The Institute is not bound to accept the lowest quotation and reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.

**P. Balamurugan**
Dy. Director