



# 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)

**Headquarters:**  
CMA Bhawan, 3, Institutional Area,  
Lodhi Road, New Delhi - 110 003  
**Phone :** +91-11-24622156-57-58  
**Website :** www.icmai.in

**ICMAI-ADMN-LTE-AUDITORIUM-CURTAIN-2026**

**June 24<sup>th</sup>, 2026**

### Tender Notice

#### **Name of Work**

Supply, Fabrication, Installation, Testing and Commissioning of Main Stage Curtain, Side Wings and Associated Motorized Curtain System at J. N. Bose Auditorium, CMA Bhawan, Kolkata.

#### **1. Scope of Work**

The contractor shall design, supply, fabricate, install, test and commission a complete motorized auditorium curtain system including the Main Curtain, Stage Wings, Track Mechanism, Motorized Operating System, Structural Supports and all allied accessories required for satisfactory operation.

The work shall be executed in accordance with the specifications provided herein and to the satisfaction of the Administration Department.

#### **2. Technical Specifications**

##### **Item No. 1 – Main Stage Curtain**

Supply, fitting and fixing of premium quality auditorium curtain made from high-quality velvet (fire-retardant) finish fabric suitable for stage applications.

The curtain shall comprise:

- Double gathering arrangement.
- Decorative tassels and finishing accessories.
- New roller ball fittings.
- Heavy-duty curtain operating mechanism.
- Motorized opening and closing system.
- One (1) HP, 3-Phase branded motor complete with:
  - Push button station.
  - Air-break connector.
  - LT/Timer control arrangement.
  - Main control panel.
- Necessary pulley system.
- Roller bobbin arrangement.
- Steel wire rope and allied accessories.
- Complete installation and commissioning.

# For a complete dimension and area of work, vendor are requested to visit the site.

##### **Logo Embossing Requirement**

The center portion of the Main Curtain shall prominently display the Official Logo of The Institute of Cost Accountants of India (ICMAI).

The logo shall be:

- Embossed / embroidered / appliqué finished.
- Centrally positioned.
- Proportionately sized to auditorium dimensions.
- Approved by the Institute prior to fabrication.
- Durable and colourfast.



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### Item No. 2 – Motorized Curtain Box and Structural Framework

Providing, fitting and fixing curtain box fabricated from M.S. square tube structure of suitable size including:

- 2" × 1" and 1" × 1" M.S. square tubes.
- Complete welded framework.
- 12 mm BWR plywood lining.
- Enamel paint finish.
- Necessary supports and anchoring arrangements.
- Height and dimensions as directed by Engineer-in-Charge.

### Item No. 3 – Stage Wings

Supply, fabrication and installation of Stage Legs/Wings measuring approximately 11 ft × 3 ft each.

The wings shall consist of:

- 25 mm × 25 mm medium gauge M.S. tube framework.
- Horizontal members at 600 mm c/c.
- Four vertical members equally spaced.
- Complete welding and grinding.
- Black synthetic enamel paint finish (two coats).
- One side covered with 6 mm thick BWR plywood.
- Approved quality black cotton fabric finish.
- Heavy-duty pivot arrangement.
- Roller bearing mechanism for rotational movement.
- Channel-mounted sliding arrangement.
- Two castor wheels at bottom of each wing.
- Smooth movement and operation.
- Complete installation as directed by Engineer-in-Charge.

### 3. Schedule of Quantities

Sl. No.	Description	Unit	Qty.
1	Main Velvet Curtain with ICMAI Logo Embossing, Motorized Operation and Accessories	Job	1
2	Curtain Box with M.S. Structural Framework and BWR Ply Finish	Job	1
3	Stage Wings (11' × 3') Complete with M.S. Structure, Fabric Finish and Castors (2 pairs / 4 no.s)	Sets	2
4	Electrical Control Panel, Motor, Wiring and Commissioning	Lot	1
5	Installation, Testing and Commissioning	Lot	1

### 4. Completion Period

The entire work shall be completed within 15 days from the date of issue of Work Order.

### 5. Eligibility Criteria

The bidder should:

- **Kolkata Office:** CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, Phone: +91-33-2252 1602/1031/1619/1034
- **Noida Office:** CMA Bhawan, C-42, Sector-62, Noida (Uttar Pradesh) -201309, Phone: +91-0120-299 0004/6/7/8



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- Have experience in auditorium curtain/stage furnishing works.
- Possess adequate manpower and technical capability.
- Submit GST Registration, PAN and Bank Details.
- Submit at least one work completion references of similar nature.

### 6. Warranty

The bidder shall provide a minimum warranty of 12 months from the date of successful commissioning against manufacturing defects, workmanship defects and operational failures.

### 7. Payment Terms

- No advance payment shall be made.
- 100% payment shall be released after:
  - Completion of work.
  - Successful testing and commissioning.
  - Submission of invoice.

### 8. Inspection

The Institute reserves the right to inspect materials during fabrication and installation and reject any material not conforming to specifications.

### 9. Liquidated Damages

In case of delay beyond the stipulated completion period, a penalty of 0.5% of the order value per week of delay, subject to a maximum of 10%, may be imposed.

### 10. Institute's Rights

The Institute reserves the right to:

- Accept or reject any or all bids.
- Modify the scope of work.
- Cancel the tender without assigning any reason.

### Declaration by Bidder

I/We have carefully read and understood all terms and conditions of this tender and agree to execute the work accordingly.

Name of Firm: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Seal of Firm: \_\_\_\_\_

Date: \_\_\_\_\_

- **Kolkata Office:** CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, Phone: +91-33-2252 1602/1031/1619/1034
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**Eligibility / Qualifying Criteria**

Valid GST Registration Certificate

**Experience**

The bidder should have successfully executed at least:

One similar works of value not less than 60% of the estimated tender value each during the last five years. Copies of Work Orders and Completion Certificates shall be enclosed.

**Financial Capability**

The bidder shall have an average annual turnover of not less than ₹2.00 Lakhs during the last three financial years. CA Certificate / Audited Financial Statements may be submitted as proof.

**Technical Evaluation Criteria (100 Marks)**

Earnest Money Deposit – Nil.

Sl. No.	Evaluation Parameter	Maximum Marks
1	Similar Works Executed During Last 5 Years (based on submitted Work Orders & Completion Certificates)	50
2	Experience in Auditorium / Stage Furnishing / Theatre Curtain / Convention Centre Projects	30
3	Financial Strength (Average Annual Turnover during last 3 Financial Years)	20
<b>Total Marks</b>		<b>100</b>

**Qualifying Marks**

Bidders obtaining minimum 100 Marks out of 100 shall be considered technically qualified. Only technically qualified bidders shall be eligible for opening of the Financial Bid.

**Submission of Tender**

The Technical Bid and Financial Bid shall be submitted in two separate sealed envelopes, duly superscribed accordingly. Both envelopes shall be placed in a third sealed outer envelope superscribed:

**"LIMITED TENDER ENQUIRY"**

**Tender No.: ICMAI-ADMN-LTE-AUDITORIUM-CURTAIN-2026**

**Name of Work: Auditorium Modification Work**

The sealed tender shall be addressed to Limited Tender Enquiry and deposited in Tender Box No. 2 (Limited Tender Enquiry) located on the Ground Floor of CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 on or before 04:30 PM on 13<sup>th</sup> July 2026. Late tenders shall not be considered.

**LIMITED TENDER ENQUIRY**  
**ICMAI**

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### SECTION-B : FINANCIAL BID

#### Price Schedule

Tenderers shall quote their rates in the following format:

Sl. No.	Description	Qty.	Unit Rate (Rs.)	Amount (Rs.)
1	Main Velvet (Fire-retardant) Curtain with ICMAI Logo Embossing and Motorized System	1 Job		
2	Curtain Box with M.S. Structure	1 Job		
3	Stage Wings (11' × 3') Complete Sets 2 pairs / 4 no.s	2 Nos.		
4	Motor, Control Panel, Wiring and Accessories	1 Lot		
5	Installation, Testing & Commissioning	1 Lot		
	Total Value (Excluding GST)			
	GST			
	Grand Total			

The rates quoted shall be inclusive of:

- Supply of all materials.
- Transportation.
- Loading and unloading.
- Labour charges.
- Fabrication.
- Installation.
- Testing and commissioning.
- Warranty obligations.

No additional claim shall be entertained after award of work.

The L1 bidder shall be determined based on the Grand Total of rates quoted.

Name of Firm: \_\_\_\_\_

Authorized Signatory: \_\_\_\_\_

Seal of Firm: \_\_\_\_\_

Date: \_\_\_\_\_

- **Kolkata Office:** CMA Bhawan, 12, Sudder Street, Kolkata – 700 016, Phone: +91-33-2252 1602/1031/1619/1034
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