



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 40364777/22521031/1034/1035/1492

Website: www.icmai.in

TENDER NOTICE

ADMN-HOTEL-CAMPUS-2025-MAY

April 25, 2025

Tender for rate of hotel for CAMPUS placement of the Institute

Reputed, reliable and nearby hotels are invited to offer their Rate for various requirement of the Institute as per details given below -

1. Requirements:

Requirement	Type	Quantity Date-wise		
		07-05-25	08-05-25	09-05-25
Rooms for Conduction of Interview Superior	Superior (Can accommodated one big table 4 chair; interview style)	15	15	-
Banquet for seating	at least 150 heads	1	1	-
Lunch package buffet	Soup - 1, Salad - 2, Rice - 1, Bread - 2 (type), Dal - 1, Main Course (Seasonal + Paneer) - 2, Non-Veg - 2, Desert - 2, Raita, Papad, Achar (Aam Panna)	60	50	40
Lunch Packets for Students	Rice (150 grams), Dal (Thick consistency) (150 grams), Chappati / Paratha 2 pcs. (100 grams), Starter 1 (Paneer Cutlet / Pasanda) (50 grams), Main Course 2 (1 Paneer Item 150g) & (1 Seasonal 100g), Sweets 1 (40 grams), {Pickle, Papad, Salad Appropriate}, Water bottle 1 no. 200 ml. (Aam Panna)	150	150	150

Lunch (Buffet) and Lunch Packets of the date 09/05/25 will be required to be arranged at EIRC of ICAI (85, Harish Mukhjeree Road, Kolkata – 700 016)

Interested hotelier may contact Suneel Kaushik, at INSTITUTE, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30am to 4.30pm on Monday – Friday except National Holidays. Contact details: email id: admin.kolkata@icmai.in, Phone no.: 033-40364709

2. Instructions for bidders:

2.1 Any charge for supply, commissioning, packing, labour, transportation, loading, unloading etc must be included in the rate will be quoted by bidder. No other additional payments would be made.

2.2 The rates will be offered by the bidder must be **inclusive of all applicable taxes.**

2.3 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 examining committee.

2.4 Bidders shall bear all costs associated with the preparation and submission of its bid.

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3. Terms & Conditions:

- 3.1 The price quoted by the bidder should remain valid for 90 days.
- 3.2 Period of Contract – **“ONE TIME”**
- 3.3 Canvassing in any form in connection with the contract is strictly prohibited.
- 3.4 **L1 will be decided based on the consolidated amount quoted in the darkened boxes of Grand Total Rs.; however payment will be made on actual consumption basis.**
- 3.5 Once the supply order is placed, it will be the vendors' responsibility to make the project functional.
- 3.6 The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
- 3.7 The Institute may have the delivery of lunch packets at both places partially either at hotel or at the Institute's premises.
- 3.8 Bidder may be asked to arrange buffet lunch partially at the Institutes' premises also.
- 3.9 Institute reserves the right to modify the quantity included in the schedule of requirements at any time after acceptance of tender without a notice. The bidders shall have no claim to any payment of compensation.

4. Payments :

- 4.1 No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- 4.2 The payment will be made in electronic mode only within 60 days of submission of bills.

5. Submission of Bids :

Tenders duly signed by the bidder shall be submitted in sealed envelopes **superscribing 'Tender for Hotel – CAMPUS Placement (Bid Reference – Ref. ADMN-HOTEL-CAMPUS-2025-MAY)'** to be dropped in tender box at the ground floor of the Institute on or before 03:00p.m., 5th May, 2025 or to be posted at The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 addressing to Limited Tender Committee

LIMITED TENDER ENQUIRY



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Annexure 1

Format of bid

Sl. No.	Details Requested	Provide Details
1.	Name of the Hotel	
2	Contact person & Mobile number	
3	Full address of the office With Email Address	
4.	Details of GSTN (if available)	

Requirement	Quantity each day			Rate per Qty (D)	Total (A)+(B)+(C) x (D) =
	07-05-25 (A)	08-05-25 (B)	09-05-25 (C)		
Rooms for Conduction of Interview Superior	15	15	-		
Banquet for seating	1	1	-		
Lunch package buffet	60	50	40		
Lunch Packets for Students	150	150	150		
Charges, if there any extra Details of charges					
Grand Total					

Two times tea cookies will be served on complementary basis.

Signature of bidder:

Seal:

Date: