



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

Ref. LTC/HOTEL-CAMPUS-PLACEMENT-2022-Apr/01

April 8, 2022

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 -

Detailed Requirements :

Requirement	Type	Quantity Date-wise		
		20-04-2022	21-04-2022	22-04-2022
Rooms for Conduction of Interview Superior	Superior (Can accommodated one big table 4 chair; interview style)	15	10	5
Deluxe room for GD	Executive suite (Can accommodate one big table and 23-25 chairs)	1	1	1
Banquet for seating	atleast 70 pax	1	1	1
Lunch package buffet	Soup - 1, Salad - 2, Rice - 1, Bread - 2 (type), Dal - 1, Main Course (Veg) - 2, Non-Veg - 2, Desert - 2, Raita, Papad, Achar	60	30	15
Lunch Packets for Students	Salad - 1, Rice - 1, Bread - 1 (type), Dal - 1, Main Course (Veg) - 2, Desert - 1, Papad, Achar	160	160	160

Interested vendors may contact Suneel Kaushik, at ICAI, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30am to 4.30pm on Monday – Friday except National Holidays. Contact details: email id: traveldeskkolkata2@icmai.in, Phone no.: 033-40364709

Instructions for bidders :

- The rates to be offered should include all supply, commissioning, packing, labour, transportation, loading, unloading etc. No other additional payments would be made.
- 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.
- Bidders shall bear all costs associated with the preparation and submission of its bid.

Terms & Conditions :

1. Time adherence to scheduled and notified by the Institute and strict quality control will be the essence of the contract.
2. The price quoted by the bidder should remain valid for 90 days.
3. Period of Contract – will end automatically on satisfactory supply of the deliverables.
4. **The bidder must submit the tender as per Annexure 1 duly filled and signed.**
5. Canvassing in any form in connection with the contract is strictly prohibited.

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- 4 The Institute reserves the right, to divide the Job at any point of time, and award any particular segment (s) of it to anyone.
- 5 The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
- 6 If a Bidder quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered.
- 7 Incomplete bids and bids not in the required format would be summarily be rejected.
- 8 The Institute may, for any reason whether at its own initiative or in response to the clarification requested by the prospective bidder, issue amendment in the form of addendum during the bidding period and subsequent to receiving the bids. Any addendum thus issued shall become part of bidding document and bidder shall submit the addendum duly signed and stamped in token of his acceptance.
- 9 Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- 10 Institute may ask clarifications if any during the evaluation and the bidders are expected to respond. Lack of response from them will enable the Institute arrive at its own decision about such bids.
- 11 Although the details presented in this Tender Document consisting of conditions of contract, scope of work and technical specifications have been compiled with all reasonable care, it is the bidder's responsibility to ensure that the information provided is adequate and clearly understood.
- 12 Bidders are requested to check for corrigendum/addendum (if any) at the Institute's website before finally submitting their bids.
- 13 The Institute may have the delivery of lunch packets at both places partially either at hotel or at the Institute's premises.
- 14 Bidder may be asked to arrange buffet lunch partially at the Institutes' premises also.
- 15 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.
- 16 **A copy of Trade License along with Certificate of Incorporation is to be submitted.**
- 17 The order will be placed for the best interest of the Institute.
- 18 Once the supply order is placed, it will be the vendors' responsibility to make the project functional. Any additional cost incurred for completing the project and for which the vendor has not bid at the time of submission of the final offer will be borne by the vendor.

Quoting of rates

- The rate quoted should include all as per the requirements in the Tender Notice.
- No other additional payments would be made.
- The rate quoted will be final. No enhancement of rates will be allowed for any reasons viz. Non-availability of rooms, hike in prices, increase in labour charges, increase in cost of food items etc. during the period of the contract.
- Taxes will be extra as applicable.



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- L1 will be decided based on the amount quoted in the box of Grand Total (Rs.) as mentioned in Annexure-1.

Settlement of Dispute

1. All disputes regarding interpretation of the contents of the Agreement or its implementation shall be resolved by Mutual discussion/reconciliation in good faith by the Agency and The Institute of Cost Accountants of India.
2. This Agreement shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Kolkata.

Payments

- No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy.
- The payment will be made in electronic mode only within 30 days of submission of bills.
- Payment will be made on actual consumption basis.

Submission of Bids :

Tenders duly signed by the bidder shall be submitted in sealed envelopes superscribing 'Tender for Hotel – CAMPUS Placement (Bid Reference – LTC/HOTEL-CAMPUS-PLACEMENT-2022-Apr/01)' to be dropped in tender box at the ground floor of the Institute on or before 04:00 p.m., April 18, 2022 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 COMMITTEE



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Annexure 1
(page 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.	RTGS Bank Account Details	
5.	Details of GSTN (enclose copy)	
6.	PAN of the Hotel	
7.	Certificate of Incorporation / Trade License (copy to be enclosed)	

Signature of bidder:

Date:

Seal:

Place:



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Annexure 1 (page 2)

Requirement	Quantity each day			Rate per Qty	Total (Rs.)
	20-04-2022	21-04-2022	22-04-2022		
Rooms for Conduction of Interview Superior	15	10	5		
Deluxe room for GD	1	1	1		
Banquet for seating	1	1	1		
Lunch package buffet	60	30	15		
Lunch Packets for Students	160	160	160		
Grand Total (Rs.)					

Two times tea cookies will be served on complementary basis.

Taxes will be extra as applicable.

Declaration:

- We /our Company/Hotel agree to all the terms and conditions as indicated in this EOI/Tender Notice and have physically visited and understood the scope of Work. We are not debarred by any other Department of the Institute.

Signature of bidder:

Date:

Seal:

Place: