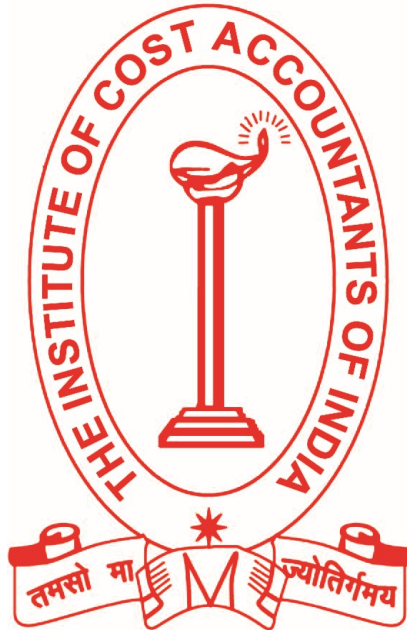


TENDER DOCUMENT

Procurement of Dry Fruits Packs for Diwali 2022

Last Date of Submission : 30-Sep-2022 Till 3:00 PM



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA
CMA BHAWAN, 3, INSTITUTIONAL AREA, LODHI ROAD, NEW DELHI-110003



The Institute of Cost Accountants of India
(Statutory body under an Act of Parliament)
CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi
Website: www.icmai.in

Date: - 19-Sep-2022

Ref. No.: TC/2022/Admin/09/Diwali

Chapter - 1: Notice inviting Tender

Sub :Procurement of Dry Fruits Packs for Diwali 2022.

The Institute of Cost Accountants of India, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi - 110003 invites quotation for procurement of dry fruits packs for Diwali 2022 from reputed brands of Delhi NCR.

For the interested agencies, tenders duly signed by the tenderer shall be submitted in sealed envelope super- subscribing “**Quotation for Supply of Dry Fruits packs for Diwali 2022**” and addressed to “The Convenor, Limited Tender Committee, The Institute of Cost Accountants of India, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi-110003”. The tender shall be dropped positively **30-Sep-2022 till 3:00 PM** in the Tender Box of the Institute.

The tenders have to be submitted within the date & time mentioned in the Tender Notice and The Institute shall not be held liable for any postal or any other delays. Tenders received after the stipulated date & time will be liable to be summarily rejected without giving any reason.

Convenor, Tender Committee

Details of the Quotations

1	Date of Announcement of Tender	19-Sep-2022
2	Last date for submission of Bid	30-Sep-2022
3	Address of Submission	Tender Box, Ground Floor, CMA Bhawan, 3 Institutional Areas, Lodi Road, New Delhi - 110003.
4	Mode of Submission of EOJ documents	By hand or through post/courier so as to reach before the due date and time.

1. Bids are invited in two bid format (Technical Bid & Financial Bid) from the reputed Branded manufacturers/ authorized dealers / sales partners as per qualification criteria given in the Tender Document for the supply of Dry Fruits packs for Diwali 2022.
2. **Submission of Tender:** Tenders duly signed by the Tenderer shall be submitted into two parts in separate sealed envelopes super- subscribing 'Technical bid' and 'Financial bid'. Both the envelopes should be put into a third envelope super- subscribing with **"Quotation for Supply of Dry Fruits packs for Diwali 2022"** and has to be submitted on **30-Sep-2022 till 3:00 PM** the Tender Box of the Institute at CMA Bhawan, Ground Floor, 3, Institutional Area, New Delhi - 110003.
3. The quotation must be valid for a period of minimum 90 days from the date of submission of quotations.
4. The Institute is not bound to accept the lowest tender and reserves the right to cancel any or all the Tenders without assigning any reason thereof.

Convenor - Tender Committee

GENERAL TERMS AND CONDITIONS

1. The Institute of Cost Accountants of India does not bind itself to accept the lowest tender and reserves the right to reject or partially accept any or all of the tenders received, without assigning any reason.
2. Tenders, who do not fulfill all or any of these conditions or are incomplete in any respect, are liable to summary rejection without assigning any reason.
3. Tenders incorporating additional conditions are liable to be rejected.
4. Canvassing in any form in connection with tenders is strictly prohibited and the tenders submitted by the Agency who resort to such canvassing are liable to rejection on this ground alone.
5. Purchase order will be communicated to the successful bidder by email.
6. Taxes shall be paid as applicable and quoted by the vendor.
7. The delivery charges (if any) and packing charges should be included in the price quoted. No extra charges would be payable in this regard.
8. Conditional / Incomplete bids would be rejected.
9. The successful bidder shall have to **perform the contract within 3 days of placing the Purchase order** otherwise the firm shall be liable to a penalty as may be decided by the competent authority of the Institute.
10. **No advance** shall be paid to the successful bidder. All payment (s) is/are to be given to the bank A/c through Electronic Mode, hence Bank Details {(1) Name of the Account (2) A/c No. (3) Type of A/c (4) Name of the Bank, (5) Branch Name with Address and (6) IFSC Code)} should be provided in the Quotation.
11. **Stringent action to be taken to maintain Quality, handling, hygiene & packing aspects.**
12. 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.
13. This Agreement shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Delhi.

INSTRUCTIONS TO BIDDERS

1. The quantity to be ordered may increase / decrease @ 20% (approx) of the quantity specified above.
2. The intending bidder needs to submit two bids i.e. (i) Technical bid (ii) Financial bid. Both the Technical bid and financial bid are to be sealed in separate envelopes. The Technical bid and the Financial Bid should be provided strictly as per the format prescribed in the tender document.

The bidders are to submit a sample of one packet of 50 gm. Packing with specified quality and quantity in the normal box. The same will form part of technical bid.

3. 100% payment would be released after the delivery of Dry Fruits Packs and on submission of the invoice.

SPECIFICATIONS AND OTHER DETAILS

Sl. No	No. Of Boxes	Weight	Items	Packing Box
1	200 Nos.	600 grams	Following items 150 gm each Badam-American medium jamboo/sanora or equivalent Kaju - No. 240 or equivalent Kishmish- Chinese or equivalent Pista - Irani/Dodi or equivalent	Normal Box
2	200 Nos.	800 grams	Following items 200 gm each Badam-American medium jamboo/sanora or equivalent Kaju - No. 240 or equivalent Kishmish- Chinese or equivalent Pista - Irani/Dodi or equivalent	Normal Box
3	100 Nos.	1000 grams	Following items 250 gm each Badam-American medium jamboo/sanora or equivalent Kaju - No. 240 or equivalent Kishmish- chinese or equivalent Pista - Irani/Dodi or equivalent Badam/Kaju/Kishmish/Pista	Fancy Box

TENDER FORMATS

FORMAT FOR TECHNICAL BID

Sl. No.	Particulars	Details
1.	Name of the Company/ Vendor	
2.	Year of Incorporation/ Establishment	
3.	PAN No (attach proof)	
4.	GSTN No. (attach proof)	
5.	Complete Address (with Phone, Mobile, Email)	
6.	Average Turnover/business volume per year during last three financial years 2020-21, 2019-20 & 2018-19.	
7.	Income Tax Return for the year (Copy attached) 2020-21 2019-20 2018-19	
8.	An Undertaking that the Firm has never been blacklisted by any of the client(s) on any the reasons whatsoever.	
9.	Whether supplied the articles at Govt. Departments /Ministries/PSU/Autonomous bodies during last three years ending Mar 2021. (attach proof)	
10.	RTGS & Bank Account Details	

DECLARATION -

I, hereby certify that "I am not debarred by Department of Commerce or Ministry/Department concerned."

Signature:

Name of the Authorized Signatory:

Name of the Company/Firm:

Contact No.:

Seal of the Company/Firm:

FORMAT FOR FINANCIAL BID

Sl. No	No. of Box	Weight	Items	Box	Unit Price (Rs)	Taxes (Rs.)	Total (Rs.)
1	200 Nos.	600 grams	Following items 150 gm each Badam-American medium jamboo/sanora or equivalent Kaju – No. 240 or equivalent Kishmish- Chinese or equivalent Pista - Irani/Dodi or equivalent	Normal Box			
2	200 Nos.	800 grams	Following items 200 gm each Badam-American medium jamboo/sanora or equivalent Kaju – No. 240 or equivalent Kishmish- Chinese or equivalent Pista - Irani/Dodi or equivalent	Normal Box			
3	100 Nos.	1000 grams	Following items 250 gm each Badam-American medium jamboo/sanora or equivalent Kaju – No. 240 or equivalent Kishmish- Chinese or equivalent Pista - Irani/Dodi or equivalent	Fancy Box			

- ***In the column for 'Unit Price', mention the price to be quoted for one box (normal/ fancy) along with the items specified***

Signature:

Name of the Authorized Signatory:

Name of the Company/Firm:

Contact No.:

Seal of the Company/Firm: