



# THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 33 2252 1031/1032/1619

Website: [www.icmai.in](http://www.icmai.in)

## TENDER NOTICE

ADMN-DIWALI-DF-2024

October 1, 2024

### **Tender for supply of Dry Fruits packets**

Reputed and reliable supplier are invited to offer their Rate for supply of decorated dry fruits packets as per details given below -

#### **1. Specification :**

<b><u>Packet I</u></b>	<b><u>Rs. 1000</u></b>
<ul style="list-style-type: none"><li>➤ Material- Eco Friendly</li><li>➤ Capacity – 1000 – 1500 gms</li><li>➤ Finishing – Velvet</li><li>➤ Packet will be stuffed with paper ribbons to make a tighten packaging</li><li>➤ Packaging must damage-free for shipping.</li><li>➤ All dry fruits will be vacuum packed and nitrogen flushed to retain their freshness.</li><li>➤ Quantity required – <b>124</b></li><li>➤ Shelf life – 6 months</li><li>➤ Packaging in 5 partition box (Sample is available with Administration Department)</li></ul>	
<b><u>Packet II</u></b>	<b><u>Rs. 600</u></b>
<ul style="list-style-type: none"><li>➤ Storage – 1000 ml.</li><li>➤ Packet will be stuffed with paper ribbons to make a tighten packaging</li><li>➤ Packaging must damage-free for shipping.</li><li>➤ All dry fruits will be vacuum packed and nitrogen flushed to retain their freshness.</li><li>➤ Quantity required – <b>314</b></li><li>➤ Shelf life – 6 months</li><li>➤ Packaging in 5 partition box (Sample is available with Administration Department)</li></ul>	

#### **2. Scope of work :** Packaging and supply of Dry Fruits boxes for Diwali as per above para.

Interested vendors may contact Administration Department at the Institute, 12, Sudder Street, Kolkata – 700 016 or may contact at [admin.kolkata@icmai.in](mailto:admin.kolkata@icmai.in), Mob -9681818171

#### **3. Instructions for bidders :**

- 3.1** The rates mentioned include all incidental such as packing, labour, transportation, loading, unloading, supply, etc. No other additional payments would be made.
- 3.2** Taxes will be included in price of each packets mentioned in below para
- 3.3** Bidders shall bear all costs associated with the preparation and submission of its bid.

#### **4. Terms & Conditions :**

- 4.1 Schedule of delivery –
  - a. Time – Within 5 days from the issuance of order.
  - b. Place of Delivery – CMA Bhawan, 12, Sudder Street, Kolkata – 700 016
- 4.2 The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- 4.3 The price quoted by the bidder should remain valid for 90 days.
- 4.4 Period of Contract – **“ONE TIME”** will end automatically on satisfactory supply of the items.
- 4.5 Quantity of packets, for each category, will be finalized while issuing order.
- 4.6 Canvassing in any form in connection with the contract is strictly prohibited.



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- 4.7 **Successful bidder will be decided on the maximum quantity of items quoted for each type of packets;** any abnormal quantity / sub-standard product / quantity below the "Min. Quantity required" quoted will lead to rejection of bid.
- 4.8 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.
- 4.9 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.
- 4.10 if a firm quotes NIL charges/consideration, the bid shall be treated as unresponsive and will not be considered
- 4.11 Submission of Trade License / GST registration is compulsory for participating in the bid.
- 4.12 The order will be placed for the best interest of the Institute.

**5. Payments :** No advance payment will be made. Payment will be made after completion of satisfactory supply and submission of invoice / bill in hard copy through electronic mode with 30 days of submission of bills.

**6. Submission of Bids :**

The quotations have to be submitted in the tender box (labelled as Limited Tender Committee) situated at the ground floor The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed "**Dry Fruits Packets**" (**Bid Reference - ADMN-DIWALI-DF-2023**) on or before 4:00pm, October 15<sup>th</sup>, 2024.



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## Annexure 1

### Format of bid

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2	Contact person & Mobile number	
3	Full address of the office With Email Address	
4.	Details of GSTN / Trade License (Copy to be attached)	

Items	Packet Rate Rs. 1000/- in Fancy box (Box as per sample)		Packet Rate Rs. 600/-	
	Min. Quantity required	Quantity offered	Min. Quantity required	Quantity offered
California Almonds (Badam)	250g		200g	
Cashews (Kaju)	250g		200g	
Shelled Salted Pistachios (Pista)	200g		150g	
Dry Dates	100g		Not applicable	
Raisins (Kishmis)	100g		100g	

# Quantity of Dry Dates & Raisins (Kishmis) will remain firm, as mentioned above for each category packet)

Signature of bidder:

Seal:

Date: