



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory body under an Act of Parliament)

12, SUDDER STREET, KOLKATA - 700 016

TELEPHONES: +91 033 2252 1031 / 1034 / 1035, 2252 1492 / 1602 FAX +91 33- 2252 1026

Website: www.icmai.in

Local Purchase Committee

Ref. LPC/TRD/Snacks & Tea/2022

29.07.2022

Tender for food packets & High Tea/Coffee

Quotations are invited from Reputed and reliable vendors to offer their rate for supply of Snacks packets and Tea at the program venue, as per details given below on 5th August, 2022: -

Food Items:

- 120 Non-veg Packets
- 30 Veg Packets

Veg	Non-Veg
Paneer Cutlet	Fish Fry (Bhetki)
Veg Chop	
Potato Chips	
Finger Chips	
Muffin	
Kaju Katli / Laddu	
Cookies	
Tea / Coffee (Served Hot at venue)	

Interested vendors may contact Ms. Mukulika Poddar, for any clarification at ICAI, 12, Sudder Street, Kolkata – 700 016 during office hours 10.30am to 4.30pm on Monday – Friday except National Holidays. Phone no.: 9051320374

1. Instructions for bidders:

- The rates to be offered should include all supply, packing, labour, transportation, loading, unloading and Taxes etc. No other additional payments would be made.
- Taxes as applicable will be paid extra.
- 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.

2. Terms & Conditions:

- Quality and Quantity aspects of all food must be strictly adhered to.
- Packaging of food must be hygienic and also be done in a polite manner.
- Above mentioned quantity is expected quantity; the final quantity will be intimated to the vendor a day before the event. However, the final will be based on actual attendance/number of packets distributed. A minimum arrangement of 100 pax will be required.
- Place of Delivery** – Rotary Sadan, Exide More, Kolkata



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- (e) The bidder/s should adhere with all seriousness to the time schedule provided by the Institute.
- (f) The price quoted by the bidder should remain valid for 90 days.
- (g) As per of the contract, hot tea / coffee and cookies have to be served at the venue when required
- (h) Period of Contract – “ONE TIME” will end automatically on satisfactory supply of the items as per the requirement mentioned above.
- (i) If a firm quotes NIL charges/consideration/abnormal charges, the bid shall be treated as unresponsive and will not be considered
- (j) Canvassing in any form in connection with the contract is strictly prohibited.
- (k) **L1 will be decided based on the amount quoted in the darkened boxes of Total Rs.;** however, payment will be made on actual consumption basis.
- (l) Institute reserves the right to extend the last date for receipt of bids at its own discretion.
- (m) 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.
- (n) 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.
- (o) The order will be placed for the best interest of the Institute.

3. 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. Details required are: (i) Name of the A/c: (ii) A/c. No: (iii) Type of A/c: (iv) Name of the Bank: (v) Name of the Branch: (vi) Branch Address: (vii) IFS Code No.: (viii) MICR No.:

4. Submission of Bids:

Tenders duly signed by the bidder shall be submitted in sealed envelopes super scribing “**Tender for food packets & Tea**” (Bid Reference – LPC/TRD/Snacks & Tea/2022) to be dropped in tender box Labeled as Local Purchase Committee at the ground floor of the Institute on or before **03:00 p.m. of 2nd August, 2022** or to be posted at The Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 addressing to Local Purchase Committee to reach us before the last date.

Convener
Local Purchase Committee



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Annexure 1

Sl. No.	Details Requested	Provide Details
1.	Name of the Company/ Vendor	
2.	Contact person & Mobile number	
3.	Full address of the Registered office With Email Address	
4.	RTGS Bank Account Details (attach separate Sheet if required)	
5.	Certificate of Incorporation / Trade License (copy to be enclosed)	
6.	Details of GSTN	
7.	PAN of the Proprietor / Firm	

Item No	Name of the Item	Price* per unit (Amount in Rs.)	Quantity	Total Price (Amount in Rs.)
1	Veg Packets		30 Packets	
2	Non- Veg Packets		120 Packets	
3	High Tea/Coffee & Cookies		150 Units	
Total				

* Rates will be inclusive of supply, packing, labour, transportation, loading, unloading and Taxes etc. No other additional payments would be made

Declaration: We /our Company 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:

Seal:

Date: