

TENDER DOCUMENT

Procurement of Gift Packs for Diwali 2020

Last Date of Submission : 22nd October, 2020 upto 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

October 12, 2020

Ref.No.: Tender/2020-21/02/Admin

Notice inviting Tender

Sub : Procurement of Dry Fruits and Gift Packs for Diwali 2020.

The Institute of Cost Accountants of India, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi – 110003 invites quotation for procurement of dry fruits and gift packs for Diwali- 2020.

For the interested agencies/vender, tenders duly signed by the tenderer shall be submitted in sealed envelope super- subscribing “Quotation for Supply of Gift packs for Diwali 2020” and addressed to ‘The Convener, 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 on or before 3:00 pm of 22nd October 2020 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.

Convener, Tender Committee

Details of the Quotations

1	Date of Announcement of Tender	October 12, 2020
2	Last date for submission of Bid	October 22, 2020 uptil 3:00 pm
3	Address of Submission	Tender Box, Ground Floor, CMA Bhawan, 3 Institutional Area, Lodi Road, New Delhi-110 003.
4	Mode of Submission of EOI 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 manufacturers / authorized dealers / sales partners as per qualification criteria given in the Tender Document for the supply of Dry Fruits and Gift packs for Diwali 2020
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 Gift packs for Diwali 2020”** and has to be submitted on or before 3.00 p.m. of **October 22, 2020** in the Tender Box of the Institute at CMA Bhawan, Ground Floor, 3, Institutional Area, New Delhi - 110003.
3. **The sample of boxes (fancy/normal) are available with Mr. Amit (Contact No. 9560813959)** and can be viewed for reference. The bidder may visit Mr. Amit with prior intimation to him within office timings from 11:00 am to 5:00 pm.
4. The quotation must be valid for a period of minimum 60 days from the date of submission of quotations.
5. **The L1 party shall be designed item-wise for the 4 items as mentioned in the financial bid.**
6. 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.

Convener - 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 in complete 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) should be included in the price quoted. No extra charges would be payable for delivery.
8. Conditional / Incomplete bids would be rejected.
9. **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.
10. **Quality and Hygiene & packing aspects** must be strictly taken care of.
11. 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.
12. 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 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 the boxes (normal/fancy) and Dry Fruits and the same will form part of technical bid.

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

SPECIFICATIONS AND OTHER DETAILS

Sl. No.	Dry Fruits	Variety Name (optional)
1.	Kaju	No. 240 or equivalent
2.	Badam	American medium jamboo/sanora or equivalent
3.	Pista	Irani/dodi or equivalent
4.	Kishmish	Chinese or equivalent
5.	Fancy Box	As per the sample (Available in the Institute)
6.	Sweet Box	Mix of 4 Type Sweet layers

1. TENDER FORMATS

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 year 2018-2019,2017-2018,2016-2017	
7	References - (Names, address & telephone number of three major corporate clients is to be provided for obtaining necessary confirmation regarding the quality of service and other relevant details)	
8.	Whether the Firm has been blacklisted by any of the client(s) on any the reasons whatsoever.	
9.	Whether supplied similar item to Govt Departments/Ministries/PSU/Autonomous bodies during last three years ending Mar 2020. (attach proof)	
10.	RTGS & Bank Account Details	
11	Whether Sample attached for (i) Badam,Kaju,Pista, Kishmish (ii) Box	

Signature:

Name of the Authorized Signatory:

Name of the Company/Firm:

Contact No.:

Seal of the Company/Firm:

FORMAT FOR FINANCIAL BID

S.No	No Of Boxes	Weight	Items	Box	Unit Price (Rs)	Taxes (Rs.)	Total (Rs.)
1	100 No.	450 grams	Badam/Kaju/Kishmish (150 gm each)	Normal Box			
2	150 No.	600 grams	Badam/Kaju/Kishmish/Pista (150 gm each)	Fancy Box			
3	100 No.	800 grams	Badam/Kaju/Kishmish/Pista (200 gm each)	Fancy Box			
4	100 No.	1 Kg	Sweet Box - Mix of 4 Type Sweet layers	Normal Box			

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

Note :

1. Kaju- No. 240 or equivalent
2. Badam- American medium jamboo/sanora or equivalent
3. Pista- Irani/dodi or equivalent
4. Kishmish - Chinese or equivalent

Signature:

Name of the Authorized Signatory:

Name of the Company/Firm:

Contact No.:

Seal of the Company/Firm: