



# 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](http://www.icmai.in)

## Local Purchase Committee

Ref. LPC/TRD & BFSIB/Hotel Booking/Guwahati/2023

17.02.2023

### **TENDER NOTICE FOR HOTEL BOOKING AT GUWAHATI**

Only Three star hotels of Guwahati City are invited to offer their Rate for various requirement of the Institute as per details given below. Necessary & Valid Certificate to establish that it is a 3-star hotel, is to be compulsorily submitted.

**Date of program:** 17.03.2023

**Time period of the program:** 3 pm to 8 pm followed by Dinner

Requirement	
Banquet 100 pax ( <b>Cost of Banquet + Dinner to be quoted</b> )	<ul style="list-style-type: none"><li>• Soup – 1 type</li><li>• Salad – 1 type Veg</li><li>• Starter – 1 Veg + 1 Non-veg</li></ul>
	<ul style="list-style-type: none"><li>• Fish – 1 type</li><li>• Chicken 1 type</li><li>• Seasonal Veg 1 type</li><li>• Paneer 1 type</li><li>• Dal 1 type</li><li>• Peas Pulao</li><li>• Indian Breads 2 types</li><li>• Papad</li><li>• Pickle</li><li>• Dessert - 2 types</li></ul>
	Tea and cookies (to be served on complimentary basis)
Audio – Visual	PA system (2 speakers, 1 Podium mike, 4 hand mikes, 1 collar mike, 1 mixer and 1 amplifier), White Board, Projector, LCD, Screen (8' x 6'), 1 laser light, 1 presenter. <b>Total Cost to be quoted.</b>
Stage and Backdrop	Podium, Stage (24 L x 8 W x 1 H), Backdrop with wooden framing and mounting (24 L x 10 H). <b>Rate Per Sq. ft. to be quoted.</b>
Internet Facility	100 mbps dedicated leased line. <b>Total Cost to be quoted.</b>
Banner / Standee / Flex	<b>Per Sq. ft. printing &amp; Fixation Cost to be quoted.</b>

Interested vendors may contact Shri Suneel Kaushik, Administration, for any further query 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: admin.kolkata@icmai.in. Phone: +91 9681818171

#### **Instructions for bidders:**

1. 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.
2. Bidders shall bear all costs associated with the preparation and submission of its bid.



# 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](http://www.icmai.in)

## Local Purchase Committee

### Terms & Conditions:

1. The price quoted by the bidder should remain valid for 90 days.
2. Period of Contract – **"ONE TIME"**
3. Canvassing in any form in connection with the contract is strictly prohibited.
4. **L1 will be decided based on the consolidated amount quoted in the darkened boxes of Grand Total Rs.; however, payment will be made on actual consumption basis.**
5. Once the supply order is placed, it will be the vendors' responsibility to make the project functional.
6. The Bidder shall not sub-contract the mentioned work to any organization, person, firm or its franchise without the prior approval of the Institute.
7. **Bidders who do not provide copies of Trade license and/or 3-star hotel certification would be rejected.**
8. The Institute may have the delivery of packaged food also from the hotel premises.
9. The number of participants may be +/- 20% and the stage & backdrop sizes are also indicative.
10. 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.

### 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. The agreement shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Kolkata.

### Quoting of rates

1. The rate quoted should include all related costs & applicable taxes would be extra etc. No other additional payments would be made.

### Payments:

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

### Submission of Bids

The quotations STRICTLY AS PER PRESCRIBED FORMAT (Annexure 1) have to be submitted in the **LPC Tender Box** kept at the ground floor of the Institute. Address: **Local Purchase Committee**, Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016 in Sealed Envelope, superscribed **"TENDER NOTICE FOR HOTEL BOOKING AT GUWAHATI"** (Bid Reference – **LPC/TRD & BFSIB/Hotel Booking/Guwahati/2023**) on or before 3:00pm, 10<sup>th</sup> March, 2023.

**CONVENER**  
**LOCAL PURCHASE COMMITTEE**



# 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](http://www.icmai.in)

## Local Purchase Committee

### Annexure 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.	Certificate to establish being a 3 Star Hotel	Enclose copy
6.	Trade license	Enclose copy

Requirement	Quantity	Rate (excluding taxes)
Banquet (Venue Rent + Dinner)	100 pax	
Audio – Visual	As mentioned above	
Stage and Backdrop	As mentioned above	
Internet Facility	As mentioned above	
Banner, Standee & Flex	As mentioned above	
	Grand Total	

# Applicable taxes extra

**Declaration:** We /our Company agree to all the terms and conditions as indicated in this EOI/Tender Notice. We have understood the job to be done and have all the facilities as mentioned in the Tender Notice. We are not debarred by any other department of the Institute.

Signature of bidder:

Seal:

Date: