

# **TENDER DOCUMENT**

## **Procurement of Dry Fruits Packs for Diwali 2025**

**Last Date of Submission : 24<sup>th</sup> September 2025 till 11:30 AM**



**ICMAI**  
**THE INSTITUTE OF**  
**COST ACCOUNTANTS OF INDIA**  
**भारतीय लागत लेखाकार संस्थान**  
Statutory Body under an Act of Parliament  
(Under the jurisdiction of Ministry of Corporate Affairs)





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**Date: 16/09/2025**

**Ref. No.: LTE/2025/Admin/Diwali/Dry Fruits**

**Notice inviting Tender**

**Sub: Procurement of Dry Fruits Packs for Diwali 2025**

The Institute of Cost Accountants of India invites quotations for procurement of dry fruits packs for Diwali 2025 from reputed dealers of Delhi NCR.

Tenders duly signed by the tenderer shall be submitted in sealed envelope super-subscribing “**Quotation for Supply of Dry Fruits packs for Diwali 2025**” 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 on or before **24<sup>th</sup> September 2025 till 11:30 AM** 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 other delays. Tenders received after the stipulated date & time will be liable to be summarily rejected without giving any reason.

**Convenor, LTE Committee**

### Details of the Quotations

1	Date of Announcement of Tender	16/09/2025
2	Last date for submission of Bid	24/09/2025 till 11:30 AM
3	Address of Submission	Tender Box, Ground Floor, CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi - 110003
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 formats (Technical Bid & Financial Bid) from the reputed authorized dealers as per qualification criteria given in the Tender Document for the supply of Dry Fruits packs for Diwali 2025.
2. **Submission of Tender:** Tenders duly signed by the Tenderer shall be submitted in 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 2025"** and has to be submitted / dropped in the Tender Box of the Institute at CMA Bhawan, Ground Floor, 3, Institutional Area, New Delhi – 110003 on or before **24<sup>th</sup> September 2025 till 11:30 AM**.
3. The quotation must be valid for a period of minimum 45 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, LTE Committee**

### **GENERAL TERMS AND CONDITIONS**

1. The Institute of Cost Accountants of India does not bind itself to accept the lowest bid and reserves the right to reject or partially accept any or all of the bids 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 thereof.
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 bidder 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/hard copy in original.
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 bidder 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 made 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. The Institute shall take stringent action, including rejection of work order without any payment, in case reasonable quality and hygiene are not maintained.
12. All disputes regarding interpretation of the contents of the tender or its implementation shall be resolved by mutual discussion/reconciliation in good faith by the Vendor and the Institute of Cost Accountants of India.
13. This tender shall be governed by the Laws of India for the time being in force and subject to exclusive jurisdiction of Courts at Delhi.

**Convenor, LTE Committee**

### **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.
3. **The bidders are required to submit the sample of both boxes** (carrying capacity of 800 gm & 1000 gm) in packing with specified quality and quantity in the normal box. The same will form part of the technical bid and **Bids without samples will be summarily rejected.**
4. 100% payment would be released after the delivery of Dry Fruits Packs and on submission of the invoice.
5. The bidder shall ensure that **all pages of the documents submitted are serially numbered, signed and stamped.**

**Convenor, LTE Committee**

**SPECIFICATIONS AND OTHER DETAILS**

<b>Sl. No</b>	<b>No. of Boxes</b>	<b>Weight</b>	<b>Items</b>	<b>Packing Box</b>
1	280	800 grams	<b>Following items 200 gm each (in sealed transparent pouch)</b>  Badam-American medium jamboo/sanora or equivalent  Kaju – No. 240 or equivalent  Kishmish- Chinese or equivalent  Pista - Irani/Dodi or equivalent	Normal Box
2	520	1000 grams	<b>Following items 250 gm each (in sealed transparent pouch)</b>  Badam-American medium jamboo/sanora or equivalent  Kaju – No. 240 or equivalent  Kishmish- Chinese or equivalent  Pista - Irani/Dodi or equivalent	Normal Box

**Convenor, LTE Committee**

**Format A: TECHNICAL BID**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Details</b>
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 the last three financial years 2023-24, 2022-23 & 2021-22 (attach proof)	
7.	Income Tax Return for the year 2023-24, 2022-23 & 2021-22 (attach copy)	
8.	An Undertaking that the Firm has never been blacklisted by any of the client(s) for any reasons whatsoever.	
9.	Whether supplied the articles at Govt. Departments / Ministries/PSU/Autonomous bodies during the last three years ending March 2025. (attach proof)	
10.	RTGS & Bank Account Details	

**DECLARATION –**

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

**Signature:**

**Name of the Authorized Signatory:**

**Seal of the Company/Firm:**

**Format B: FINANCIAL BID**

<b>Sl. No</b>	<b>No. of Box</b>	<b>Weight</b>	<b>Items</b>	<b>Box</b>	<b>*Cost/Unit (Rs.)</b>	<b>Taxes (Rs.)</b>	<b>Total Cost/unit (Rs.)</b>
1	280	800 grams	<b>Following items 200 gm each (in sealed transparent pouch)</b>  Badam-American medium jamboo/sanora or equivalent  Kaju – No. 240 or equivalent  Kishmish- Chinese or equivalent Pista - Irani/Dodi or equivalent	Normal Box			
2	520	1000grams	<b>Following items 250 gm each (in sealed transparent pouch)</b>  Badam-American medium jamboo/sanora or equivalent  Kaju – No. 240 or equivalent  Kishmish- Chinese or equivalent Pista - Irani/Dodi or equivalent	Normal Box			

***\*In the column for Cost/Unit, mention the price to be quoted for one box (normal box) along with the items specified.***

**Signature:**

**Name of the Authorized Signatory:**

**Seal of the Company/Firm:**