

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)



TENDER NOTICE

Ref. No.: ICMAI-ADMN-EMPANEL-FSP-2025

November 28, 2025

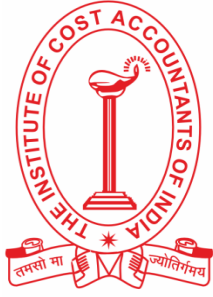
NOTICE INVITING APPLICATIONS FOR LUNCH & SNACKS SERVICE PROVIDER

The Institute of Cost Accountants of India hereinafter "Institute" intends to engage/empanel experienced, reputed and leading vendors to provide food facilities to the Institute. Sealed tenders are invited for engagement of Lunch/ Snacks Service Providers for the Headquarters of the Institute at Delhi and Noida Office in the prescribed bid forms enclosed with this bid document for a period of one year from the date of issue of work order with provision of further extension for two more years at the same terms and conditions if mutually agreed.

The details of the tender are as under:

1.	Type of work	Engagement of Lunch/Dinner/Snacks provider
2.	Date of Announcement of Tender	November 28, 2025
3.	Last date for submission of Tender	December 18, 2025 by 3:30 pm
4.	Address of Submission	The Institute of Cost Accountants of India CMA Bhawan, 3 Institutional Area, Lodhi Road, New Delhi-110003 (<i>To be dropped in the tender box at ground floor of the Institute</i>)
5.	Mode of Submission of EOI documents	By hand or through post/courier so as to reach before the due date and time. The EOI submitted must mention on the main envelope - 'Applications For Lunch & Snacks Service Provider'
	Contact Person	Shri Amit – admin.delhi@icmai.in

Convener
Limited Tender Committee



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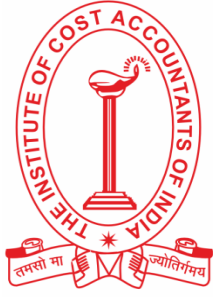


1. SCOPE OF CATERING SERVICES:-

- 1.1. The Service provider shall promptly respond to the enquiry of the Institute.
- 1.2. The Service Provider will use only branded raw material and consumables for preparation items.
- 1.3. The consumables used shall have registration Form Food Processing Organisation. The service provider shall comply with the provision of FSSAI Act, while purchasing and utilizing the raw material and shall bear responsibility for violations and liabilities thereof.
- 1.4. The Service provider shall have the capability to provide Lunch Packets/ Snack Packets/ other catering orders as desired by the Institute.
- 1.5. The Service Provider shall use/ provide all good quality items and maintain high standard of hygiene and cleanliness.
- 1.6. The Service Provider may be also required to provide buffet facilities at selected venue as instructed by the Institute. Buffet manpower may also be deployed in such cases.

2. PROCEDURE FOR AWARD OF WORK –

- 2.1. The Institute will empanel more than one Agencies to perform the work case-and-quotation-wise.
- 2.2. For award of work – Case-wise, whenever lunch / snacks will be required, the Institute will take quotations from all empaneled vendors and the vendor who will quote the lowest rate amongst them will be eligible for award of work.
- 2.3. Institute may not ask quotations from all empaneled vendor for petty/urgent orders.
- 2.4. Upon being selected as an empaneled vendor, vendors will be required to reply to every query asked for lunch/snacks menu/item, consecutive three ignorance of which will lead to termination of service and Institute may withheld the payment due if any.
- 2.5. Institute may also avail the lunch/tiffin facility from other sources than the empaneled vendor.
- 2.6. The menu may vary from: Plain rice, Fried Rice, Dal, Paneer Preparation, Non-veg preparation, sweets, ice-cream, dahi, Chapaties, Sandwiches, cakes, namkeens, puffs, fitters, etc.
- 2.7. The Institute will not be bound to avail Lunch/Snacks services only from the empaneled vendor and may avail Lunch/Snacks services also from other suppliers.



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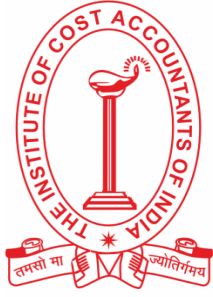


3. INSTRUCTION TO BIDDER AND GENERAL TERMS AND CONDITIONS FOR SUPPLY

- 3.1. The anticipated annual requirement may be around Rs. 5.00 – 6.00 Lakhs. However, definite volume of work cannot be guaranteed. The bidders shall have no claim to any payment of compensation.
- 3.2. Quality and Quantity aspects of all food must be strictly adhered to.
- 3.3. The service provider shall use / provide all good quality items and maintain high standard of hygiene and cleanliness.
- 3.4. Packaging of Lunch must be hygienic and also be done in a polite manner.
- 3.5. The contractor's performance regarding quality, quantity of food as well as other aspects will be reviewed by the administration of the Institute.
- 3.6. Whenever quotation will be asked the offer will be quoted inclusive of all charges such as labour, incidental, transportation and others. Service provider has to comply all the rules and regulation of the institute and Govt. as applicable for similar type of work. Only taxes will be paid as applicable.
- 3.7. If the selected party fails to supply lunch packets/Snacks/Tiffin as per demand in-time, a penalty will be imposed which will be charged double the rate paid by the Institute for purchase of indented items through other agency.
- 3.8. Contract will be valid for one year from the date of issuance of Contract order; with provision of further extension for two more years at the same terms and conditions if mutually agreed.
- 3.9. TERMS OF PAYMENT: Within 60 days from the date of submission of bills through electronic mode.
- 3.10. Sub-Letting of Contract: The Contractor / supplier shall not sub-let, transfer or assign the contract or any part thereof though Institute can purchase any food items from any contractor/supplier rather than selected vendor.
- 3.11. This document is treated as a valid contract between The Institute of Cost Accountants of India and service provider, and adherence to all respects of fair trade practices in executing the purchase orders/ work orders placed by Institute from time to time during the contract.

4. ELIGIBILITY CRITERIA

- 4.1. The Service Provider must have an office at Delhi/NCR, fully equipped with necessary infrastructure along with a regular telephone and other means of communication like fax/e-mail etc., both in the office as well as in the residence(s), of Partners/ Directors/ Proprietor.
- 4.2. The Service Provider/Agency should have a minimum experience of eight years in this field or similar type of services.
- 4.3. The Service provider shall furnish Tax Return for the last three years along with their Application



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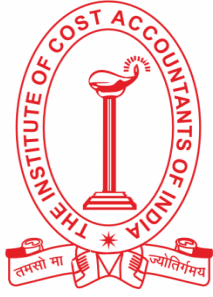


Format.

- 4.4. The Service Provider have following valid statutory registrations wherever applicable:
- 4.4.1. Trade License
 - 4.4.2. Registration of GST
 - 4.4.3. Valid registration with FFP/FCI/FSSAI etc.
- 4.5. Must have performed at least two similar job for Govt./PSU/Statutory bodies in last two years.
- 4.6. Must have average annual turnover of Rs. 60 Lakhs in last three years
- 4.7. The bidder has to qualify for the minimum eligibility of Sl. no. A, B, & C (below) and compulsory eligibility of Sl. no. D., E., & F. (below). The additional points will only be considered afterward.
- 4.8. Minimum Qualifying points will be 75 (seventy-five)

Evaluation Criteria

Evaluation criteria				
Sl. no.	Attributes	Documents to be submitted	Points	Score
A.	Total Experience	- Proof of Establishment, Commencement, Continuity and IT Return for each year business	Minimum 8 years – 20 points	20
			For Every additional year - 2 upto 10 points	10
B.	Work Experience with Central / State Govt. / PSUs / Autonomous Body / Statutory Body in the last 2 years	- Work order / Performance - Certificate to be produced	Minimum 2 entities – 5 points	10
			For Every additional entity - 1 upto 5 points	5
C.	Turnover in the last three years (viz 2021-22, 2022-23 & 2023-24)	- Last three years Profit & Loss A/c and Balance Sheet	Minimum Annual Average Rs. 60 lakhs – 20 points	20
			For Every additional Rs. 5 lakhs - 2 upto 10 points	10
D	Full-fledged office in Delhi/NCR	- Electricity bill / Rent agreement of Office	5 points	5
E.	Updated documents as per point 4.4 (all three)	- Trade License - GST - FFP/FCI/ FSSAI License registration	10 points	10
F.	Will be able to refurnish extra orders up to 50% of the main order within 3 hours	- YES - NO	10 points	10
			NIL	NIL
Maximum Score				100



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APPLICATION FORMAT

INFORMATION SHEET			
Sl.	Particulars	Information to be furnished	
1	Name of the Service Provider		
2	Address of Head Office / Regd. Office with telephone no. / Fax No. / E-Mail, etc.	Address :	
		Tel No. E-mail address : Contact Persons with designation: (i) (ii)	

Declaration -

I/We on behalf of organization have understood the job involved and agree to all the terms and conditions as indicated in this EOI/Tender Notice.

I/We on behalf of organization are not debarred and / or / blacklisted by Central State Govt. / PSUs / Autonomous Body / Statutory Body or by the Institute.

I/We on behalf of organization declare that all the facts stated and documents submitted are true to the best of our knowledge and belief.

I/We on behalf of organization undertake that in case the above is found false/fake the tender may be summarily rejected without assigning any reason.

Place:

**Signature of the authorized signatory of the
Service Provider with seal of the Firm**