



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN
12, SUDDER STREET, KOLKATA – 700 016.

Telephones : +91-33- 2252-1031/1034/1035
+ 91-33-2252-1602/1492/1619
+ 91-33- 2252-7143/7373/2204
Fax : +91-33-2252-7993
+91-33-2252-1026
+91-33-2252-1723
Website : www.icmai.in

TENDER NOTICE

Ref. No.: TC (Admin: Lunch Packets)/02/2019

February 25, 2019

NOTICE INVITING APPLICATIONS FOR LUNCH & TIFFIN SERVICE PROVIDER

The Institute of Cost Accountants of India hereinafter "Institute" or "ICAI" intends to engage/empanel experienced, reputed and leading vendors to provide food facilities to the Institute. Sealed tenders are invited for engagement of Lunch / Tiffin Service Providers for the Headquarters of the Institute at Kolkata in the prescribed bid forms enclosed with this bid document for a period of three years from the date of issue of work order with provision of further extension for one more year 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	February 25, 2019
3.	Last date for submission of Tender	March 17, 2019 by 04.00 pm (The bid is to be sealed in an envelope super-scribing 'Application For Lunch & Tiffin Service Provider')
4.	Address of Submission	Mr. Neelesh Jain, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
5.	Mode of Submission of EOI documents	Sealed envelope to be dropped by hand or through post/courier in the Tender Box.
6.	Contact Person for any query	Shri Kausikmoy Mukherjee – Sr. Officer Admin. admin.so2@icmai.in Landline: 033 - 22521602, Monday to Friday during office hours.

Convener
Limited Tender Committee



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN
12, SUDDER STREET, KOLKATA – 700 016.

Telephones : +91-33- 2252-1031/1034/1035
+ 91-33-2252-1602/1492/1619
+ 91-33- 2252-7143/7373/2204
Fax : +91-33-2252-7993
+91-33-2252-1026
+91-33-2252-1723
Website : www.icmai.in

Annexure A

➤ **Scope of Catering Services:-**

- The Service provider shall promptly respond to the enquiry of the Institute.
- The Service Provider will use only branded raw material and consumables for preparation items.
- The consumables used shall have registration From 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.
- The Service provider shall have the capability to provide Lunch Packets/ Snack Packets/ other catering orders as desired by the Institute.
- The Service Provider shall use/ provide all good quality items and maintain high standard of hygiene and cleanliness.

➤ **INSTRUCTION TO BIDDER AND GENERAL TERMS AND CONDITIONS FOR SUPPLY**

- 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.
- Quality and Quantity aspects of all food must be strictly adhered to, hence only reputed vendors may participate
- Packaging of Lunch must be hygienic and also be done in a polite manner.
- Food items must be supplied as per choice of the respective committee and by changing of menu (within the accepted price) basis.
- Rate must be quoted inclusive of all charges & taxes allied to that. Service provider has to comply all the rules and regulation of the institute and Govt. as applicable for similar type of work. Transportation charges will not be given extra.
- Contract will be valid for three years from the date of issuance of Contract order; with provision of further extension for one more years at the same terms and conditions if mutually agreed.
- TERMS OF PAYMENT: Within 45 days from the date of submission of bills through electronic mode.
- The contractor's performance regarding quality, quantity of food as well as other aspects will be reviewed by the administration of the Institute.



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN
12, SUDDER STREET, KOLKATA – 700 016.

Telephones : +91-33- 2252-1031/1034/1035
+ 91-33-2252-1602/1492/1619
+ 91-33- 2252-7143/7373/2204
Fax : +91-33-2252-7993
+91-33-2252-1026
+91-33-2252-1723
Website : www.icmai.in

- 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.
- 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.
- The Institute officials may visit the food supplier occasionally to check the hygienic conditions and/or quality of food items being arranged for the Institute
- Institute may waive off any minor infirmity or nonconformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiving, does not prejudice or effect the relative ranking of any bidder

➤ **AWARD OF WORK**

For each case/program, empanelled vendors will be asked to offer their quote and L1 party of them will be awarded with the job.

➤ **SPECIAL TERMS**

Special concession/ rebate if any given by the bidder to an educational institution may also be quoted in Writing without imposing any condition.



**THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA**
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)
CMA BHAWAN
12, SUDDER STREET, KOLKATA – 700 016.

Telephones : +91-33- 2252-1031/1034/1035
+ 91-33-2252-1602/1492/1619
+ 91-33- 2252-7143/7373/2204
Fax : +91-33-2252-7993
+91-33-2252-1026
+91-33-2252-1723
Website : www.icmai.in

Annexure B

TECHNICAL BID

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	
5	RTGS/NEFT Bank Account Details	
6.	Additional Information , If any (attach separate Sheet if required)	
7.	Details of GSTN	

Documents need to be attached, failing which rejection of the application for empanelment may take place:

- i) FSSAI License.
- ii) Trade License.
- iii) GST Registration.
- iv) Annual Turnover Certificate for last 1 to 2 years.
- v) List of clients served

Signature of the authorized signatory of the
Tenderer with seal of the Firm