



**THE INSTITUTE OF  
COST ACCOUNTANTS OF INDIA**  
(STATUTORY BODY UNDER AN ACT OF PARLIAMENT)  
**CMA BHAWAN**  
**12, SUDDER STREET, KOLKATA – 700 016.**  
DELHI OFFICE-CMA BHAWAN, 3 INSTITUTIONAL AREA,  
LODI ROAD, NEW DELHI- 110 003

Telephones : (033)2252-1301/1034/1035  
: (033)2252-1619/1492/1602  
: (033)2252-7373/7143/2204  
: (011)24622156-58  
E-mail : ccmpgs@icmai.in, [cbc@icmai.in](mailto:cbc@icmai.in)  
Website : [www.icmai.in](http://www.icmai.in)

## **Tender Notice**

ICMAI/2022/National Seminar\_CCMPGS\_MAY 2022/Bhubaneswar/Catering Services Date: 25.04.2022.

**Date of Invitation:** April 25, 2022 **Date of Closure:** 15:30 hours on May 1, 2022.

**Date of Tender Opening:** 15:00 hours on May 2, 2022.

The Institute of Cost Accountants of India is organizing 3 Day National Seminar on Cost Management of for Public and Government Services with a theme “Cost Excellence – A Sustainable Business Strategy” at Bhubaneswar on 13<sup>th</sup>, 14<sup>th</sup> & 15<sup>th</sup> May, 2022.

In this connection quotations are invited from reputed Catering Company located at Bhubaneswar for the supply and serving of foods [Breakfast, Lunch, Hi-tea & Dinner] for the participants in the seminar in all 3 days.

The Seminar will be held at IMMT Auditorium, Sachivalaya Marg, RRL Campus, Acharya Vihar, Bhubaneswar – 13, Odisha.

In case you are interested you may send your quote for the Catering service [preparation of food and servicing] in a sealed envelope mentioning “Quotation for 3 Day National Seminar on Cost Management of for Public and Government Services May 2022 at Bhubaneswar – Catering Services” to be dropped in the tender box at CMA Bhawan, A 122/2, Nilakanta Nagar, Nayapalli, Unit – 8, Bhubaneswar – 751012, Odisha as per the following specifications latest by 15:30 hours on Thursday, April 28, 2022.

### **Bhubaneswar Chapter of Cost Accountants**

CMA Bhawan, A/122/2, Nayapalli, Nilkantha Nagar, Bhubaneswar – 751012

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### Terms and Condition of the tender:

S. No.	Details of the terms & Conditions of the Tender
1	Price to be quoted inclusive of GST, separately for Breakfast , Lunch and Dinner
2	Above mentioned Paxs are final. However any increase in Pax shall be intimated in due course of time
3	Arrangement of Cooking place shall be Provided by the Organiser at venue
4	Necessary serving dishes, plates etc. shall be the responsibility of Caterer /Supplier
5	On an average for 150 Pax there shall be one Counter
6	Good Quality Metal mine Plate /Bowl to be used
7	Required numbers of Sweepers to be provided by the Caterer during Breakfast/Lunch/Dinner
8	02 Nos Plate Serving Girls to be provided by the Caterer
9	Sugar Mint and Semi Cloth Tissue Paper to be provided by the Caterer
10	Required mineral Water Bottle to be provided by the Caterer during Breakfast/Lunch and Dinner
11	During handover plate, it is the responsibility of Caterer to collect Coupon from the Participants
12	Any increases in Pax , extra payment shall be given by the Organiser in contract rate
13	As per the requirement caterer has to provide teas(both with sugar and non-sugar) along with snacks and Cookies over & above the ordered quantity for the event for which payment shall be paid extra as per market price .Caterer shall be intimated well in advance regarding the exact time when the same shall be served.
14	All Service Boys /Girls should be well behaved and should have Uniform dress Code having hand Globes.
15	Payment of GST or any other Statutory Dues deposit at Competent Authority is the responsibility of the Service Provider
16	A Lump Sum Advance amounting of Rs.1.00 Lakh (Rupees One lakh) to be released to the Caterer before 2 days of the date of the Seminar. Balance amount shall be paid in 2/3 phases after giving satisfactory service and submission of Bill.
17	Possibility of rescheduling of the date of the seminar may happen in case of any notification of the Central Govt./State Govt./Local Authority considering the COVID-19.
18	TDS shall be deducted as applicable as per Income Tax Act.
19	No Child Labour will be allowed or to be engaged by the Service Provider
20	Freedom or Sunflower Oil ( standard quality) shall be used by the Caterer for Cooking
21	For any violation of terms and conditions or in quality , Organiser may impose penalty as feel proper
22	Any disputes arise between the parties, same shall be resolved mutually. If not resolved then either side may take help of the Court of Law at Bhubaneswar Jurisdiction only

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S. No.	Details of the terms & Conditions of the Tender
23	For any query/clarification, please contact Shri Hemanta Kumar Biswal, Asst. Admin. Officer, Bhubaneswar Chapter at (0674)-2396622, M-6370813308 during the validity time for receipt of quotations.
24	The committee reserves the right to reject any/ all quotations without assigning any reason there for.
25	Possibility of rescheduling of the date of the seminar may happen in case of any notification of the Central Govt./State Govt./Local Authority imposing restrictions on public gathering come into force due to spread of Novel Corona Virus(COVID-19).
26	Considering the same any advance given to the Vendor to be adjusted with the delivery of services/goods to be taken on a deferred date of the seminar.
27	The Caterer shall have the required credential in catering services for last 5 years and should have served more or less 800 people in a single event not less than 2 times in last 5 years.
28	The quotation should be in the following format: Part A – Details of the Company, Part B – Financial Bid.
29	Detailed food menu chart is given in Part B in the format of Financial Bid.

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### Part A: Details of the Company

S.No.	Details Requested	Provide Details
1.	Name of the Caterer	
2.	Year of Commencement of business	
3.	Nature of Organization [Company/Partnership Firm/ LLP/ Proprietorship]	
4.	Complete Address (with Phone, Mobile, Email)	
5.	Turnover of last 3 consecutive years with copy of annual accounts & copy of income tax return	
6.	Details of Directors/Partners/ Proprietor [Name, Qualification, Address, Contact No. etc.]	
7.	At least 3 Similar Work done for Govt./ PSU / University / Institute/Corporates etc.	
8.	Nos of Chefs and Service personnel available with the caterer	
9.	Food License (attach proof)	
10.	PAN [Copy to be enclosed]	
11.	GST Registration No. [Copy to be enclosed]	
12.	Details of Bank Account - Name of the Bank - Branch Address - Account No. - Nature of Bank Account - IFSC Code	

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## Part B: Financial Bid

### Entire three Days Center Table

- 1 Salad Two Types (Veg & Egg)
- 2 Pampad (Small & Middle on alternative Day)
- 3 Dahi Bara
- 4 Alu Dum & Ghooguni
- 5 Curd

## Day-1 ( 13.05.2022) - Friday (Assured Pax- 400)

### Tea & Breakfast : From 4.00 PM to 5.30 PM

S.No.	Food Item	Rate Per Pax including GST in INR
1	Tea (Sugar & Non Sugar) with Cookies	
2	Curd Lassi (Thin)	
3	Butta Dal Bara with sauce	
4	Corn Boil with Pipper & Lemon	
	<b>Sub – Total [ I ]</b>	

### Dinner & Starter (From 7.30 PM to 10.00 PM)

<b>Starter</b>		
1	Veg Hiriya Tikka	
2	Corn Pakoda	
3	Chicken Kabab	
<b>Dinner</b>		
1	Tawa Roti	
2	Roomali Roti	
3	Plain Rice with Green Peas	
4	Potal Kurma	
5	Chhena Mator Curry	
6	Mix Dal (Tadka)	
7	Noodles Veg	
8	Chilli Chicken	
9	Fish Patra Poda	
<b>Desert</b>		
1	Baked/Fried Rasgola	
2	Ice Cream (Tutifruti/Vanila)	
	<b>Sub – Total [ II ]</b>	

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## Day-2 ( 14.05.2022) - Saturday (Assured Pax-500)

<b>Tea &amp; Breakfast: From 08.00 AM to 10.00 AM</b>		
<b>Starter</b>		
<b>S.No.</b>	<b>Food Item</b>	<b>Rate Per Pax including GST in INR</b>
1	Idli	
2	Bara ( Vada)	
3	Suji Upama	
4	Alu Dum	
5	Ghooguni ( matara)	
6	Sambar & Chatni	
7	Banana	
8	Boiled Egg	
9	Jilabi (Small)	
10	Watermelon Juice	
11	Tea (Sugar & Non Sugar) with Cookies	
<b>Lunch (From 1.30 PM to 3.00 PM)</b>		
1	Plain Rice	
2	Kaniaka (Basumati Rice with Kaju, Kismis & Ghee)	
3	Plain Roti	
4	Panasa(jackfruit) & Mug Dalma	
5	Dahi Baigan (Redist )	
6	Paneer Butter Masala	
7	Desi Masroom Besar	
8	Veg Tawa Fry	
9	Vekti Fish	
10	Badi Baigan Varta	
<b>Desert</b>		
1	Chhena Pais	
2	Malpua and Rabidi	
<b>Dinner &amp; Starter (From 7.30 PM to 10.00 PM)</b>		
<b>Starter</b>		
1	Soup - Sweet Corn	
2	Soup – Chicken	
3	Fish Finger (Vekti)	
4	Paneer Tikka	

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S.No.	Food Item	Rate Per Pax including GST in INR
5	Musroom 65	
6	Tanduri Chicken	
<b>Dinner</b>		
1	Veg Fried Rice	
2	Plain Rice	
3	Plain Roti	
4	Dal Fry (Mota Dal)	
5	Chicken Kassa	
6	Dahi Vendi	
7	Navaratna Kurma	
8	Palk Paneer with Corn	
<b>Desert</b>		
1	Lichi Pais	
2	Sandesh (Steam Cake)	
3	Ice Cream (Butter Scortch)	
	<b>Sub – Total [ III ]</b>	

## Day-3 ( 15.05.2022) - Sunday

**Tea & Breakfast : From 08.00 AM to 10.00 AM**

<b>Starter</b>		
1	Kachodi (Plain Puri Style)	
2	Butta Dal	
3	Alu Dum	
4	Small Dosa with Stuffing	
5	Sambar & Chatni	
6	Corn Flakes	
7	Fruit Salad	
8	Egg Omlet	
9	Bread Toast /Jam/Butter	
10	Bela (Bengal quince) Sarbat	
11	Tea (Sugar & Non Sugar) with Cookies	

**Lunch ( From 1.30 PM to 3.00 PM)**

1	Kulcha	
2	Chakuli Pitha	
3	Plain Rice (Zeera Rice)	

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S.No.	Food Item	Rate Per Pax including GST in INR
4	Normal Yellow Dal (Thin)	
5	Mix Veg Chhanka	
6	Potal & Chhola Mix	
7	Sajana Chuin ( drumstick) Badi Baigan Besar	
8	Chenchhada Fish	
9	Mutton Aloo Curry (Desi Style)	
10	Bhakura Fish Kalia	
<b>Desert</b>		
1	Plain Khiri (Rice Pais)	
2	Chhena Poda	
3	Ice Cream (Choco sauce)	
	<b>Sub – Total [ IV ]</b>	
	<b>Grand Total [I+II+III+IV]</b>	
<b>Figure in word</b> [ .....]		

**Convenor**  
Local Purchase Committee-National Seminar on  
Cost Management of Public & Government Services  
Bhubaneswar

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