



## **The Institute of Cost Accountants of India**

(Statutory Body under an Act of Parliament)

**Headquarters:** CMA Bhawan, 3, Institutional Area, Lodhi Road, New Delhi – 110003

**Kolkata Office:** CMA Bhawan, 12, Sudder Street, Kolkata – 700 016

Website: [www.icmai.in](http://www.icmai.in)

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### **INVITING TENDER DOCUMENT FOR PROVIDING CATERING SERVICES FOR THE 62ND NCMAC – 2025**

#### **Venue:**

Convention Centre, Campus–2, SOA University  
Bhubaneswar – 751030, Odisha

#### **Event Dates:**

23rd to 25th May, 2025 (Friday to Sunday)

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**Cost of Tender Document:** ₹500/- (Non-refundable)

**EMD :** ₹1,00,000/- (Refundable)

**Tender No.:** ICMAI/62ND NCMAC 2025/CATERING/2025-26 Dated 07.05.2025

**Last Date of submission of Tender Documents:** 15.05.2025 by 5.00 PM

**Mode of submission:** Hard Copy Only.

**Issued by:**

**Tender Committee**  
62nd NCMAC 2025, ICMAI

**E-mail:** ncmac2025@icmai.in

**Website:** [www.icmai.in](http://www.icmai.in)



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### SALIENT FEATURE OF TENDER DOCUMENT FOR PROVIDING CATERING SERVICE

#### THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

Cost of Tender Document: ₹. 500/- (Rupees Five hundred only) non refundable

Deposited by Cash vide Receipt No. \_\_\_\_\_ dated \_\_\_\_\_

OR

Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_

drawn on Bank \_\_\_\_\_

in favour of 'The Institute of Cost Accountants of India', payable at New Delhi.

#### Last date & time for submission of duly filled-in Tenders:

**15.05.2025 – 5.00 PM.**

Duly filled-in Tender Documents, complete in all respects, to be sent by Registered Post/ speed post/Courier or in person at the below -mentioned address. No Tender Document would be accepted after **05.00 PM on 15.05.2025**. The ICMAI shall not be liable for any postal delays what so ever.

#### Date & Time of opening Technical Bids:

**15.05.2025 at 6.00 PM**

#### Venue for opening Technical Bids:

THE INSTITUTE OF COST ACCOUNTANTS OF INDIA-  
BHUBANESWAR CHAPTER

CMA Bhawan, A/122/2, Nayapalli, Nilakantha Nagar, Unit - 8,  
Bhubaneswar - 751012, Odisha.

Earnest Money  
Deposit (EMD)

Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ for  
Rs. 1,00,000/- (Rupees One Lakh only) drawn on

(Refundable)

(name of the Bank) \_\_\_\_\_ in favour

of THE INSTITUTE OF COST ACCOUNTANTS OF INDIA payable at New  
Delhi (To be enclosed with Technical Bid)



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### **NOTICE INVITING TENDER DOCUMENTS**

#### **ICMAI/62<sup>nd</sup> NCMAC 2025/CATERING**

**May 07, 2025**

The Institute of Cost Accountants of India (ICMAI) is a statutory body established under an Act of Parliament i.e. the CWA Act, 1959 (herein after referred as ICMAI). ICMAI is functioning under the overall administrative jurisdiction of Ministry of Corporate Affairs, Government of India and having its head office at CMA Bhawan, 3, Institutional Area, Lodi Road, New Delhi-110003 and Kolkata Office at CMA Bhawan, 12, Sudder Street, Kolkata - 700016.

Sealed tenders are invited by the Tender Committee of 62<sup>nd</sup> NCMAC 2025, ICMAI from the experienced Caterers for providing tea/coffee/cold drinks, snacks, high tea, lunch and dinner etc. in the 62<sup>nd</sup> National Cost and Management Accountants' Convention (NCMAC)-2025 organized by the Institute at Convention Centre, Campus – 2, SOA University, Bhubaneswar -751030, Odisha from **23<sup>rd</sup> to 25<sup>th</sup> May, 2025**.

Tender documents shall be available in the website of ICMAI <http://www.icmai.in> under Tender Section from 7<sup>th</sup> May 2025 at 5.00 PM and can be downloaded in pdf format.

The tender documents downloaded by the parties from the website shall be valid for participation in the tender process. Those making use of the tender documents downloaded from the website shall have to pay the tender cost of the documents i.e. Rs.

500/- [Rupees Five Hundred only] in the form of a demand draft drawn as mentioned above, in a separate envelope along with the tender (technical bid). Tender received without the requisite fee shall not be entertained.

#### **ELIGIBILITY CONDITIONS/GUIDELINES FOR EVALUATION OF TECHNICAL BIDS Basic Eligibility:**

- a) The applicant should be in catering business (excluding beverage and snacks services) for a minimum period of **Ten** years as on 31.03.2025.
- b) Experience of having successfully run the catering services during the last **Ten** years ending 31.03.2025 as per following:
  - 3 similar completed works each having more than 500 persons on its dining strength for catering services in Seminar/ Convocation/ Conference etc. of institutions / organizations / companies / guest houses.
  - 2 similar completed works each having more than 700 persons on its dining strength for catering services in Seminar/ Convocation/ Conference etc. of institutions / organizations / companies / guest houses.
- c) Tenderers have to submit the requisite documents (Copy of the PO/Work Order) with respect to service provided as mentioned (a) & (b) above



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### GUIDELINES FOR SUBMISSION OF TENDER DOCUMENTS

The Sealed bids are to be submitted in two separate envelopes:

- (i) **TECHNICAL BID:** Sealed Technical Bid, along with a Demand Draft for Rs. 1,00,000/- (Rupees One Lakh only), drawn in favour of **THE INSTITUTE OF COST ACCOUNTANTS OF INDIA** payable at NEW DELHI, placed in sealed envelope super-scribed **“TECHNICAL BID FOR PROVIDING CATERING SERVICES – 62<sup>ND</sup> NCMAC -2025”**. Tender Document received without EMD shall not be entertained.
- (ii) **FINANCIAL BID:** Sealed Financial Bid placed in a separate envelop super- scribed: **“FINANCIAL BID FOR PROVIDING CATERING SERVICES– 62<sup>ND</sup> NCMAC -2025 ”**.
- (iii) The above mentioned two sealed envelopes should bear the name and complete postal address of the bidder. Sealed envelopes containing Technical Bid and Financial Bid should be placed in a bigger envelop super-scribed **“TENDER FOR PROVIDING CATERING SERVICES– 62<sup>ND</sup> NCMAC 2025”**. This bigger envelop, should be addressed

To

**The Convener**

Tender Committee – 62<sup>nd</sup> NCMAC 2025

The Institute of Cost Accountants of India

CMA Bhawan, A/122/2, Nayapalli, Nilakantha

Nagar, Unit - 8, Bhubaneswar - 751012, Odisha.

And shall be deposited / submitted on or before

**05.00 PM on 15.05.2025**

- (iv) Tenders received after the stipulated date and time shall not be accepted. The ICMAI shall not be liable for any postal delays what so ever.
- (v) The tenderer(s) / bidder(s) shall quote rates before Tax and applicable tax shall be given to the awarded Service Provider.
- (vi) The technical bid shall be opened at **06.00 PM on 15th May, 2025** and financial Bid Shall be opened at **3.00 PM on 16th May, 2025**. The authorised representative (s) or Tenderes may present if so desire.
- (vii) The ICMAI shall have the right to assess the competencies and capabilities of the Bidder/s by going through the credentials given in the Technical Bid and on the basis of other such credentials. The ICMAI may reject the candidature of any or all Bidder /s without assigning any reason thereof. In such case(s) the Financial Bid shall not be opened for that particular Bidder. The Financial Bid of only those parties who qualify in the technical scrutiny shall be opened.



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- (viii) A bid determined as substantially non-responsive shall be rejected by the ICMAI.
- (ix) The Bidder who provided as required above will technically qualify subject to the submission of satisfactory report by the Members of Tender Committee – 62nd NCMAC 2025.
- (x) The ICMAI reserves the right to accept or reject any or all tenders including the lowest tender/s without assigning any reason at its sole discretion and the decision of the ICMAI shall be final and binding on all concerned.
- (xi) The issue of letter of intent shall constitute the intention of the ICMAI to place the purchase order / work order with the successful bidder/bidders.
- (xii) The bidder should give his acceptance within 2 days from Issue of letter of intent.
- (xiii) The Institute reserves the right to cancel or modify and / or amend the terms and conditions for this tender or contract without assigning any reason thereof.
- (xiv) Caterer/Service Provider Office should be located at Bhubaneswar and or nearby within 15 km distance from the ICMAI-Bhubaneswar Chapter, A/122/2, Nayapalli, Nilaknatha Nagar, Bhubaneswar-12.



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### **SCOPE OF WORK OF THE CATERER (SERVICE PROVIDER)**

- Caterer/Service Providers will provide Food to delegates of approx. 1200 persons or as per supply order of ICMAI for 3 days (23<sup>rd</sup> to 25<sup>th</sup> May, 2025) on the occasion of NCMAC – 2025 at Convention Centre, Campus No. 2, SOA University, Bhubaneswar-751030, Odisha.
- The Food Services includes Welcome Drinks, Tea/Coffee, Breakfast, Snacks, Lunch & Dinner for entire 3 days as stated above.
- After the end of the NCMAC-2025, the contract is to be terminated.

### **CHECK LIST OF DOCUMENTS TO BE ATTACHED WITH TECHNICAL BID**

The list of documents required to be enclosed with technical bid for getting eligible to be considered for technical scrutiny: -

1. Demand Draft for Rs.500/- (Rupees five hundred only), if tender downloaded from website or Collected from the ICMAI-Bhubaneswar Chapter (Non Refundable).
2. Demand Draft for Rs.1,00,000/- (Rupees one lakh only) towards EMD (Refundable)
3. Signature of the bidder or his/her authorized signatory on each page of the Tender Documents as acceptance of the terms and conditions contained in the Tender Document.
4. Details of successfully executed similar work along with self-Certified Copies of the work order (s) as mentioned in ELIGIBILITY CONDITIONS in Notice Inviting Tender (NIT).
5. Documentary evidence in support of the following:
  - I. List of Current Clients executing similar works/Assignments (Attach Documentary proof)
  - II. Number of years of having run Caterings in the offices / organizations / hospitals / places of public utility / educational or other institutions.
  - III. List of institutions/organizations (with complete postal addresses) served in the past and list of institutions/organizations where presently providing Catering services. Names, designations and telephone numbers of concerned officers in the respective organizations/institutions may also be indicated;
6. **A Certified Copy (s) of Registration Certificate with GSTN, PAN, Trade License, ISO Certificate and Food Licence**
7. Complete copy of tender document duly signed each of the pages.
8. The Complete details setup and establishment of the agency.
9. **Copy of Income Tax Return Filing for the financial years 2021-22, 2022-23 and 2023-24.**

**Note: - The Bidder who provided as required above will technically qualify subject to the submission**



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**of satisfactory report by ICMAI's Inspection Committee.**



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# **THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**

## **TENDER FOR PROVIDING CATERING SERVICES**

**62<sup>nd</sup> NCMAC – 2025**

**AT**

**Convention Centre, Campus No. 2, SOA University,  
Bhubaneswar -751030, Odisha.**

<b>NAME OF THE TENDERER</b> (as per Registration Certificate)	
<b>COMPLETE POSTAL ADDRESS OF THE TENDERER</b> (as per Registration Certificate)	





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**TENDER DOCUMENT FOR PROVIDING CATERING SERVICES 62<sup>nd</sup> NCMAC – 2025**

**AT**

**Convention Centre, Campus No. 2, SOA University, Bhubaneswar -751030, Odisha.**

**TECHNICAL BID**

(Questionnaire to be filled up by the Agency applying for providing Catering Services)

1. Earnest Money Deposit (EMD)	Demand Draft No. _____ dated _____ for Rs. 1,00,000/- (Rupees Twenty Five Thousand only) drawn on (name of the Bank) _____ in favour of <b>THE INSTITUTE OF COST ACCOUNTANTS OF INDIA</b> , payable at New Delhi <b>(To be enclosed with Technical Bid)</b> -
<b>COMPANY/FIRM PROFILE</b>	
1. Name of the Company/Proprietary Firm and Complete registered address	
2. Legal Status (Individual, Proprietary firm, Partnership firm, Limited Company or Corporation)	
3. Name, Designation and Tel. No(s) of the Contract Person -e-mail address	
4. Year of commencement of Business	
5. Statutory Details (photocopy to be attached) <ul style="list-style-type: none"><li>• Registration No. of the Firm</li><li>• PAN</li><li>• GST Registration No.</li><li>• Trade License No. with period of validity</li><li>• Food License No. with period of validity</li><li>• ISO Certificate</li></ul>	
6. Copy of Income Tax Return Filing for the financial years 2021-22, 2022-23 and 2023-24.	



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**7. Details of Bank Account**

- Name of the Bank
- Branch Address
- Account No.
- Nature of Bank Account
- IFSC

(photo copy of a cancelled cheque to be enclosed)

**8. List of present and past clients (Please use separate sheet for each) as per the following format. The information provided will facilitate evaluation of your Technical Bid**

S. N o.	Name of the organization with complete postal address	Name & designation of the Contact Person with Tel/Mobile No(s)	Date from which the contract was awarded	No. of persons deployed by your firm	No. of persons served

**10. Volume of business done during the last three years (please submit documentary evidence) (Rs. in Lakh) .**

Details of annual financial turnover (gross) as per filing of Income Tax Return		
2021-22	2022-23	2023-24
Average Turnover (based on the above figures):		

**NB.: Minimum average annual turnover of the above 3 FYs should not be less than 20.00 lakhs.**

Date:

Signature of the Party/Authorised officer with official  
Seal



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**TENDER DOCUMENT FOR PROVIDING  
CATERING SERVICES FOR NCMAC-2025 of ICMAI  
AT**

**Convention Centre, Campus No. 2, SOA University, Bhubaneswar -751030,  
Odisha.**

**FINANCIAL BID**

Name of the Company/Firm and Complete registered address	
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**DAY-1: 23.05.2025 (FRIDAY)**

Sl No	Particular	Time	Menu	Rate Per Pax (Excluding GST)- INR
A	Welcome Drinks	02.00 PM	<ul style="list-style-type: none"><li>Fruits Punch Juice &amp; Fresh Lemon Soda</li></ul>	
	Tea		<ul style="list-style-type: none"><li>Lemon Tea, Green Tea, Milk Tea (Sugar and Non Sugar)</li></ul>	
	Coffee		<ul style="list-style-type: none"><li>Coffee (Sugar &amp; Non Sugar)</li></ul>	
	Snacks		<ul style="list-style-type: none"><li>Cookies, Raskit, Salted Khaja &amp; Biscuit</li></ul>	
	Evening Snacks (Veg Starter)	06.00 PM	<ul style="list-style-type: none"><li>Veg Sweet Corn Soup</li><li>Haravara Kabab</li><li>Coin Paneer Tikka and</li><li>Patatto French Fry &amp; White Chatni</li></ul>	
	Non-Veg Starter	06.00 PM	<ul style="list-style-type: none"><li>Chicken Clear Soup, Chicken Garlic &amp; Fish Cutlet</li></ul>	



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SI No	Particular	Time	Menu	Rate Per Pax (Excluding GST)- INR
B	DINNER	08.00 PM	<ul style="list-style-type: none"> <li>• Tawa Roti</li> <li>• Kulcha</li> <li>• Steam Rice</li> <li>• Turmind Rice</li> <li>• Veg Palau</li> <li>• Mix Dal Fry Rajma Masala</li> <li>• Paneer Butter Masala</li> <li>• Sahi Veg Kurma</li> <li>• Brinjal Masala</li> <li>• Potal Besan Curry</li> <li>• Tawa Veg Mix Fry (Live)</li> <li>• Chicken Kassa</li> <li>• FishTawa Fry</li> </ul>	
	DESERT	:	<ul style="list-style-type: none"> <li>• Chhena Poda</li> <li>• Gazar Halua</li> <li>• Ice Cream (Butter Scorch &amp;Vanilla Flavour-AMUL)</li> </ul>	
	Sub-total (A)			
Mouth Freshener & Water Bottle as required				



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**DAY-2: 24.05.2025 (Saturday)**

Sl No	Particulars	Time	Menu	Rate Per Pax (Excluding GST)- INR
A.	<b>BREAKFAST</b>			
	Tea		<ul style="list-style-type: none"> <li>Lemon Tea, Green Tea, Milk Tea (Sugar and Non Sugar)</li> </ul>	
	Coffee		<ul style="list-style-type: none"> <li>Coffee (Sugar &amp; Non Sugar)</li> </ul>	
	Snacks		<ul style="list-style-type: none"> <li>Cookies, Raskit, Salted Khaja &amp; Biscuit</li> </ul>	
	Breakfast	08.30 AM	<ul style="list-style-type: none"> <li>Idle, Masala Upma- Sambar, Rasam &amp; Chatni</li> <li>Biri Kachuri or Puri,</li> <li>Bara – Ghuguni &amp; Aalu dum</li> <li>Hot Gulab Jamun</li> <li>Corn flex with Hot Milk</li> <li>Bread Butter Jam</li> <li>Bread Sandwich</li> <li>Boiled Egg</li> <li>Fresh Fruits</li> </ul>	
		12..00 Noon	<ul style="list-style-type: none"> <li>Dahi Chala &amp; Lassi</li> </ul>	
B.	<b>LUNCH</b>	01.00 PM		
			<ul style="list-style-type: none"> <li>Tawa Roti</li> <li>Butter Nan</li> <li>Lemon Rice</li> <li>Steam Rice</li> <li>Sweet Kanika</li> <li>Black Dal Makhani</li> <li>Veg Hydrabadi</li> <li>Paneer Labab Dar</li> <li>Dahi Kadi</li> <li>Vegetable Chips</li> <li>Fish Patrapoda</li> <li>Fish Kalia (Bhakur)</li> <li>Prawn Malai Curry</li> </ul>	



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SI No	Particulars	Time	Menu	Rate Per Pax (Excluding GST)- INR
C.	<b>DESERT</b>	:	<ul style="list-style-type: none"> <li>Chhena Malpua with Rabedi</li> <li>Kulfi</li> </ul>	
D.	Evening Snacks	<b>06.00 PM</b>		
	Welcome Drinks		<ul style="list-style-type: none"> <li>Mocktel Bar (All Types of SARBAT)</li> </ul>	
E.	(Veg Starter)		<ul style="list-style-type: none"> <li>Pampdi Chat</li> <li>Lemon</li> <li>Coriander Soup</li> <li>(Veg) Cutlet</li> <li>Paneer Tikka</li> </ul>	
F.	Non-Veg Starter		<ul style="list-style-type: none"> <li>Chicken Burnt</li> <li>Garlic Soup Tandoori Chicken</li> <li>Chicken Tikka (Malai/Hariyali/Mircha)</li> <li>Fish Kulibada</li> <li>Golden Fried Prawn</li> </ul>	
G.	Dinner	<b>08.00 PM</b>	<ul style="list-style-type: none"> <li>Tawa Roti</li> <li>Masala Nan</li> <li>Steam Rice</li> <li>Tomato Palau</li> <li>Mix Dal Fry</li> <li>Rajma Masala</li> <li>Veg Lovbard</li> <li>Paneer Pasinda</li> <li>Gobi Hariyali</li> <li>Veg Manchurian</li> <li>Chilli Chicken</li> <li>Chicken Biryani &amp; Raita</li> </ul>	
H.	Desert	:	<ul style="list-style-type: none"> <li>Rasabali</li> <li>Custard Ice Cream</li> <li>Sahi Tukuda</li> </ul>	
<b>Sub-total (B)</b>				
<b>Mouth Refresher and Water Bottle as required</b>				



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**Day-3 : 25.05.2025 ( Sunday)**

Sl No	Particulars	Time	Menu	Rate Per Pax (Excluding GST)- INR
A.	<b>BREAKFAST</b>	08.30 AM		
	Tea		<ul style="list-style-type: none"> <li>Lemon Tea</li> <li>Green Tea</li> <li>Milk Tea (Sugar and Non Sugar)</li> </ul>	
	Coffee		<ul style="list-style-type: none"> <li>Coffee (Sugar &amp; Non Sugar)</li> </ul>	
	Snacks		<ul style="list-style-type: none"> <li>Cookies</li> <li>Raskit</li> <li>Salted Khaja &amp; Biscuit</li> </ul>	
	Breakfast		<ul style="list-style-type: none"> <li>Idle &amp; Onion Uthapam - Sambar, Rasam &amp; Chatni</li> <li>Dosa /Masala Poha-Sambar, Rasam &amp; Chatni</li> <li>Chhole with Batura</li> <li>Motor Curry</li> <li>Bread Butter Jam</li> <li>Bread Sandwich</li> <li>Dhokla</li> <li>Egg Omelet</li> <li>Fresh Fruits</li> </ul>	
		12.00 Noon	<ul style="list-style-type: none"> <li>Mix Juice (Watermelon / Dahi Lassi)</li> </ul>	
B.	<b>LUNCH</b>	01.00 pm		
			<ul style="list-style-type: none"> <li>Tawa Roti</li> <li>Butter Nan &amp; Kulcha</li> <li>Steam Rice</li> <li>Curd Rice</li> <li>Yellow Dal Fry</li> <li>Navratna Korma</li> <li>Bhendi Hydrabadi</li> <li>Palak Paneer</li> <li>Mustard Mushroom</li> <li>Veg Malai Kofta</li> <li>Mutton Rogan Juice</li> <li>Mutton Keema</li> <li>Moong Masala</li> </ul>	



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Sl No	Particulars	Time	Menu	Rate Per Pax (Excluding GST)- INR
			<ul style="list-style-type: none"> <li>Chilli Fish</li> <li>Mahurali Fish Besar</li> <li>Mustard Fish</li> <li>Non-Veg Mix (Prawn &amp; Fish Head)</li> <li>Chicken Hyderabad</li> </ul>	
C.	Desert	:	<ul style="list-style-type: none"> <li>Sita bhog</li> <li>Payas Moong Halua</li> <li>Mix Fruit Salad</li> <li>Ice Cream</li> <li>Backed Rasgola</li> <li>Pan-Mitha/Zarda</li> <li>Water Bottle</li> </ul>	
D	Evening High Tea /Snacks	05.00 pm	Dahi Bara Biri Bara Samosa Chatni Jeera Alu Fruit Juice	
<b>Sub-total (C)</b>				
<b>Mouth Refresher and Water Bottle as required</b>				

Particulars	Rate Per Pax - INR
Sub-total (A)	
Sub-total (B)	
Sub-total (C)	
<b>Total (A+B+C)</b>	
<b>Add: GST@ _____%</b>	
<b>Grand Total (including GST)</b>	

*"For the selection of the L-1 bidder/tenderer, the total cost quoted per pax before GST will be considered, rather than the segment-wise pricing."*

**COMMON ITEMS FOR ALL THREE DAYS (ROUND TABLE):**

- Salad** : Green Salad, Russian Salad & Sweet Chili Potato Salad
- Papad** : Lijjat Papad, Rasi Papad and Roasted Papad
- Pickle** : Mixed Pickle, Sweet Pickle, Tomato Khijur and Pineapple Raita
- Dahi (Curd)**





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**CMA BHAWAN, 3, Institutional Area, Lodhi Road, New Delhi – 110003.**

Website : [www.icmai.in](http://www.icmai.in)

**Note:**

1. In each of the Day Lunch, Dinner and Starter assured pax is 1000 (One thousand) and breakfast is 600. Same may be increased up to 1200 and 700 respectively
2. For each 150 to 200 persons there will be one counter
3. All food will be prepared at the venue at Bhubaneswar
4. The tent house will be provided by ICMAI, however, the caterer will be responsible for providing the necessary utensils etc.
5. High-quality Bone China plates and steel spoons should be used.
6. The caterer must maintain strict hygiene standards at all times.
7. Professional serving staff (boys/girls) in well-uniformed must be engaged for serving.
8. One counter will be specifically for pure vegetarians –Jain Food (Without Onion and Garlic) for 3 days around 100 Persons. This will be within the assured pax and suggestive menu is (Steam Rice, Sweet Kanika, Tawa Roti, Mota Dal and 3 to 4 varieties vegetable items)
9. Minor alternation may be done in the menu as agreed upon both the party
10. No child labor should be employed under any circumstances.
11. Disputes will be resolved mutually, if not resolved either party can take help of the court of Law within Bhubaneswar Jurisdiction.

**Declaration**

**I/We hereby confirm that we have read and understood the terms and conditions mentioned in the Financial Bid and have accordingly quoted the price.**

**Signature of the Tenderer/Authorized officer with official Seal**

**Date:**



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## **GENERAL TERMS AND CONDITIONS**

1. Please read the Terms & Conditions carefully before filling up the document. Incomplete Tender Documents shall not be entertained.
2. Before submitting the tender, details of documents to be attached may be verified from the Check List given on page number 6 of the Tender Document.
3. The bidders, who download the Tender Document from ICMAI's website, are required to submit a separate demand draft for Rs.500/- (Rupees five hundred only) towards the cost of the Tender Document. **THIS DEMAND DRAFT IS REQUIRED TO BE SUBMITTED WITH THE TECHNICAL BID.** Downloaded Tender Documents submitted without demand draft towards the cost of Tender Document shall not be entertained.
4. The Tenderer must write the name & complete postal address of the bidding firm on the reverse side of the Demand Draft(s).
5. All pages of the Tender Document must be signed by the authorized signatory and sealed with the stamp of the bidding firm as token of having accepted all the Terms and Conditions of this Tender.
6. ICMAI reserves the right to obtain feedback from the previous/present clients of the Tenderer and also depute its team(s) to inspect the site(s) at present contract(s) for on- the-spot first-hand information regarding the quality of food and services provided by the Tenderer. Decision of ICMAI with regard to award of the contract will depend upon the feedback received by it from the previous/ and present clients and also from its team(s) deputed for the purpose. The decision of the Institute in this regard shall be final and binding on all bidders.
7. Tender shall be submitted in ICMAI's official tender form only. If submitted in any other manner or format, the same shall not be considered. No bidder shall be issued more than one Tender Form.
8. Tenders received without the prescribed Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One Lakh only) shall not be entertained
9. No paper shall be detached from the Tender Document.



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10. The name and address of the bidder shall be clearly written in the space provided for the purpose and no over-writing, correction; insertion shall be permitted in any part of the tender unless duly counter signed by the bidder. The tender shall be filled in and submitted strictly in accordance with the instructions contained herein; otherwise the Tender is liable to be rejected.
11. The Financial bids submitted by all bidders should be valid for at least for a minimum period of six months from the date of opening of Technical Bids.
12. Person signing the bid or other documents connected with tender must clearly write his/her name and also specify the capacity in which signing.
13. The Institute reserves the right to reject any or all the tenders including lowest tender without assigning any reason.
14. Before submitting the filled-in Tender Document to the Institute, the bidders may seek clarification(s), if any, please contact:  
  
**Shri Tushar Ranjan Mohanty**, Convenor, Tender Committee  
Email: [ncmac2025@icmai.in](mailto:ncmac2025@icmai.in)  
Land Line No: 0674-2396622  
OR  
**Shri H.K.Biswal**, Member of the Tender Committee  
Contact No.:9778940481
15. The Institute reserves the right to change any condition of the tender before opening of the Technical Bids.
16. The successful bidder shall have to enter into an agreement with the Institute before taking charge of the Catering and commencement of the Catering work.
17. The validity of the tender shall be for a period of 3 months from the date of tender. Any extension of the validity period shall be mutually agreed by the bidder and the ICMAI.
18. Canvassing in any form shall make the tender liable for rejection.



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19. 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 pandemic, riot, flood, earth weak, war etc.

20. For any violation of terms and conditions or in quality, Organiser may impose penalty as feel proper

**OPENING OF BIDS**

21 The Technical Bids shall be opened on **15.05.2025 at 5.00 p.m.** at INSTITUTE OF COST ACCOUNTANTS OF INDIA, CMA Bhawan, Bhubaneswar Chapter office in the presence of such bidders who may wish to be present, either in person or through their authorized representatives (duly supported with authorization letter).

22 The Financial Bids of only technically acceptable tenders shall be opened for further consideration. The decision of the Institute in this regard shall be final and no requests etc. will be entertained from the bidders. The date and time of opening of financial bid(s) shall be intimated only to such bidders who are found eligible as per evaluation criteria prescribed by the Institute.

23 EMD of the unsuccessful bidders shall be returned, without interest or bank charges within a period of three months from the date of award of contract to the successful bidder.

24 Financial Bid shall not be the sole criteria for award of contract. Feedback received from the previous/present clients and on the spot assessment of the ICMAI's designated team shall also form the basis of selection.

**PERIOD OF CONTRACT**

25 The contract for Catering Services shall be restricted for the event 62<sup>nd</sup> NCMAC 2025.

**IMPOUND OF EMD**

26 EMD of the successful bidder shall be liable to be forfeited if the Caterer does not fulfil any of the following conditions:

- I. An agreement is not signed in the prescribed form within ten days of the receipt of the Letter of Award of the Contract;
- II. The Caterer shall not mobile his team for the Catering services in site on 21.05.2025.
- III. In case of any damage caused to the Institute due to negligence, carelessness, inefficiency, fraud, mischief and / or misappropriation or any other type of misconduct of the Tenderer Bidder or any of its staff / associates.



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- 27 No change in the financial bid shall be allowed. If the successful bidder withdraws or alters the terms of the tender during this period, the Earnest Money Deposit shall be forfeited
- 28 If the Contract is terminated by the Caterer without giving stipulated period of notice or fails to observe the terms & conditions of the Tender, Letter of Award for the Contract and the agreement signed by the Caterer with the Institute, the EMD shall be forfeited without prejudice to the ICMAI's right to proceed against the Caterer for any additional damages that the Institute suffers as a result of the breach of the aforesaid terms and conditions. Any further loss not covered by the EMD or BG shall be claimed from the Caterer as deemed fit from its outstanding payable or its assets etc.

**ELECTRICITY AND WATER CHARGES**

- 29 The Caterer shall be provided electricity and Municipal water free of cost. However, the caterer must ensure that the resources are utilizing in proper way and there shall not be any misuse.

**STATUTORY OBLIGATIONS OF THE TENDERER (CATERER)**

- 30 The Caterer shall be responsible for engaging adequate number of trained/semi-trained manpower required for providing good Catering services in ICMAI. The ICMAI requires the services for Providing good quality Tea/Snacks and Hi Tea, Lunch & Dinner in the 62<sup>nd</sup> NCMC 2025 event.
- 31 The employees of the Caterer should possess good health and should be free from any diseases, especially contagious and frequently recurring diseases.
- 32 The Caterer shall, prior to the commencement of the operation of contract,  
Make available to ICMAI the particulars of all the waiters who will be deployed at the event site for running the Catering. Such particulars, inter alia, should include age/date of birth, permanent address, police verification report and profile of the health status of the man power deployed.
- 33 The Caterer shall be responsible for timely payment of wages to his/her workers as per Minimum Wages Act of NCT of Odisha Government and fulfil all other statutory obligations, such as, Provident Fund, ESI, Service Tax etc. in force from time to time.
- 34 The Caterer shall ensure proper discipline among his/her workers and further ensure that they do not indulge in any unlawful activity.
- 35 Employment of child labour is strictly prohibited under the law. The Caterer shall not employ any child.
- 36 In the event of violation of any contractual or statutory obligations by the Caterer, he/she shall be responsible and liable for the same. Further, in the event of any action, claim, damages, suit initiated against the Institute by any individual, agency or government authority



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due to acts of the Caterer, the Caterer shall be liable to make good/compensate such claims or damages to the Institute. As a result of the acts of the Caterer, if the Institute is required to pay any damages to any individual, agency or government authority, the Caterer shall be required to reimburse such amount to the Institute or the Institute reserves the right to recover such amount from the payment(s) due to the Caterer while settling his/her bills or from the amount of EMD of the Caterer lying with the Institute.

- 37 The Caterer shall ensure compliance of all laws relating to cleanliness, sanitary, hygienic and health conditions and other laws in force from time to time with regard to the environment around cooking place, dining hall and surrounding etc.
- 38 The Caterer shall at all times keep indemnified the principal employer, namely, Institute of Company secretaries of India, Head of the Institute and its officers and designated concerned staff for and against all third party claims whatsoever (including property loss and damage, personal accident, injury or death of any person) and/or the owner and the Caterer shall at his/her own cost and initiative at all times, maintain all liabilities under Workman's Compensation Act / Fatal Accident Act, Personal Injuries, Employees State Insurance Act, PF Act, etc. in force from time to time,
- 39 The Catering staff shall be issued Identity Cards bearing photographs. The Caterer shall provide sufficient sets of Uniforms or Apron and pair of shoes to his waiters and shall ensure that they wear them all times and maintain them properly.
- 40 The Caterer shall be personally responsible for conduct and behavior of his staff and any loss or damage to Institute's moveable or immoveable property due to the conduct of the Caterer's staff shall be made good by the Caterer. If it is found that the conduct or efficiency of any person employed by the Caterer is unsatisfactory, the Caterer shall have to remove the concerned person and engage a new person within 48 hours of intimation by ICMAI. The decision of the Institute's designated officer in this regard shall be final and binding on the Caterer.
- 41 The Caterer shall not appoint any sub-Caterer to carry out his obligations under the contract.
- 42 The Caterer shall keep the Catering and its surrounding areas clean and up to date sanitation every day after the services are over. The cleaning includes cleaning of kitchen, catering hall (If any), floor, counter, benches, tables, chairs, etc. the ICMAI will have 24-hour access to inspect the Catering service premises at any time for ensuring the cleanliness and hygienic conditions of the Catering's kitchen and other premises. The garbage will be cleaned by the housekeeping contractor.



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43 The Institute reserves the right to appoint officers/officials to inspect the quality of raw material, food and other items prepared and served in the Catering. Any defect(s) pointed out by such officers/officials during their visits shall be properly attended to by the Caterer.

44 The Caterer shall get the prices of all items approved by the Institute and no changes, what-so-ever shall be made without prior written approval of the Institute.

**OTHER OBLIGATIONS OF THE CATERER**

- 45 The Caterer shall use only branded raw material for preparation of items. The permissible brands of various items are given in **Annexure-I**.
- 46 The Institute shall provide to the Caterer space for storing raw material, kitchen equipment as per list provided in **Annexure-2** for cooking and preservation of perishable items, sitting and serving space, etc. free of cost.
- 47 Care must be taken to ensure that, while carrying out the work, no fittings, fixtures, furnishings, equipments provided by the Institute are damaged. Any damages done to the same or any other property shall have to be repaired / replaced by the Caterer, failing which the same shall be got done by ICMAI at the Caterer's risk and cost. In this regard, the decision of the designated officer of ICMAI shall be final and binding on the Caterer.
- 48 All work shall be carried out with due regard to the convenience of ICMAI. The orders of the concerned authority shall be strictly observed.
- 49 The Caterer shall deploy adequate manpower for work during late hours and on Saturdays/Sundays, including other holidays, according to the requirement of ICMAI.
- 50 The Caterer may request ICMAI for installing electronic fly – kill / insect repellent equipment; emergency lighting etc. The gas and fuel supply shall be done on the cost of Caterer.
- 51 Storing/supply/sale and consumption of drugs, alcoholic drinks, cigarettes or any other items of intoxication are strictly prohibited in the Institute's campus, including Catering. Any breach of such restrictions by the Catering Caterer shall attract deterrent action against the Caterer as per statutory norms.
- 52 No minimum guarantee shall be furnished to the Caterer towards consumption of food items. He/she is advised to maintain the highest quality at the minimum possible prices so as to attract the maximum number of ICMAI personnel to avail Catering services.
- 53 The waiters or manpower deployed by the Caterer shall be directly under the supervision, control and employment of the Caterer and they shall have no connection what-so-ever with The Institute of Cost Accountants of India (ICMAI). ICMAI shall have no obligation to control or supervise such workers or to take any action against them except as permissible under the law. Such workers shall also not have any claim against ICMAI for employment or regularization of their services by virtue of being employed by the Catering Caterer, against any temporary or permanent posts in ICMAI.
- 54 The Caterer shall ensure that either he/she himself/herself or his/ her representative is available for proper administration and supervision at the works to the entire satisfaction of the Institute.



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- 55 The Caterer shall bring his own tools, crockery, hot boxes, trolleys, equipment, utensils, plates, jugs etc., in sufficient quantity as needed to maintain the Catering services in addition to what is provided for by ICMAI.
- 56 The Caterer shall not use the Catering premises for any other activity except for the purpose for which it has been provided for.
- 57 The caterer shall have to provide good quality food.
- 58 The Caterer shall ensure to take the coupons from the concerned employees duly signed before providing the requisitioned item.

**PAYMENT TERMS**

- 59 An advance of 25% of the order value will be paid against proforma invoice support by the work order to be issued to the caterer.
- 60 Balance 75% of the order value will be paid after completion of the entire work against the final tax invoice. The final payment after deduction of applicable taxes and other deductions, if any will be released within 15 days from the date of submission of the final bill duly certified by the concerned department/authorised employee(s) of the Institute.
61. IT TDS & GST TDS as per applicable will be deducted against payment of advance and final bill and TDS certificates will be provided to the caterer as per rules.
- 62 All payment will be remitted to the bank account of the caterer through electronic bank transfer.
- 63 The Pan No. and GST No. shall be print on the bill. The party shall provide their ECS mandate for the release of the payment.
- 64 In the event of delay of payment due to any query, objection, or dispute with regard to any bill or a part thereof, the Caterer shall not be entitled to any interest to be paid by the Institute for delayed payment due to the same.

**TERMINATION OF THE CONTRACT**

- 65 The Institute without prejudice to any other remedy, reserves the right to terminate the Tender / Contract in whole or in part and also to blacklist the Caterer for a suitable period without giving any notice in case he fails to honour his bid or contract without sufficient grounds or found guilty for breach of condition /s of the tender or contract, negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct by such Caterer or by its staff. ICMAI's decision in such a situation shall be final and shall be accepted by the Caterer without any objection or resistance





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## **PENALTY**

- 66 The Institute reserves the right to impose a penalty (to be decided by the ICMAI authorities) on the Caterer for any serious lapse in maintaining the quality and the services wilfully or otherwise by the Caterer or his staff or for any adulteration.
- 67 If the Institute is not satisfied with the quality of eatables served, services provided or behaviour of the Caterer or his/her employees, the Caterer shall be served with 24-hour notice to improve or rectify the defect(s), failing which the ICMAI shall be at liberty to take appropriate necessary steps as deemed fit.
- 68 In case of any damage caused to the Institute due to negligence, carelessness, inefficiency, fraud, mischief and misappropriation or any other type of misconduct of the Caterer or its staff, the Caterer shall be responsible to make the loss good. The Institute shall have right to adjust the damage / loss suffered by it from the EMD or / and to charge penalty as decided by the Institute. Decision of the Institute in this respect shall be final & binding on the Caterer.
- 69 Whenever under this tender / contract order any sum of money is recoverable from and payable by the Caterer, the Institute shall be entitled to recover such sum by appropriating in part or in whole the EMD of the Caterer. In the event of the security being insufficient, the balance or the total sum recoverable, as may be, shall be deducted from any sum due to the Caterer or which at any time thereafter may become due to the Caterer under this or any other tender / contract with the Institute. If this sum is not sufficient to cover the full amount recoverable, the Caterer shall pay the Institute on demand the remaining balance.
- 70 The Caterer shall not use or disclose any Confidential Information of the Institute except as specifically contemplated herein. For purposes of this tender / contract, "Confidential Information" means information that: (i) is sufficiently secret to derive economic value, actual or potential, from not being generally known to other persons who can obtain economic value from its disclosure or use; and (ii) is the subject of efforts that are reasonable under the circumstances to maintain its secrecy or confidentiality.

## **ARBITRATION**

- 71 In case of any dispute, difference, claims and demands arising in relation or pursuant or touching to the meaning or interpretation of this tender and contract, the authorised official of the Institute and the Tenderers / Bidders will address the disputes/differences for mutual resolution and failing which the matter shall be referred to the sole arbitration of Secretary / Chief Executive / Secretary(Officiating) of The Institute of Cost Accountants of India or any other person appointed by him as Sole Arbitrator notwithstanding the fact that such officer has been directly or indirectly associated with this tender / contract. The provisions of the Arbitration



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and Conciliation Act, 1996 or any statutory modifications on re-enactment thereof as in force shall be applicable to the arbitration proceedings. The venue of the arbitration shall be at Bhubaneswar. The cost of the Arbitration proceedings shall be shared equally by both the parties. The decision / award of the arbitrator shall be final and binding. The proceedings of arbitration shall be in English language.

### **JURISDICTION**

- 72 Dispute, if any, arising out of the Contract, shall be settled by mutual discussion, alternatively by legal recourse under jurisdiction of Bhubaneswar courts only.

### **FORCE MAJEURE:**

- 73 If any time, during the continuance of this contract, the performance in whole or in part by either party under obligation as per this contract is prevented or delayed by reasons of any war or hostility, act of the public enemy, civil commotion, sabotage, fire, flood, explosion, epidemic, quarantine restrictions, strike, lockout or acts of God (herein after referred to "eventuality"), provided notice of happening of any such eventuality is given by either party to the other within 21 days of the date of occurrence thereof, neither party shall be reason of such an "eventuality" be entitled to terminate this contract nor shall either party have any claim or damages against the other in respect of such non- performance or delay in performance and deliveries under the contract. The contract shall be resumed as soon as practicable after such "eventuality" has come to an end or cease to exist. In case of any dispute, the decision of Secretary or Chief Executive or Secretary(officiating) of The ICMAI shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such eventuality for a period exceeding 60 days, either party may at its option, terminate the contract.

### **Indemnity**

- 75 The Caterer hereby covenants and agrees to indemnify and shall at all times keep indemnified the ICMAI against any loss or damage that the ICMAI may sustain as a result of the failure or neglect of the Bidders to faithfully carry out its obligations under this tender / contract. The bidder shall pay for all losses, damages, costs, charges and expenses which the ICMAI may incur or suffer as a result of the failure or neglect of the Caterer to faithfully carry out its obligations under this tender / agreement and the Caterer shall indemnify and keep indemnified the ICMAI in all respects.



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❖ **Additional Terms & Conditions:**

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 (1200 plus/minus 10%). However, any increase over & above the mentioned Pax shall be intimated in due course of time.
3	Arrangement of Cooking place shall be Provided by the Organiser at venue
4	Necessary Table, Chair, 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	Minimum 4 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	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.
17	No Child Labour will be allowed or to be engaged by the Service Provider
18	For any violation of terms and conditions or in quality , Organiser may impose penalty as feel proper
19	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
20	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.



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## **ACCEPTANCE CERTIFICATE**

I..... (Designation)..... of (Name of the Company) .....

Hereby accept the above-mentioned Terms & Conditions along with Appendixes for the above Tender for Catering Services 62<sup>nd</sup> NCMAC 2025, to be organised at Convention Centre, Campus – 2, SOA University, Bhubaneswar-30, Odisha during 23<sup>rd</sup> – 25<sup>th</sup> May, 2025 published by the NCMAC Tender Committee of ICMAI.

**Signature**

**Company Seal**



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**Annexure-I.**

**PERMISSIBLE BRANDS OF CONSUMABLES**

ITEM	BRAND
Salt	Iodised salt such as Tata, Annapurna, Nature Fresh
Spices	MDH, MTR or equivalent quality brands
Ketchup	Maggi, Kissan, Heinz , Top
Oil	Refined oil such as Sundrop, Nature Fresh, Freedom or Sunflower Oil ( standard quality)etc.
Pickle	Mother's or Priya or Tops
Atta	Aashirvad, Pillbury, Nature Fresh , Kendriya Bhandar
Butter	Amul, Britannia, Mother Dairy
Bread	Harvest/Britania make
Jam	Kissan, Nafed , Top or equivalent
Milk	Toned milk of Mother Dairy, Delhi Milk Scheme
Paneer	Amul/Mother Dairy or equivalent
Tea	Taj, Brook Bond, Lipton, Tata
Coffee	Nescafe, Rich Bru
Biscuits	Britania, Parle, Good Day etc.
Ice Cream, Lassi, Curd	Mother Dairy, Amul, Cream Bell – all varieties
Mixtures/Chips	Haldiram/Bikaner or equivalent
Mineral Water	ISI marked Kinley/Bisleri or equivalent
Cold Drinks	Pepsi, Coke etc.
Juices	Real, Tropicana
Lemon Water	Branded
Sweet	Bikaner, Haldiram or equivalent



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**CMA BHAWAN, 12, SUDDER STREET, KOLKATA – 700 016**

**CMA BHAWAN, 3, Institutional Area, Lodhi Road, New Delhi – 110003.**

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**Annexure-2.**

**LIST OF KITCHEN EQUIPMENT TO BE PROVIDED BY THE CATERER**

<b>S. No.</b>	<b>Description of Item</b>
1.	Refrigerator 1
2	Coffee Machine
3.	Gas Stove and Cylinder-(refilling by the Party)
4	Toaster
5	Geyser/Hot Plates
6	Rack/Almirah
7	Hot case
8	Cooking & Servicing utensils
9	Crockery items
8.	Other Items as per requirement.