



THE INSTITUTE OF COST ACCOUNTANTS OF INDIA

(Statutory Body under an Act of Parliament)

SOUTHERN INDIA REGIONAL COUNCIL

'CMA BHAWAN' # 4, Montieth Lane, Egmore, Chennai - 600 008. Phone : 044 - 2855 4443, 044 - 2855 4326.
Email : sirc@icmai.in Website : www.icmai.in / www.sircoficmai.in

TENDER NOTICE

Ref: SIRC/ Coffee & Biscuits/03/2026

Mar 25th, 2026

Sub: Quotation for Supply of Tea, Coffee & Biscuits

Reputed Cafeteria, experienced in the field of Supply of Tea, Coffee & Biscuits are invited to offer their quote at SIRC of ICMAI, No.4, Montieth Lane, Egmore, Chennai 600 008. For the Campus Placement Program.

TERMS & CONDITIONS OF CONTRACT:

1. Tea, Coffee & Biscuits should provide to Corporate and Candidates.
2. Supply of Coffee, Tea & Biscuits should be given on 27.04.2026, 28.04.2026 & 30.04.2026.
3. Minimum guarantee for Tea,Coffee (200 Nos) & Biscuits (50 Packets).
4. Bills will be settled after verification by the competent authority.
5. Payment for the bills will be released through cheque or NEFT after deducting all applicable taxes.
6. In case of unsatisfactory performance, at the discretion of the authorities, the institute reserves the right to cancel the contract at any point of time underwritten intimation.
7. In case the selected tenderer desires to terminate the contract for any reason whatsoever, intimation in writing is to be provided well in advance.

Please contact **Shri B.Surendran, Asst. Admn. Officer / Shri Deepak S, Dy. Superintendent** during office hours of any working day.

Sealed Quotation in the business letterhead of the Tenderer, signed subscribed with '**RATE FOR TEA, COFFEE AND BISCUITS**' is to be submitted in the Office of SIRC of ICAI, No.4, Montieth Lane, Egmore, Chennai 600 008 or through mail (sirc@icmai.in / bsurendran311@gmail.com) on or before **15th April ,2026** (Upto 5.00 pm.)

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.



P. Balamurugan
Dy. Director