ICMAI
भारतीय लागत लेखाकार संस्थान
THE INSTITUTE OF
COST ACCOUNTANTS OF INDIA
Statutory Body under an Act of Parliament
(Under the Jurisdiction of Ministry of Corporate Affairs)
SOUTHERN INDIA REGIONAL COUNCIL

"CMA Bhawan", No: 4, Montieth Lane,
Egmore, Chennai - 600 008
Tel : 044-2855 4443 / 2855 4326
Email Id: sirc@icmai.in
www.icmai.in/ www.sircoficmai.in

TENDER NOTICE

Ref.: SIRC/Coffee & Biscuits/10/2026
Date: 30th October, 2026

Sub.: Quotation for Supply of Tea, Coffee and Biscuits for the Campus Placement Programme – Reg.

Reputed and experienced cafeteria operators and caterers are invited to submit their quotations for the supply of Tea, Coffee and Biscuits at the Southern India Regional Council (SIRC) of ICMAI, No. 4, Montieth Lane, Egmore, Chennai – 600 008, in connection with the Campus Placement Programme scheduled to be held from 25th to 27th November, 2026.

TERMS AND CONDITIONS OF CONTRACT

1. Tea, Coffee and Biscuits shall be provided to corporate representatives and candidates attending the Campus Placement Programme.
2. The supply of Tea, Coffee and Biscuits shall be arranged from **25th November to 27th November, 2026,** as per the requirements of the Institute.
3. The minimum guaranteed quantity for Tea and Coffee shall be 200 cups per day.
4. The selected caterer shall ensure timely supply and maintain the quality and hygiene of the Tea, Coffee and Biscuits throughout the programme.
5. The bills shall be settled after verification and certification by the competent authority.
6. Payment shall be released through cheque or NEFT after deduction of all applicable taxes, as per the prevailing rules.
7. In the event of unsatisfactory performance, the Institute reserves the right to cancel the contract at any time by giving written intimation to the selected caterer.
8. If the selected caterer wishes to terminate the contract for any reason whatsoever, prior written notice shall be given to the Institute well in advance.

For further details, please contact **Shri B. Surendran, Assistant Administrative Officer / Shri Deepak S, Deputy Superintende**nt, during office hours on any working day.

Sealed quotations, duly signed and submitted on the tenderer's business letterhead, with the subject **"RATE FOR TEA, COFFEE AND BISCUITS"** clearly mentioned, should be submitted to the Office of SIRC of ICMAI, No. 4, Montieth Lane, Egmore, Chennai – 600 008, or sent through email to sirc@icmai.in / bsurendran311@gmail.com, on or before 20th November, 2026, up to 5.00 p.m.

The Institute is not bound to accept the lowest quotation and reserves the right to accept or reject any or all quotations without assigning any reason whatsoever.

P. Balamurugan
Dy. Director