ADMN-DIWALI-HAMPER-2026 **October 16, 2026**

TENDER NOTICE

Tender for Supply of Customised Diwali Gift Hampers

Reputed and reliable suppliers are invited to submit their quotations for the supply of customised Diwali gift hampers for the Kolkata Office of the Institute, as per the specifications and requirements mentioned below.

1. Specifications and Schedule of Requirements
The proposed gift hampers shall comprise dry fruits, a Ganesh-Lakshmi idol set, a decorative diya, chocolates and premium festive packaging. (as per sample)

Category I – Corporate & VIPs
- **Quantity:** 300 Nos.

Category II – Other Recipients
- **Quantity:** 210 Nos.

1.1 Composition of Each Gift Hamper
Each hamper shall contain the following items:
1. **Cashew Nuts:** One decorative jar containing premium-quality cashew nuts.
2. **Almonds:** One decorative jar containing premium-quality almonds.
3. **Ganesh-Lakshmi Idol Set:** One decorative set of Lord Ganesh and Goddess Lakshmi suitable for Diwali gifting.
4. **Decorative Diya:** One attractive diya suitable for festive decoration and worship.
5. **Chocolate Box:** One box of branded premium chocolates.
6. **Gift Box:** One sturdy, premium-quality gift box or hamper tray with an elegant festive finish.
7. **Decorative Packaging:** Suitable decorative filler material, secure arrangement of the contents and Diwali-themed presentation.
8. **Greeting Message:** Appropriate Diwali-themed greeting or message on the packaging.

1.2 Quality and Packaging Requirements
a. All items shall be new, unused and free from defects.
b. The cashew nuts and almonds shall be of good quality, packed in sealed, food-grade jars and clearly labelled with their respective net weights.
c. The chocolates shall be supplied in their original sealed packaging with the manufacturer's details and applicable date and batch declarations.
d. The dry fruits and chocolates shall have a minimum remaining shelf life of six months from the date of delivery, wherever applicable.
e. The gift box shall be sufficiently sturdy to prevent damage to the contents during handling, transportation (through courier) and delivery.
f. The complete hamper shall have an elegant and coordinated festive appearance, suitable for official and corporate gifting.
g. The supplier shall submit a physical sample of each proposed category of hamper for approval by the Administration Department before commencing bulk supply.

h. The quantity, brand, net weight and specifications of each item shall be clearly indicated in the quotation. The final composition and packaging shall be subject to approval by the Institute.
i. The two categories of hampers shall be quoted separately at the estimated rates indicated above. The proposed quantities and rates are for tendering purposes and shall be subject to approval and finalisation by the Institute.

2. Scope of Work
The scope of work shall include the procurement of the specified items, assembly of the gift hampers, festive decoration, packaging, transportation and delivery at the designated premises of the Institute. The supplier shall ensure that all hampers conform to the approved sample and the specifications prescribed in this tender.

3. Instructions for Bidders
3.1. The quoted rates shall include the cost of all items, packaging, decorative materials, labour, transportation, loading, unloading, and other incidental expenses. No additional payment shall be admissible. (Taxes as applicable shall be extra)
3.3. The quotation shall clearly indicate the brands, net weights, quality and specifications of the dry fruits and chocolates, along with the details of the idol set, diya and gift packaging.
3.4. Bidders shall submit the required vendor details, including the name of the firm, contact person, address, mobile number, email address and GSTIN, wherever applicable.
3.5. The bidder shall visit the physical samples of the proposed hampers whenever requested by the Institute.
3.6. The bidder shall bear all costs associated with the preparation and submission of the quotation and samples.

4. Terms and Conditions
4.1. Schedule of Delivery
a. Delivery shall be completed within 4 days from issuance of the order.
b. Place of delivery: CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.
4.2. Adherence to Schedule: The successful bidder shall strictly adhere to the delivery schedule prescribed by the Institute, considering the time-sensitive nature of Diwali gifting.
4.3. Validity of Quotation: The quoted rates shall remain valid for 90 days from the last date of submission of the quotation.
4.4. Period of Contract: The contract shall be for one-time supply and shall conclude upon satisfactory delivery and acceptance of the items by the Institute.
4.6. Sample Approval: The successful bidder shall commence bulk supply only after approval of the sample by the Administration Department.
4.7. Quality Assurance: The Institute reserves the right to inspect the supplied hampers and reject any item or hamper that does not conform to the prescribed specifications or approved sample. Replacement of rejected or damaged items shall be made by the supplier at no additional cost.
4.8. Responsibility for Supply: The successful bidder shall be responsible for the complete and satisfactory supply of the hampers in accordance with the accepted quotation and supply order. Any cost arising from the supplier's failure to comply with the agreed specifications shall be borne by the supplier.
4.10. Canvassing: Canvassing in any form in connection with the tender shall be strictly prohibited.
4.11. Right of Acceptance: The Institute reserves the right to accept or reject any or all quotations, wholly or partly, in accordance with the applicable procurement procedure and in the interest of the Institute.

4.12. Compliance: The successful bidder shall comply with all applicable requirements relating to food packaging, product labelling, taxation and other relevant statutory obligations.

5. Payment Terms

No advance payment shall be made. Payment shall be released after satisfactory delivery and acceptance of the items and submission of the invoice/bill, subject to the applicable procedures of the Institute.

6. Submission of Quotations

Interested suppliers shall submit their quotations in a sealed envelope, superscribed:
"Tender for Supply of Customised Diwali Gift Hampers – ADMN-DIWALI-HAMPER-2026"
The sealed quotation shall be deposited in the tender box labelled **"Limited Tender Enquiry"** situated at the ground floor of the Institute of Cost Accountants of India, CMA Bhawan, 12, Sudder Street, Kolkata – 700 016.

Last Date and Time of Submission: 29th October 2026.
For any clarification, interested suppliers may contact the Administration Department at the above address or email admin.kolkata@icmai.in.

FINANCIAL BID

A. Details of Bidder

Sl. No.	Particulars	Details to be furnished
1	Name of Company/Firm/Vendor	
2	Name of Contact Person	
3	Mobile Number	
4	Full Office Address	
5	Email Address	
6	GSTIN, if applicable	

B. Financial Bid

Sl. No.	Category	Rate per Hamper	Quantity	Total Quoted Amount
1	Corporate and VIPs		**300**	
2	Other Recipients		**210**	
	Total			

Declaration by Bidder

I/We hereby confirm that the rates quoted above are inclusive of all incidental expenses and that the proposed gift hampers shall conform to the specifications and terms and conditions stipulated in the tender notice.

I/We further confirm that the rates shall remain valid for the stipulated period and that the supply shall be completed within the delivery schedule prescribed by the Institute.

I/We hereby confirm that the sample has been duly examined and undertake to supply the gift hampers strictly in accordance with the approved sample, without any deviation in the quality, specifications, contents, packaging or overall presentation.

Signature of Bidder: _____

Seal of Firm: _____

Date: _____