



INDIAN MARITIME UNIVERSITY

Kolkata Campus

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No. IMU/KC/Mess Purchase/2018-19/1

Date: 22.06.2018

ENLISTMENT OF SUPPLIERS FOR PURCHASE OF GROCERIES, VEGETABLES AND OTHER PROVISIONS FOR MESS

MERI Mess, Kolkata situated at Indian Maritime University, Kolkata Campus, Taratala is inviting suppliers for enlistment for supply of Groceries, Vegetables and other provisions.

Enlistment of eligible suppliers for purchase of Groceries, Vegetables and other provisions will be done for the MERI Mess, Kolkata in Indian Maritime University, Kolkata Campus, P-19 Taratala Road, Kolkata 700088 (hereinafter referred as MERI Mess), under **Ten categories** (as per Annexure to Vendor Enlistment Form) based on receipt of sealed applications requesting for registration in the prescribed proforma.

Interested firms/suppliers may get their firms enlisted with MERI Mess, Kolkata of IMU-KC for the supply of the items as per annexure, subject to fulfilling the qualifications stated herein. The last date for submission of the documents for enlistment is **09.07.2018** which will continue for suitable period (initial period of supply is August 2018 to October 2018). Enquiries will be sent to the enlisted firms on need basis and upon evaluation, factoring the criteria set by the MERI Mess, Kolkata, orders will be placed. The firms already registered with MERI Mess Kolkata, need not apply again but can alternatively apply for new categories (out of the 8 categories as mentioned above), if they have not done in the past.

Details of enlistment, application for enlistment, categories of enlistment etc. are available in IMU-KC website www.merical.ac.in

MESS PURCHASE COMMITTEE

IMU – Kolkata Campus

TERMS & CONDITIONS FOR ENLISTMENT FOR SUPPLY OF GROCERIES,
VEGETABLES AND OTHER PROVISIONS FOR MESS

1. Applications submitted by the firm(s) in the prescribed Application Format as Annexed only will be accepted.
2. The application form can be downloaded from IMU-KC's website. Cost of application of Rs. 100/- (non-refundable) to be paid by way DD in the name of **MARINE ENGINEERING AND RESEARCH INSTITUTE MESS** payable at **Kolkata**.
3. All pages of "Application Form" shall be signed by the authorized person of the Firm.
4. All communication to the vendor will be through E-mail only. However, application forms for enlistment and responses to tender enquiries are to be sent through sealed envelopes and not by E-mail.
5. Suppliers will be enlisted under 08 categories against each category to facilitate sending enquiries only to those suppliers enlisted in a particular category for which the procurement is intended to be made. Suppliers may apply for any one or more category. MERI Mess, Kolkata, IMU-KC reserves the right to increase / decrease number of categories and / or increase/ decrease items within each category.
6. The enlistment qualifies a particular vendor for consideration for issue of tender papers in case of limited tenders for relevant category only for which vendor is enlisted. However, this will not give any claim to the party for award of purchase order.
7. Timely delivery will be the essence of the contract and if the materials are not delivered within the specified time/ period or does not conform to MERI Mess, Kolkata requirement standard, MERI Mess, Kolkata will reserve the right to reject the same and purchase

the goods from other sources and the defaulting supplier will, on demand, unconditionally arrange to reimburse the sum equivalent to the difference between the rate tendered by him and the rate of the item procured from any other source(s).

8. The quotation shall include free delivery to our designated location at IMU-KC. The receipt of quantity supplied will be prepared in duplicate and one copy will be kept by IMU-KC and the other to be retained by the supplier duly signed by the official receiving the stores. Material indented for, shall be brought in full and any shortage in weight/quality shall be treated as non-supply and action will be taken in terms of the agreement. The delivery should be entered in the incoming register at the main gate, failing which delivery may be considered as not delivered.
9. The officer receiving the stores will have the right to reject the articles if not found fresh or found substandard. In case of any adulteration in / contamination/ expiry of or any other shortcoming of the food articles, the supplier will be held responsible under the clauses laid down in Prevention of Food Adulteration Act, 1955, as amended to date and other applicable laws. The supplier shall indemnify the MERI Mess, Kolkata towards the penalty, if any, imposed upon the mess consequent upon such shortcomings.
10. The terms and conditions can be modified, changed or added to, at the time of finally concluding the enlistment or while sending tender enquiry.
11. Eligibility Condition:
 - a) Turnover should be at least 3 times of the estimated value of purchase of the particular category during each of the last 3 financial years ending on 2017-18. (Estimated value of purchase will be given by mess). This clause is relaxed for categories marked with asterisk (*).
 - b) The Firm should be in business for at least 3 yrs.

[Mode of proof: Income tax Return, an audited Financial Statement, or any other proof of existence for at least 3 years to the satisfaction of MERI Mess, Kolkata to be enclosed for (a) and (b) above.]

c) Trade license from the competent authority. (self attested copy of trade license)

[MERI Mess, Kolkata reserves the right to relax any of the conditions, stated above]

12. Firms not qualifying in eligibility criteria can also apply. The committee will decide the relaxation of terms & condition in case of less vendors. The vendors not fulfilling the criteria will be empanelled in RESERVE LIST. In case of any emergency requirement RESERVE LIST will be asked to supply, however they will have no boundation to supply.
13. The firm will be considered for enlistment for an initial period of one year and may be considered for renewal for another two years (one year at a time) subject to satisfactory performance of the firm. The vendor shall be evaluated for satisfactory performance as per criteria adopted by the Mess.
14. Intimation with regard to the status of enlistment will be communicated to the firms or will be displayed in IMU-KC website.
15. Electronic transfer (NEFT / RTGS) shall be made towards the payment of bills within 21 days from the date of submitting the correct bill with necessary supporting documents like duly acknowledged delivery challan etc. to the satisfaction of the MERI Mess, Kolkata. **Timely payment is utmost priority of IMU KC**, however under rare cases, if timely payment cannot be made due to wrong billing or any other technical issue, supplier cannot discontinue the supply without IMU KC's permission failing which a suitable penalty, as decided by the Mess will be imposed, in addition to any other action like black listing etc.

16. The tender enquiries which would be sent to the enlisted suppliers, will contain additional terms and conditions which would be binding on the enlisted firm.
17. Any change in address, phone number, Fax no. shall be informed to IMU – KC immediately, so as to have proper communication with these Firms/Manufacturers.
18. Interested Suppliers/Vendors may contact Dr. Nachiketa Das, Faculty, Shri Anurag Mall, Assistant Registrar, Shri Atanu Mukherjee, Mess president in case of any query/difficulty. Email addresses of the above mentioned persons is given below:
ndas@imu.ac.in
amall@imu.ac.in
amukherjee@imu.ac.in
19. All applications should be duly sealed and super scribed as “Enlistment of Suppliers for Purchase of Groceries, Vegetables and other provisions for Mess” and addressed to
The Mess President / Mess Purchase committee,
MERI Mess, Kolkata
Indian Maritime University- Kolkata Campus,
P-19 Taratala Road, Kolkata – 700 088.
20. The above documents should reach The Mess President / Mess Purchase committee, MERI Mess, Kolkata in IMU-KC by directly submitting in the box provided at Deputy Registrar’s office.
21. The institute reserves the right to cancel/reject any or all applications for enlistment without assigning any reason thereof. The decision of MERI Mess, Kolkata in respect of enlistment of parties for various categories of work / items and other terms and conditions of the enlistment / tenders / supply of products, shall be final & binding on all concerned enlisted firms / vendors in the panel of MERI Mess, Kolkata.

22. Vendors once empanelled, shall have to promptly reply to all the enquiries, execute orders as per the order terms of MERI Mess, Kolkata and keep the Institute informed of new products/developments / innovative ideas that shall help reduce the cost and improve quality, reliability, etc.
23. MERI Mess, Kolkata reserves the right to decide mode of tendering single part or two part etc. Two-part tendering is done where technical screening / clear technical specifications are not available. In such cases vendors will be asked to submit both technical commercial and price bids separately. Price bids of technically accepted bids only will be opened.
24. Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
25. MERI Mess, Kolkata reserves the right to factor the capabilities of the enlisted suppliers vis-a-vis the tender value while sending enquiries and may categorize the enlisted suppliers suitably for different values of suppliers.
26. This enlistment will be on non-exclusive basis i.e. MERI Mess, Kolkata reserves the right to send tender enquiries to non-enlisted firms also in addition to enlisted firms, if MERI Mess, Kolkata is of the view that there is an inadequacy of the suitable suppliers in the respective category of requirement or to promote competition.
27. Termination for Default - The enlistment can be discontinued even before the expiry of enlistment period, in case of default by the enlisted firm or in case of unsatisfactory performance, without assigning any reason by MERI Mess, Kolkata.

Shri Anurag Mall
Asstt. Registrar

Dr. Nachiketa Das
Lecturer

Shri Atanu Mukherjee
Mess President

