



## Notice Inviting Tender (NIT)

IMU-KC/POP (2024)/Food (Lunch)/23-24

Dated: 01.03.2024

1. Indian Maritime University – Kolkata Campus, located at P-19, Taratala Road, Kolkata-700088 invites offline bid in ***single bid systems*** i.e. Techno-commercial bid from eligible and qualified firms towards arrangement of food (lunch) for the Passing Out Parade (POP) – 2024 Ceremony going to be organised on 15.03.2024 at the Campus. **Partial bids shall not be accepted.**
2. **Name of the work:** Arrangement of food (lunch) for the POP-2024 Ceremony on 15.03.2024 at IMU-KC.
3. **Description of items, quantity and scope of work:** As per the Annexure – IV.
4. **Tender Schedule is as follows:**

01.	Closing date and time for submission of tender	<b>08.03.2024 / 1400 Hrs.</b>
02.	Tender opening dated & time (Techno-commercial)	<b>08.03.2024 / 1500 Hrs.</b>
03.	Place of Tender opening	Conference Hall of the Administrative Building of IMU-Kolkata Campus P-19, Taratala Road Kolkata – 700088

5. Purchaser: The Campus Director  
Indian Maritime University – Kolkata Campus  
P-19, Taratala Road, Kolkata – 700088
6. Consignee: Assistant Registrar  
Indian Maritime University – Kolkata Campus  
P-19, Taratala Road, Kolkata – 700088
7. Acceptance Authority: The Campus Director  
Indian Maritime University – Kolkata Campus  
P-19, Taratala Road, Kolkata – 700088

\*\*\*\*\*



## **TENDER DOCUMENT (TD)**

IMU-KC/POP (2024)/Food (Lunch)/23-24

Dated: 29.02.2024

### **SECTION – I**

#### **GENERAL INSTRUCTIONS TO BIDDERS**

1. The tender consisting of following documents is to be sent to consignee.
  - i. Tender form duly stamped and signed (i.e. bidder has agreed to all the terms & conditions of tender enquiry document. Bidders shall have to agree/accept all the terms and conditions of tenders including payment etc. Acceptance shall be unconditional and bidders shall have on claim and right in future on their terms if any.
  - ii. **Techno-Commercial proposal as per Annexure**
  - iii. **Price Bid**  
The price bid should be signed by authorized signatory.
    - (a) Prices should be quoted in **INR** and as per price schedule format (**Annexure-III**). The bidder shall indicate on the Price Schedule specifying all components of prices shown therein.
    - (b) In case any charges not mentioned in the price bid, it will be treated as all the charges are free of cost for that item.
    - (c) Unless otherwise specified, prices quoted by the bidder shall remain firm and fixed during the currency of the contract and not subject to variation on any account except statutory taxes and duties etc., if any, chargeable on the items are payable.
    - (d) If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.
2. **Opening of Tenders:** The purchaser will open the bid at the specified date and time and at the specified place as indicated in the NIT. Authorized representatives of the bidders, who have submitted tenders on time may attend the tender opening, provided they bring with them letters of authority from the corresponding bidders.
3. **Security of tenders**

**Unresponsive bids:** The tenders will be scrutinized before further evaluation to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the document. The tenders received, are liable to be treated as non-responsive and will be summarily be ignored, if following documents not attached along with the bid.

- i. Tender form (Annexure – II) not duly signed and stamped. (i.e. all the terms & conditions of tender documents are acceptable.)
- ii. Tender is unsigned and incomplete in any aspect.

- iii. Tender validity is shorter than the required period.

#### **4. Tender evaluation:**

The bids will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the lowest bidder (L-1) on the basis of total cost provided by each bidder.

### **SECTION – II**

#### **GENERAL CONDITIONS OF CONTRACT (GCC)**

**1. Eligibility Conditions:** Firms submitting bids should send following documents for consideration of their bids for evaluation.

- a. Proof of GST Number
- b. Copy of Pan Card
- c. Copy of valid Trade License
- d. Copy of valid FSSAI License
- e. An undertaking that the firm is not blacklisted/debarred from any Govt. organization / Department
- f. Proof of fact that the firm is involved in the business of serving food / catering service for not less than 3 years since 2021-22.
- g. Should have turnover of over Rs.10,00,000.00 during the last financial year i.e. 2022-23

**2. Tender Validity:** The tenders shall remain valid for acceptance for a period of 30 days (Thirty days) after the date of tender opening prescribed in the document.

**3. Taxes and Duties:**

**Income Tax and Service Tax etc.:** Deduction of Tax at Sources from payment to the suppliers as per existing law in force. The bidders (foreign as well as Indian bidders) may visit website of Income Tax Department of India for details of Tax Liabilities, Rules and Procedures etc. The bidders shall have to provide their Permanent Income Tax Number (PAN). Firm may also mention the applicable rates of TDS.

**4. Terms and Mode of Payment**

**Payment Terms:** Payment shall be made subject to recoveries, if any, by way of penalty clause/TDS or any other charges as per terms & conditions of contract if not specified elsewhere in the document.

- i. 100% payment will be made after successful completion of the event and getting satisfactory report from the consignee.
  - ii. The bidder shall submit detailed particulars of his bank account i.e.  
(a) Account Number (b) Bank Name (c) Branch Name (d) Address (e) IFS (f) MICR No. (g) Telephone No. etc.
- 5. IMU-KC reserves the right to increase or decrease the required quantities upto 10% as mentioned in the document.**

6. Arrangement as per **Annexure-IV** should be completed within 12.00 PM on 15.03.2024, failing which LD may be imposed @ 10% of the value of the Purchase Order.
7. Submission of multiple bids by a single firm will lead to rejection of the bids and IMU-KC may blacklist such firm from future participation.
8. The quotation is to be submitted in sealed envelope clearly subscribing “Quotation for arrangement of food (lunch) for the Passing Out Parade (POP) – 2024 at IMU-KC”.
9. Notwithstanding anything specified in this letter inviting quotation, IMU-KC at its sole discretion, unconditionally and without assigning any reason, reserves the right:
  - (a) To accept or reject lowest bid or any other bid or all the bids.
  - (b) To accept any bid in full or in part.
  - (c) To reject the bid offer not conforming to the tender conditions.

**10. Arbitration clause:**

If dispute or difference of any kind shall arise between the purchaser and the supplier in connection with or relating to the extension of contract, the parties shall make every effort to resolve the same amicably by mutual consultations. If the parties fail to resolve their dispute or difference by such mutual consultation within twenty-one days of its occurrence, then, unless otherwise provided in the REP, either the purchaser or the supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided the applicable arbitration procedure will be as per Indian Arbitration and Conciliation Act, 1996. In the case of a dispute or difference arising between the purchaser/consignee and all suppliers relating to any matter arising out of or connected with the contract, such dispute or difference shall be referred to the sole arbitration of an officer, appointed to be the arbitrator by the IMU – Kolkata Campus. The award of the arbitrator shall be final and binding on the parties to the contract. Each party shall bear its own cost.

**13. Venue of Arbitration:** The venue of arbitration shall be the place from where the contract has been issued i.e. Kolkata. The contract shall be interpreted in accordance with the laws of India.

**CHECKLIST**

This checklist shall be attached in the beginning of the tender.

S. N.	Activity	Compliance Yes / No / NA
01.	Have you kept validity of tender for acceptance by the purchaser as per the document?	
02.	Have you enclosed duly filled and signed Tender Form accepting all terms and conditions of the tender document Tenders may be ignored if not signed.	
03.	(i) Permanent Account No. of bidding firm with proof.	
	(ii) Is GST Number with registration certificate attached?	
	(iii) Copy of valid Trade License	
	(iv) Copy of valid FSSAI License	
04.	Name of the firm with complete address and their bank details who quoted the price.	
05.	Are the all bidding documents properly signed?	
06.	Proof of fact that the firm is involved in the business of serving food / catering service for not less than 3 years since 2021-22	
07.	Turnover of over Rs.10,00,000.00 during the last financial year i.e. 2022-23	

(Signature with date)  
(Seal of the Bidder)

**TENDER ACCEPTANCE FORM**

(For all the terms & conditions of tender document acceptable to bidder)

To  
The Director  
Indian Maritime University  
(Kolkata Campus)  
P-19, Taratala Road  
Kolkata – 700088

Ref: Your document no. \_\_\_\_\_ dated \_\_\_\_\_

I/We, the undersigned have examined the above mentioned document, including amendment/corrigendum no. \_\_\_\_\_, dated \_\_\_\_\_ (if any), the receipt of which is hereby confirmed. We now offer to arrange the items in conformity with your above referred document.

If tender is accepted, we undertake to arrange the items within time as mentioned in the tender document.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities. I/We confirm that we fully agree to the terms and conditions specified in above mentioned document, including amendment/corrigendum etc. if any.

(Signature with date)

\_\_\_\_\_

(Name and designation)

Duly authorized to sign tender for and on behalf of bidder

**PRICE SCHEDULE (Financial Bid Format)**

S. N. (1)	Name of Items (2)	Required Quantity (3)	Base Rate per unit (4)	GST per unit (5)	Total Rate per unit (4 + 5) (6)	Total Amount (6 x 3) (7)
A.	<b>Charges for food</b> (as per the list of items and scope of work in Annexure – IV)	900 Plates				
B.	<b>For Accessories</b> (as per the list of items and scope of work in Annexure – IV)	Base Rate		GST		
Total Amount (inclusive of all) (A + B)						

**Total Tender Price:**

(In figures): \_\_\_\_\_

(In words): Rupees \_\_\_\_\_

\_\_\_\_\_ Only.

**Note:**

1. The quote shall be in INR only.
2. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.
3. All applicable taxes must be mentioned against each item. Rate of each applicable tax must be mentioned in price bid.
4. 20% deviation in total quantity of food plates should be accepted by the caterer at the time of placing order. The rates for the accessories as mentioned in point B above would be proportionately increased / decreased with the number of plates ordered.

Signature of Bidder \_\_\_\_\_

Seal of the Bidder \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

**DESCRIPTION OF ITEMS AND SCOPE OF WORK:**

A. The menu/list of food (lunch) for the occasion consists of the following items:

<b>For Non-Veg:</b>	<b>For Veg:</b>
1. Chicken Biryani	1. Veg Biryani
2. Chicken Chap with gravy	2. Paneer Butter Masala
3. Raita	3. Raita
4. Gulab Jamun (2 pcs per plate)	4. Gulab Jamun (2 pcs per plate)
5. Water Bottle (250 ml)	5. Water Bottle (250 ml)

**Accessories to be arranged by the bidder:** Other than the above, suitable sugarcane plates-big size (620 pcs), plastic spoons-good quality (820 pcs), bone china plates (80 pcs), steel spoons (80 pcs), fork (80 pcs), plastic containers required for making packets for 220 plates (with all the items in the menu), paper napkin (1000 pcs) are also required for the occasion.

B. Scope of work:

1. Stalls should be installed as follows towards distribution of food by the successful bidder:
  - a. One stall (opposite to the main gate of the Auditorium) with two counters for serving food packets to the staff (regular & outsourced) of the Campus.
  - b. Three stalls (in front of the New Junior Hostel) with 5 delivery counters each in two stalls and with 3 delivery counters in the third stall for the Cadets of B. Tech (ME) for 2020 Entry Batch and their parents / guardians.
2. For staff (regular & outsourced) of the Campus: Food should be served in parcels of plastic containers with paper napkin and plastic spoon.
3. For dignitaries and officials of the Campus: Food should be served in buffet style with bone china plates, stainless steel spoons, stainless steel forks and good quality paper napkin. All the items of food should be kept in stainless steel containers in the buffet.
4. For cadets and their parents / guardians: Food in buffet style should be served with disposable sugarcane plates, plastic spoon and paper napkin. All the items of food should be kept in stainless steel containers in the buffet.
5. Water Bottle (250 ml) should be issued with every plate of food (lunch) including parcels.
6. The serving personnel should be in proper uniform and should be well mannered. They should be trained properly for the serving of food to all delegates / guests.
7. Utmost hygiene should be maintained by the people involved in cooking and the serving personnel which should be ascertained by the caterer.
8. The approximate quantity of Non-Veg plates would be around 600 and for Veg would be around 300. 20% deviation in quantity for both the category of food (i.e. Veg & Non-veg) should be accepted by the caterer.
9. 20% deviation in total quantity of food plates should be accepted by the caterer at the time of placing order.