



# भारतीय समुद्रीय विश्वविद्यालय Indian Maritime University

(केन्द्रीय विश्वविद्यालय, भारत सरकार / A Central University, Govt. of India)  
कोलकता परिसर / Kolkata Campus



No. IMU-KC/Beverage & Vending Machine/22-23

Date: 03.08.2022

## Sub: Quotation for Installation of Hot Beverage Vending Machine and Provision of Materials at IMU – Kolkata Campus

Sealed quotations are invited towards installation of Hot Beverage Vending Machine along with provision of the related materials / items at Indian Maritime University – Kolkata Campus, located at P-19, Taratala Road, Kolkata – 700 088 for a period of 01 (one) year from commencement of the service. Bidders are requested to submit their rates in the following format:

| Sl. No. | Items  | Monthly Required Quantity (Approx.) | Rate per unit (in Rs.) | Applicable GST per unit (in Rs.) | Total rate per unit (in Rs.) | Total Amount (in Rs.) |
|---------|--|-------------------------------------|------------------------|----------------------------------|------------------------------|-----------------------|
| A       | B  | C                                   | D                      | E                                | F=D+E                        | G=FXD                 |
| 01.     | Vending Machine (2 Lane) on monthly rental                             | 02 nos.                             |                        |                                  |                              |                       |
| 02.     | Coffee Mix   | 20 kg.                              |                        |                                  |                              |                       |
| 03.     | Lemon Tea Mix  | 10 kg.                              |                        |                                  |                              |                       |
| 04.     | Masala Lemon Tea Mix   | 10 kg.                              |                        |                                  |                              |                       |
| 05.     | Dairy Whitener   | 10 kg.                              |                        |                                  |                              |                       |
| 06.     | Tea Bag (in boxes containing 100 tea bags) Taj Mahal/Lipton/equivalent | 10 Boxes                            |                        |                                  |                              |                       |
| 07.     | Disposal Cups (120 ml.)  | 3000 nos.                           |                        |                                  |                              |                       |

**Description of work:** Installation and maintenance of Hot Beverage Vending Machines and provision of related materials / items based on as and when required.

### Terms & Conditions:

1. Bidders should quote their rates as per the above format in their letterhead with official stamp and signature.
2. **Above mentioned materials / items should be certified by Food Safety and Standard Act (FSSAI).**
3. **Prospective bidders should submit the copies of GST Certificate, PAN, AADHAR Card and a list of clients along with their quotations.**
4. Bidders should submit Earnest Money Deposit (EMD) amounting to Rs. 2,000.00 (Two Thousand Only) in the form of Demand Draft drawn on Nationalized / Scheduled Bank favouring “Indian Maritime University – Kolkata Campus” payable at Kolkata.
5. The rates quoted should be inclusive of all but excluding taxes, which should be stated separately.
6. **Period of contract:** Initially the contract would be valid for a period of 01 (one) year, which may be renewed for a period of 1 year at a time upto a maximum of 2 years with the same rates, terms and conditions subject to satisfactory performance of the firm and self-discretion of the competent authority of IMU-KC.
7. The successful bidder has to start providing services within 03 (three) days from the date of award of the contract, failing which LD @ 0.5% per week or part of the week would be imposed upto a maximum of 10% of the value of the contract.

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8. IMU-KC reserves the right to increase or decrease the required quantities as mentioned above.
9. The rates quoted should be valid for two months from the last date of submission of quotation.
10. Submission of multiple bids by a single firm will lead to rejection of the bids and IMU-KC may black list such firms from future participation.
11. Last date of submission of quotation is 12.08.2022.
12. The quotation is to be submitted in sealed envelope clearly subscribing "Quotation for installation of Hot Beverage Vending Machine and provision of related materials / items for IMU-KC".
13. The envelope should be addressed to the Dy. Registrar, Indian Maritime University, P – 19, Taratala Road, Kolkata — 700 088 and deposited in the Tender Box kept at the Dy. Registrar's office (1<sup>st</sup> floor, Room No. 130) or can be sent by post.
14. The envelopes are to be sealed properly with gum and not by stapler pin.
15. **Beverages items should be supplied within the next day of placing the order. Orders for Beverage items would be placed on as and when required basis.**
16. **Payment Terms:** The payment of monthly rent for Vending Machines will be made through NEFT upon submission of bill at the end of every month. However, the payment for Beverage items would be made through NEFT upon submission of bill after successful delivery of the items and their acceptance.
17. Bidders, who have been discontinued / debarred in any Govt. / PSU / Public / Private organization on account of poor service will not be entertained and the respective bids of such firms would simply be rejected. Self-declaration in this regard on the letterhead duly stamped and signed has to be submitted along with the quotations by the prospective bidders.
18. Evaluation would be done based on L1 in total amount quoted by the prospective firms.
19. Prospective bidders should submit the proof towards supply to at least three reputed organizations for a period of at least 6 months during the last three years from 2019-20 along with their quotations.
20. 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.
21. Micro and Small Enterprises should provide valid MSME certificate along with the quotation towards exemption from EMD.
22. MSME quoting within the price band of L1+15% shall be allowed to supply the requirement up to 25% of the tender quantity subject to the condition that such Enterprises bring down their price to L1 price where L1 price is from other than a Micro and Small Enterprise. If L1 offer is from a Micro / Small Enterprise, this provision will not be applicable. In case more than one Micro and Small Enterprise is there within this span, the supply shall be shared proportionately to the tender quantity. For availing the advantage of L1+15%, bidders have to provide the MSME certificate along with the quotation.

*Anurag* 03/8/22  
O.I.C. - Purchase