



# भारतीय समुद्रीय विश्वविद्यालय Indian Maritime University

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



IMU-KC/PPO/Food & Snacks/2022-23

Date: 27.03.2023

Sub: Quotation towards arrangement of Snacks / Foods (in packets) along with Tea & Coffee for the Passing Our Parade (PPO) Ceremony - 2023 at IMU-Kolkata Campus

Sealed quotations are invited from prospective bidders towards arrangement of Snacks / Foods (in 1750 nos. of packets) along with Tea & Coffee for the Passing Out Parade (POP) Ceremony – 2023 at Indian Maritime University – Kolkata Campus located at P-19, Taratala Road, Kolkata – 700 088. Bidders are requested to submit their quotations in the following format:

Sl. No.	Particulars	Quantity	Rate per Unit (in Rs.)	Total Amount (in Rs.)
01.	Each Packet consisting of the following items: a. Veg Patties 90 - 100 gm. b. Samosa 90 - 100 gm. c. Sweet – Sandesh 50-60 gm. d. Salted Cookies 10-15 gm. e. Paper Napkin	1750 packets		
02.	Tea 150 ml.	1000 nos.		
03.	Coffee 150 ml.	750 nos.		
04.	Sweet Rasgulla 60-70 gm. (Standard)	100 nos.		
Total Amount (excluding GST)				
Add: Applicable GST @ _____%				
Total Amount (inclusive of all)				
Total Amount (in words): Rupees _____ Only.				
<b>N.B.: Tea and Coffee should be kept in separate containers and served hot in paper cups.</b>				

## Terms & Conditions:

1. Bidders should quote their rates as per the above format in their letterhead with official stamp and signature.
2. The rates quoted should be inclusive of all but excluding taxes, which should be stated separately.
3. **IMU-KC reserves the right to increase or decrease 10% of the quantities of items as mentioned above based on the requirement.**

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4. **Liquidated Damage:** Delivery of the items should be completed within 12.00 PM on 08.04.2023 failing which LD @ 0.5% per week or part of the week may be imposed upto a maximum of 10% of the value of the Work Order.
5. 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.
6. Last date of submission of quotation is 31.03.2023.
7. E-invoicing is mandatory as per Notification No. 61/2020 – Central Tax dated 30.07.2020.
8. The quotation is to be submitted in sealed envelope clearly subscribing “Quotation towards arrangement of Snacks / Foods along with Tea & Coffee for the POP Ceremony – 2023 at IMU-KC”.
9. 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.
10. The envelopes are to be sealed properly with gum and not by stapler pin.
11. Payment will be made through NEFT upon submission of the bill / invoice duly certified by the competent authority of IMU-KC after successful delivery of the items and their acceptance.
12. Evaluation would be done based on L1 in total amount quoted by the prospective firms. However, IMU-KC reserves the right to split the order between different bidders in case of tie.
13. Micro and Small Enterprises should provide valid MSME certificate along with the quotation.
14. MSME quoting within the price band of L1+15% shall be allowed to undertake the work 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.
15. 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.



O.I.C. – Purchase