



**Indian Maritime University Kolkata**  
**भारतीय समुद्री विश्वविद्यालय - कोलकाता**  
A Central University, Ministry of Ports, Shipping and Waterways, Govt. of India  
केन्द्रीय विश्वविद्यालय, पोत परिवहन और जलमार्ग मंत्रालय, भारत सरकार  
P-19, Taratala Road, Kolkata - 700088  
पी-१९, तारातला रोड, कोलकाता - ७०००८८  
Established: 1949



## **NOTICE INVITING TENDER**

Sealed tenders are invited towards installation of Hot Beverage Vending Machine along with provision of supply of the related materials / items at Indian Maritime University – Kolkata Campus, located at P-19, Taratala Road, Kolkata – 700 088 under **TWO BID** system.

The tender documents can be downloaded at free of cost from IMU websites [www.merical.ac.in](http://www.merical.ac.in) / [www.imu.edu.in](http://www.imu.edu.in) from 17.01.2024 onwards. The offer against the bid should only be submitted in hard copy and the same would be accepted at the office of the undersigned. The guideline towards submission of Bids is detailed in Appendix – I in Page No. 7.

## **TENDER ABSTRACT**

|  |  |
|--|--|
| Title  | Installation of Hot Beverage Vending Machine and Provision of supply of Materials at IMU – Kolkata Campus  |
| Tender No. and Date  | IMU-KC/Beverage & Vending Machine/23-24 dated 19.01.2024   |
| Tender documents can be downloaded from  | On 17.01.2024 from 1400 hrs. onwards   |
| Last time and date for receipt of bids   | 1400 hrs. on 30.01.2024  |
| Time and date for opening of Technical Bid                                     | 1500 hrs. on 30.01.2024  |
| Time and date for opening of Financial Bid (for technically qualified bidders) | To be intimated later  |
| Proposal currency  | Prices should be quoted in Indian Rupee (INR) only   |
| Language of proposal   | This proposal should be filled in English language only. If any supporting documents are to be submitted, in any other language other than English, then translation of the same in English language, attested by the bidder should be attached. |
| Validity of offers   | 60 days from the date of issuance of the tender  |
| EMD Amount   | Rs. 3,000.00 (Rupees Three Thousand Only)  |

  
DIRECTOR  
IMU-KC

Bidders are requested to submit their bids as per the BOQ format in the Price Bid (Cover – II) in Page No. 6 given separately for the following items in Sl. I & II:

**I. Approximate monthly requirements of consumables:**

|  |   |           |
|--|---|-----------|
| a. Coffee Mix  | : | 10 Kg.    |
| b. Lemon Tea Mix   | : | 05 Kg.    |
| c. Masala Lemon Tea Mix  | : | 05 Kg.    |
| d. Dairy / Milk Whitener   | : | 08 Kg.    |
| e. Tea Bag (in boxes containing<br>100 tea bags) (Taj Mahal/Lipton/<br>Equivalent) | : | 10 Boxes  |
| f. Disposal Paper Cups (120 ml.)   | : | 2000 nos. |

**II. Nos. of Vending Machine (2 Lane) to be installed on monthly rental basis: 02 nos.**

**FOLLOWING SALIENT FEATURES OF VENDING MACHINES ARE REQUIRED:**

- Fully automatic Coffee & Tea vending machine
- Dispenses Indian Filter coffee, freshly brewed Tea, Hot Milk & Hot Water
- Option for masala/flavoured/green/lemon/ginger tea bags
- Dispenser 7-8 cups per minute
- Cater to small, medium and large volumes (min.200 to 1000+ cups/day)
- Filtered water 20 litre water top must for installation and smooth operation of the vending machine.
- Water tank capacity: 20 litres (bubble top)
- Premix capacity (each lane): 1.2 kg each
- Auto cleaning
- Half cup facility
- Boiler capacity- 2.6 litres insulated

**Description of work:** Installation and maintenance of Hot Beverage Vending Machines in Sl. II along with the provision of supply of related consumables / items in Sl. I based on as and when required.

**Technical Bid (Cover – I)**

| <b>Sl. No.</b> | <b>Eligibility Criteria</b>   | <b>Proof to be enclosed</b>   |
|----------------|---|---|
| 01.            | Above mentioned materials / items should be certified by Food Safety and Standard Act (FSSAI)                                     | FSSAI Certificate   |
| 02.            | Prospective bidders should submit the copies of GST Certificate & PAN Card  | GST, PAN  |
| 03.            | Prospective bidders should submit the list of the existing clients  | List of the existing clients on the letterhead along with a copy of at least one Purchase Order from the respective client during the last financial year 2022-23   |
| 04.            | Earnest Money Deposit (EMD) Rs. 3,000.00 (Rupees Three Thousand Only)   | Earnest Money Deposit (EMD) amounting to Rs. 3,000.00 (Rupees Three Thousand Only) in the form of Demand Draft drawn on any Nationalized / Scheduled Commercial Bank favouring “Indian Maritime University – Kolkata Campus” payable at Kolkata |
| 05.            | Acceptance of the terms and conditions and scope of work of the contract in Annexure – I  | Copy of Annexure – I in Page No. 4 & 5 duly stamped and signed accepting the terms and conditions   |
| 06.            | Whether the Bidder has been discontinued / debarred in any Govt. / PSU / Public / Private organization on account of poor service | Self-declaration in this regard on the letterhead duly stamped and signed   |
| 07.            | Acceptance towards salient features of Vending Machines to be installed by the vendor   | Self-declaration in this regard on the letterhead duly stamped and signed   |
| 08.            | An active office of the firm should be located within the Kolkata / Howrah area   | Self-declaration in this regard on the letterhead duly stamped and signed along with production of supporting documents   |

Terms & Conditions and Scope of Work:

1. **Period of contract:** Initially the contract would be valid for a period of 01 (one) year, which may further be renewed for 02 (two) more years 01 (one) year at a time with the same terms and conditions subject to satisfactory performance of the firm and discretion of the competent authority of IMU-KC. The rates for the consumable items may be increased upto 5% at the end of every year. The firm has to put up the request for the increase of rates for the consumables at the end of each year which will be approved by the competent authority of IMU-KC at their discretion. However, the rates for the rental charges for the Vending Machines would remain the same throughout the contract period of 3 years.
2. The contract will include supply and installation of Tea-Coffee Vending Machine, its maintenance, repair, and replacement of any spare part.
3. Vendor will provide such Beverage Vending Machines which should be equipped to provide Coffee, Plain Tea, flavoured tea, green tea, and other beverages.
4. The machines should be repaired / serviced as and when required by IMU-KC. The contractor should arrange for regular inspection / maintenance / supply of ingredients / consumables / manpower / mechanic and related equipments etc. during the period of contract. IMU-KC will not bear any expenditure for this purpose.
5. IMU-KC reserves the right to increase or decrease the required quantities of edible ingredients / consumables as mentioned above.
6. Beverages items must be certified by the **Food Safety and Standard Act (FSSAI)**.
7. Machines are to be kept functional during the entire period of contract. It will, therefore, be the responsibility of the contractor to commence preventive maintenance work, well in time.
8. Unrealistic rates viz. free of cost / complementary etc. shall not be entertained by IMU-KC.
9. Work is to be carried out in the premises of IMU-KC.
10. Electricity/Power/Table Space would be provided by IMU-KC.
11. The successful bidder has to start providing services within 03 (three) working 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.
12. The rates quoted should be valid for two months from the date of issuance of the tender.
13. 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.
14. IMU-KC reserves the right to split the order between different bidders in case of tie.

Date:

Signature with Seal of Authorized Signatory

Place:

- 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 thereof.
17. Evaluation would be done based on L1 in total amount quoted by the prospective firms.
18. 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.
19. Micro and Small Enterprises should provide valid MSME certificate along with the quotation for claiming exemption from EMD.
20. 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.

Date:

Signature with Seal of Authorized Signatory

Place:

**(In Bidder's Letterhead)**

**Price Bid (Cover – II)**

| <b>Sr. No.</b> | <b>Particulars</b>                                  | <b>Tentative expected consumption of all two machines in a Month</b> | <b>Rate per unit in (Rs.) including all Taxes per Month</b> | <b>Total rate per Month (in Rs.)</b> | <b>Total rate per Year (in Rs.)</b> |
|----------------|---|--|---|--------------------------------------|-------------------------------------|
|                | <b>A</b>  | <b>B</b>   | <b>C</b>  | <b>D = BXC</b>                       | <b>E = DX12</b>                     |
| 1              | Vending Machine (2 Lane) on rental basis in Nos.    | 2  |   |                                      |                                     |
| 2              | Coffee Mix in Kgs.                                  | 10   |   |                                      |                                     |
| 3              | Lemon Tea Mix in Kgs.                               | 5  |   |                                      |                                     |
| 4              | Masala Lemon Tea Mix in Kgs.                        | 5  |   |                                      |                                     |
| 5              | Dairy/Milk Whitener in Kgs.                         | 8  |   |                                      |                                     |
| 6              | Tea Bag (in boxes containing 100 tea bags) in Boxes | 10   |   |                                      |                                     |
| 7              | Disposal Cups (120 ml.) in Nos.                     | 2000   |   |                                      |                                     |
|                | Grand Total in Rs.                                  |  |   |                                      |                                     |

Date:

Signature with Seal of Authorized Signatory

Place:

**PROCEDURE TOWARDS SUBMISSION OF BIDS**

**A. Technical Bid (Cover – I):**

The Technical Bid (Cover – I) should contain all the related documents towards proof of the eligibility criteria as are described in Page No. 3. The Technical Bid (Cover – I) should be addressed to **“The Director, Indian Maritime University – Kolkata Campus”** and should be duly super scribed as **“Cover – I – Technical Bid for the tender towards installation and maintenance of Hot Beverage Vending Machines along with the provision of supply of related consumables / items based on as and when required at IMU-KC”** and sealed properly. Name and Address of the bidder shall also be written / printed on the cover.

**B. Price Bid (Cover – II):**

The Price Bid (Cover – II) should contain only the Price Bid format in Page No. 6 duly filled in by the bidders and the same should be printed on the letterheads of the prospective bidders. The Price Bid (Cover – II) should be addressed to **“The Director, Indian Maritime University – Kolkata Campus”** and should be duly super scribed as **“Cover – II – Price Bid for the tender towards installation and maintenance of Hot Beverage Vending Machines along with the provision of supply of related consumables / items based on as and when required at IMU-KC”** and sealed properly. Name and Address of the bidder shall also be written / printed on the cover.

**C. Main Cover:**

Both the **“Cover – I”** and **“Cover – II”** shall be placed inside the main cover and sealed properly. The main cover should be addressed to **“The Director, Indian Maritime University – Kolkata Campus”** and should be duly super scribed as **“Tender towards installation and maintenance of Hot Beverage Vending Machines along with the provision of supply of related consumables / items based on as and when required at IMU-KC [Tender No: IMU-KC/Beverage & Vending Machine/23-24 dated 17.01.2024]”**. Name and Address of the bidder shall also be written / printed on the cover. The tender shall be either sent to **Indian Maritime University – Kolkata Campus, located at P-19, Taratala Road, Kolkata – 700088** so as reach before the last date and time for submission or dropped in the tender box placed in the Deputy Registrar’s Office (First Floor of the Administrative Building located at the said address) prior to the last date and time for submission.

**\*\*\*All the 3 Covers should be sealed properly with utmost care. No stapler or stapler pins should be used for sealing the tender.**