



# भारतीय समुद्रीय विश्वविद्यालय Indian Maritime University

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

Tender no: IMU-KC/Hot Beverage Vending Machine /2019 dated 06.02.2019.

**Sub:** Quotation for installation of Hot Beverage Vending Machine and provision of materials at IMU-KC.

Sealed quotations are invited from service providers towards installation of Hot Beverage Vending Machine at IMU-KC for 1 year from the start of the first service.

Sl.No.	Items	Monthly Approx Quantity/Rent	Rate in Rs. Excluding GST	GST	Total Amount
01	Vending Machine ( 4Lane or 2 lane)	(04lane - 01,02 lane-01) / 2 lane - 03			
02	Coffee Mix	40 kg			
03	Lemon Tea Mix	20 kg			
04	Dairy Whitener	40 Kg			
05	Tea Bag	45 packets of 200 tea bag each			
06	Disposal Cups (150 ml)	10,000			
07	Masala Lemon Tea	10 kg			

**Description of work:** Installing of Hot Beverage Vending Machine and provision of materials at IMU-KC.

### Terms & Conditions:

1. Bidders are to quote their rates strictly as per above format in their letterhead with official stamp and signature.
2. The rates quoted should exclude GST which should be mentioned separately in column 5.
3. The copies of GST certificate, PAN, AADHAR card and a list of clients should be attached with the quotation.
4. The service should start within 05 days of issue of work order.
5. Submission of multiple bids by a single firm will lead to rejection of the bids and IMU-KC may debar such firms from future participation.
6. The tenders are to be submitted in a sealed envelope, clearly super-scribing '**Quotation for installation of Hot Beverage Vending Machine and provision of materials at IMU-KC**'. The bid should be addressed to 'The Deputy Registrar, Indian Maritime University-Kolkata Campus'. It should be sent to the address: The Deputy Registrar, Indian Maritime University, Kolkata Campus, P - 19, Taratala Road, Kolkata — 700 088. The cover containing the quotation should be either sent by post/courier or is to be deposited in tender box kept at Dy. Registrar's office (1st floor, Room No. 130), within due date & time.

7. The envelopes are to be sealed properly with gum and not by stapler pin.
8. Last date of submission of quotation is 22.02.2019 by 1700 hrs.
9. IMU-KC reserves the right to accept or reject any of the quotations without assigning any reasons thereof. The decision of IMU-KC will be treated as final and binding.
10. The bidder shall have to pay the Earnest Money Deposit (EMD) of Rs. 1000.00 in the form of Demand Draft drawn in favour of 'Indian Maritime University, Kolkata Campus' on any nationalised bank, payable at Kolkata, along with the Technical Bid.
11. Tender can be downloaded from [www.merical.ac.in](http://www.merical.ac.in).
12. Payment will be made within 15 days of submission of bill, provided there is no discrepancy in the bills. IMU-KC will not be responsible for any delay in payment of the bill, though IMU-KC will endeavor to settle the bill within time.
13. The firm will be given 7 days' notice to discontinue services.
14. There will be no advance payment.
15. Suppliers who have been discontinued /debarred on account of poor service will not be entertained and then bid will be rejected.
16. Lowest bid is the criteria for award of work.
17. The firm should have supplied to at least three reputed organization for a period of at least 6 months. (Proof to be attached).
18. For any clarification mails can be sent to [dradmin.kolkata@imu.ac.in](mailto:dradmin.kolkata@imu.ac.in).
19. In case of unsatisfactory service/taste, the bidder will be required to improve/change. In case of break down the supplier has to attend to the call within 24 hrs. In case of non satisfactory performance the service may be terminated with one week notice period.



Assistant Registrar