



**Chandigarh Industrial & Tourism Development Corporation Limited**  
**CIN: U45202CH1974SGC003415**

Regd Office: SCO – 121-122, Sector 17-B, Chandigarh – 160017  
Phone No. 0172 – 4644430-31-32-33-34, 2704761, Fax No. 0172-4644441  
Email: [info@citcochandigarh.com](mailto:info@citcochandigarh.com), Website: [www.citcochandigarh.com](http://www.citcochandigarh.com)

**E-Tender Notice**

CITCO invites e-tenders/e-bids for the allotment of GYM area/space on License basis at Hotel Parkview, Sector-24, Chandigarh for running/ operating GYM facility.

Tender document containing detailed terms and conditions are available on Chandigarh Administration website: <http://etenders.chd.nic.in> for online participation. Last date of Loading / Uploading of tender is 04.09.2017 upto 5:00 P.M. For off-line viewing of detailed terms and conditions, eligibility criteria etc. please log on CITCO website [http://www.citcochandigarh.com/corporate/tenders\\_notices.html](http://www.citcochandigarh.com/corporate/tenders_notices.html)

Managing Director reserves the right to reject any or all tenders without assigning any reason.

**MANAGING DIRECTOR**



**Chandigarh Industrial & Tourism Development Corporation Limited**

CIN: U45202CH1974SGC003415

Regd Office: SCO – 121-122, Sector 17-B, Chandigarh – 160017

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Email: [info@citcochandigarh.com](mailto:info@citcochandigarh.com), Website: [www.citcochandigarh.com](http://www.citcochandigarh.com)

**Description: - Allotment of Space/area at Hotel Parkview, Sector-24, Chandigarh for running GYM on license basis.**

**Area: - Measuring 686 sq.ft. approximately**  
**Size - 22'-6" X 21'-10" = 491 Sq. Ft**  
**8'-11" X 21'-10" = 195 Sq. Ft**  
**Total = 686 Sq. Ft**

E-bids are invited for licensing out GYM area/space at Hotel Parkview, Sector – 24, Chandigarh for running/ operating GYM facility. CITCO is desirous of licensing out Gym space/ area to a reputed and experienced agency who would be required to equip the facility/ space with modern fitness equipments and deploy well trained attendants for managing the GYM facility, commensurate with the status of a Three star hotel by providing state of the art facilities.

**Eligibility Criteria**

- i) The tenderer should have minimum 3 years experience of managing/operating/running GYM (of the level of 3 star hotel property) in tri-city i.e Chandigarh, Panchkula, Mohali in commercial area of repute. Tenderers having franchise of reputed companies with requisite experience as mentioned above are also eligible to participate in the tender.

For the purpose, please attach documents showing either ownership or Rent Deed of managing/operating/running GYM in commercial area of repute in tri-city and any other necessary documents/ permission/approval papers regarding operating the GYM in any commercial area. If required, Committee may also inspect the same.

- ii) Tender should only be signed by the authorized signatory along with the seal firm/company. Correction/ overwriting, if any, should be authenticated under the signature of the tenderer.

However the following bidders/agencies will not be eligible to participate in the tender process:

- Applicant which have defaulted in payment of Statutory dues/ liabilities
- Applicant who were blacklisted by any State Govt./ Local Authority.

For the purpose, the participating agency would be required to submit/attach affidavit/ undertaking containing the below details: -

“That the applicant has not committed default in payment of any statutory dues/ payments/ liabilities etc

That the applicant or any constituent partner in case of partnership firm or any director in case of company or company itself have not been debarred / blacklisted by any Govt. / Semi Govt. / Board / Corporation/ Private Organization.

That there has been no conviction by a Court of Law or indictment/adverse order by a regulatory authority for an offence against the applicant/ partner/ director/company. It is also certified that there is no

investigation pending against the applicant/ partner/ director/company. It is also certified that no conflict of interest exists as on date and that if in future such a conflict of interest arises, the applicant will intimate CITCO of the same.”

It is further certified that the information provided by applicant are true and correct in nature.

### **Detailed terms & conditions**

The Terms and conditions hereinafter regulate the allotment of GYM area/space at Hotel Parkview, Sector – 24, Chandigarh for running/ operating GYM facility on license basis (hereinafter referred to as “Space”).

1. In these terms and conditions unless the context otherwise required: -
  - i) “Licensor” means the Chandigarh Industrial & Tourism Development Corporation Ltd., Chandigarh.
  - ii) “Licensee” means, a person, a firm or a company to whom the Gym Space area/ premises is allotted in the Hotel Parkview, Chandigarh, a unit of Chandigarh Industrial & Tourism Development Corporation Ltd., Chandigarh.
  - iii) “License fee” means, the sum of money payable monthly by the licensee in accordance with the terms and conditions of license in respect of premises allotted by the licensor.
  - iv) “License” means, the allotment letter containing detailed terms and conditions of allotment of premises.
2. Tenders are invited under Double Envelop System i.e. Technical and Financial Bid separately. Space/area are being offered on “**as is where is basis**”, therefore, the bidder may visit the site in advance and assess the proposed area for running Gym and related infrastructure (including civil work) to be put in place, before applying the tender. For more detail, please contact Mr. Vijay Sharma, General Manager (Hotel Parkview) at 0172-2700050, 4644492.

Financial Bids of only those agencies will be opened who are technically qualified. The decision of Technical Evaluation Committee regarding technical evaluation of tenders/agencies based on eligibility criteria and as per tender conditions will be final and binding.” Thereafter, those agencies found suitable technically and shortlisted will be considered for opening of Financial Bid. The agency quoting highest License fee will be awarded the Contract.
3. The prospective bidder for allotment of the said Space/area will be required to submit Earnest Money Deposit (EMD) of Rs.1,00,000/- (Rupees One Lac only) in form of Bank Draft drawn in favour of CITCO from any scheduled Bank. Earnest money shall not be accepted through cheque. Any amount lying with the Corporation on any other account will not be allowed to be adjusted against the EMD for the present Tender. EMD shall be refundable to unsuccessful bidder. In the case of successful allotment, it shall be adjusted against the interest free security as mentioned hereinafter.
4. Allotment of Gym located in the Hotel Parkview, Sector - 24, Chandigarh shall be made on license, “as is where is” basis initially, for a period of 5 (five) years with a provision for further extension by 3 (three) years on the same terms and conditions at the sole discretion of CITCO, considering performance and compliance of the terms and conditions.
5. On expiry of the license period of 5 (five) years, the same may be renewable at the sole option of the Licensor on such terms and conditions as the Licensor may impose in its own discretion. The duration of the extended period shall be determined by the licensor but will not be more than 3 (three) years. The licensee will apply for renewal of license, six months before expiry of the license. On failure

to do so, the licensor will be free to negotiate with and to allot the license premises to any other party.

6. The License fee shall increase @ 10% annually for a period upto (5) five years and also during the extension period of (3) three years. In case, the Licensee fails to pay the license fee/increased license fee, as the case may be, by the due date, he shall without prejudice to the other rights and remedies of the license, be liable to pay penal interest @ 18% per annum on the outstanding dues.
7. The successful licensee will have to deposit Interest Free Security amount equal to 6 (six) months agreed license fee, less the earnest money of Rs.1,00,000/- within 7 days from date of allotment letter. The Interest Free Security amount will have to be deposited by Bank Draft only.

Failure to deposit the interest free security within 30 days from the date of allotment of Space/area, will also lead to the forfeiture of EMD of Rs.100,000/-. The earnest money shall also be forfeited in case the bidder withdraws his offer after opening of the bid but prior to the final allotment of the Space/area.

8. The Licensee will be given a period of 60 days for commissioning of the GYM including installation of modern brand-new Gym equipment and machinery as per list of equipments is annexed "A" at its own cost and expense. Therefore, the possession of the allotted space/ area will have to be taken by the licensee within 7 days from the date of allotment, failing which, it shall be deemed that possession will be given to the Licensee on the expiry of 7th day from the date of allotment without any intimation.

Thus, the monthly license fees will be levied/ recoverable after a period of 60 days of possession/ deemed possession or from date of commissioning of GYM; whichever is earlier.

9. The Space/premises are and shall be deemed to be Public Premises as defined in the Public Premises (Eviction of Unauthorized Occupants) Act, 1971 and any amendment thereof.
10. The Licensee will get the right of a Licensee and that the possession lies with the Licensor and the licensee can have only a right of use the space/area. This will not be a lease and the relationship will only be that of Licensor and Licensee and not that of landlord and tenant or Lessee.
11. In consideration of the periodical payments agreed to be made by the licensee and other licensee's undertakings hereinafter set out, the licensee will be entitled to carry out the activities of the Gym as per approved norms/standard in a 3-star categorized hotel for which the premises will be allotted (hereinafter called the authorized purpose) on the days and during the hours to be determined by the Licensee in consultation with the Licensor from time to time.

### **Obligations of the Licensee**

12. The Licensee shall have:-
  - i) to bring and install modern brand-new Gym equipment and machinery as per list of equipments as at annexed "A" at its own cost and expense before starting the commercial operations of the Gym.
  - ii) to refurbish/renovate/upgrade fixtures and furniture at its own cost and expense before starting the commercial operations of the Gym. On the expiry of the agreed license period, ownership rights of fixtures renovated/upgraded by the licensee shall vest with the licensor without any consideration.
  - iii) to pay the monthly license fee, on due date.

- iv) to comply with other terms and conditions as hereinafter indicated.
  - v) to bear all expenses incurred to run the Gym including staff salary, Air conditioned charges, electricity and water expenses etc. The licensee will be responsible for operational expenses for running the GYM, staffing (including uniform) etc., expenses on training of their staff, advertisement/publicity and sales promotion etc. The maintenance/repair of the machines/fixtures etc. including those made available by the licensor shall be the sole responsibility of the licensee.
  - vi) to allow room guests of the Hotel, free use of gym and related facilities.
  - vii) to provide linen including Towels to guests using Gym facilities;
13. The Licensee shall pay to the Corporation towards agreed monthly license fee by 7th of every month. Taxes if any including GST have to be paid by the lessee by 7th of every month.
14. During the currency of this license, the licensee shall undertake as follows:-
- i) That the Licensee shall take full responsibility for the care of the entire premises and for taking precautions to prevent loss, injury or damages and minimize loss or damage to the greatest extent possible and shall take comprehensive insurance policy of the guests, equipments and fixtures for injury, theft, fire and covering all other risks at their own cost and as such keep CITCO and its staff/ employees indemnified at all times against any claims, losses and/or damage arising due to the causing of any injury, bodily harm, disability, death or due to any other reason whatsoever in the nature of a third party claim or otherwise.
  - ii) That during the license period, the licensee shall adhere to all the statutory requirements with regards to provision of first aid and fire fighting equipments etc at their own cost and to take necessary steps to ensure safety of the guests/customers who use the services in the Gym.
  - iii) The Licensee will submit post-dated cheques for the 12 month in advance to the Corporation after the allotment and thereafter on suitable intervals in advance 1 month before the expiry of complete 12 months.
  - iv) The Licensee will ensure compliance of all Statutory acts, rules, regulations of Central Govt. & Chandigarh Administration from time to time.
- In the event of licensee being prohibited from providing any services in the premises because of Government Laws/ Rules/ Regulations/ orders, the Licensor shall not be liable for any loss suffered by the licensee. In such an event, the licensee shall not be entitled to any reduction in the license fee payable to the licensor.
- v) The licensee will be liable to pay all such fees, taxes etc. in respect of the licensed space/premises under this contract as the Government may levy from time to time under any law.
15. The licensee shall not assign sublet or otherwise part with the premises or the said building or any part thereof.
16. The licensee shall not use the premises/space under his possession for any purpose other than for the authorized purpose.
17. The licensee shall obtain and keep in force all permission and licenses which may be required by the law for use of the Health Club and to comply with any condition which may be attached to any such permission or license during the entire license period.

18. The licensee shall manage, operate and conduct the Gym so as to preserve the reputation of the licensor and its Hotel and to abide by the rules and regulations framed by the licensor and/or the Chandigarh Administration or Central Govt. from time to time and that nothing shall be done permitted or committed contrary to any provision made by or under any statute or law for the time being in force or rules and regulations framed by the Licensor or the Chandigarh Administration and in particular not to use or permit the said Gym premises to be used for any form of unlawful activities.
19. The licensee shall not make any alterations or additions to the said premises without obtaining prior written approval of the licensor or remove there from any of the Licensor's fixtures or fittings therein.
20. The licensee shall not alter the original colour of the outside of the premises of Gym or the façade and front elevation nor erect sun-screens, curtains or blinds on the exterior nor paste any bills, advertisements, posters, notices, cuttings etc. on the glasses nor permit the same to be made, affixed or altered or erected in any circumstances.
21. The licensee shall not store or cause to be stored any hazardous, combustible or dangerous goods in the Gym.
22. The licensee shall not hold any auction, bids or such other activities without prior written consent of the licensor. The Licensee shall not cause or be the cause of loud or noisy conduct nor indulge in anything whatsoever which may constitute a source of nuisance or annoyance to the Licensor or other Licensees or occupants or the visitors of the Hotel.
23. The licensee shall not display affix plant or exhibit any name or writing or anything upon the exterior of the Gym without obtaining prior written consent of the licensor.
24. If there is a break-down or temporary break in the service offered to the Licensee hereunder for any reason whatsoever, then the Licensor shall not be responsible or liable for any damage caused to the Licensee thereby. Further, for adequate maintenance repairs or alterations and servicing of the air-conditioning plant, certain amenities including air-conditioning may have to be suspended from time-to-time. While all efforts will be made by the Licensor to give prior, timely notice of such suspension to the Licensee, the Licensor shall under no circumstances be held liable for suspension or failures to give notice as aforesaid. If because of any strike or lock-out in the Licensor premises or any other reason beyond the control of the licensor, the Licensee is unable to function or his business is affected, the Licensor shall not be liable for any loss which the Licensee may suffer. In such an event, the Licensee shall not be entitled to any reduction in license fee etc payable to the Licensor.
25. The Licensee shall not damage the premises or any part of the Hotel premises and in the event of any damage being caused to the same intentionally or otherwise, by the Licensee or his employees or invites or customers, the Licensor shall be entitled to repair the damage, or make the requisite replacement and call upon the Licensee to reimburse cost/expense thereof which the Licensee undertakes to pay forthwith on demand failing which the cost incurred will be recovered from EMD.
26. The licensee hereby undertakes that: -
  - i) The Licensee shall not employ for work or otherwise allow any person at the Gym who is not of good character and behavior and/or suffering from any contagious infectious disease or it is not suitable attired or otherwise unsuitable to be seen in a Hotel.
  - ii) The Licensee shall furnish to the Licensor a list of his/their employees indicating names, parentage, age , residential address, specimen signature

alongwith two photographs accompanied by police verification reports for each of them as on date or engaged in future.

- iii) The Licensor shall be at liberty to forbid the employment of any person/persons whom it may consider as undesirable character, the such person/persons employed by the Licensee shall be subject to general discipline of the Licensor and conform to such directions as may be issued by the Licensor in respect of routes of entry/departure or otherwise.
- iv) The persons engaged by the licensee shall not loiter or use the public areas such as Lounge, Lawn, Wash Room, Cloak Rooms which are exclusively meant for guests and if any irregularity is found, the Licensor will bring it to the notice of the Licensee for proper action in the matter. In case no action is taken by the Licensee, the Licensor will have sole right to take any suitable action, which may include termination of the License.
- v) The Licensee shall keep his/their employees well-dressed or may order to wear uniform as may be prescribed by the Licensor for easy identification and check. In case the Licensor finds any of the staff of the Licensee not dressed properly or as per the uniform prescribed or the same is not in order for reasons of cleanliness etc; the Licensor shall be at liberty to turn out such staff of the Licensee and prohibit his entry in the Hotel till such time the person is well dressed to the satisfaction of the Licensor.
- vi) The Licensee or members of his staff or his representatives shall not visit any guests of the Hotel in his room or come near the main entrance, lobby and other public areas of the Hotel (Licensor's premises) without sufficient cause or reason. They will keep themselves strictly confined to the licensed premises.
- vii) The Licensee, the members of his staff or his representatives shall not do any act which may be derogatory to or inconsistent with the Hotel's (premises of the Licensor) high standards and reputation as a hotel or its business or cause nuisance to the management of the Hotel or its customers or visitors. At the instance of the Licensor, the Licensee shall discharge from service any employee who is charged with such misconduct or found acting in contravention of the general rules of the Licensor.
- viii) The Licensee when called upon by the Licensor, make available himself or any of his / their employees for evidence before the Enquiry Officer appointed by the Licensor or competent court in connection with the disciplinary proceedings against any of the employees of the Licensor, if the act of misconduct had happened in his/ their presence.
- ix) The Licensee shall when called upon by the licensor, make available all or any of his/ their employees for medical examination by any doctor appointed by the Licensor to check if any of them have any disease contagious or dangerous to human life and health and if in the opinion of the Licensor it shall appear necessary to withdraw any employee from the licensed space, the Licensee shall do so forthwith, and in the event of the Licensee's failure to do so, the Licensor shall be at liberty to refuse admission to such an employee to the premises of the Licensor.
- x) The employee of the Licensee shall not seek regularization in the services of the CITCO or the Hotel (Licensor's premises) at any point of time. The Licensor shall not in any way be liable for any claims arising out of the relationship of master and servant between the Licensee and his employees. If the Licensee employs or engages any person or persons, he/they shall be the servants of the Licensee, in all respects and all responsibilities under any Act or other Laws and Labour Law shall be of the Licensee alone and the Licensor shall not be liable for any claim on the Licensee on account of Workmen Compensation or otherwise.

27. The licensee shall pay or cause to be paid charges for electricity (including meter hire charges), telephone calls and other utilities provided by the Licensor at the Gym on receipt of bills/demand by the Licensor. In case of default, the Licensor may at its discretion withdraw the facilities/utilities.
28. The licensee shall not do or permit to be done by any act which may invalidate or in any way effect the stability of the building or property wherein the Gym is located.
29. The licensee shall not throw dirt, rubbish, garbage refuse or permit the same to be thrown in the Gym or the Hotel.
30. The licensee shall forthwith on the expiry of the license or its earlier termination by the Licensor vacate the Gym space and remove all its equipment, furnishings etc. and in default, the Licensor's representatives shall be fully entitled to get the premises vacated without being liable to damages or otherwise.
31. All taxes prevalent and any other taxes which may be levied by the Chandigarh Administration/Government of India or any other authority during the currency of the license shall be borne and paid by the licensee.
32. On the expiry of the period of the license and vacation of the premises of Gym by the licensee in good and proper condition, the Licensor shall refund the Security Deposit to the licensee.
33. The licensor may through his officers or servants at all reasonable times and in a reasonable manner after reason notice in writing enter in and upon any part of the said premises for the purpose of ascertaining that the licensee is duly observing the conditions of this license ordinarily, 24 hours notice will be deemed to be a reasonable notice.
34. The licensee will not install & operate any Public address system or any other media in the premises allotted to him, which may cause disturbance to the occupants of the Hotel.
35. The licensee shall have right to terminate the license by giving 3 (three) months notice subject to clearance of all outstanding dues till the last day of occupation of the premises. If the licensee terminates or abandons the license without giving notice as aforesaid, the licensee shall be liable to pay liquidated damages equivalent to the license fee payable to the Licensor for 3 (three) months from the date, notice is received by the Corporation. The right of the licensee to terminate this contract by giving 3 (three) months notice shall be subject to clearance of all outstanding dues till the last day of occupation of the premises. The Security Deposit will be refunded without any interest and after deducting any dues from the Licensee within three months of the date of determination of the licensing arrangements. Further the Licensor shall have right to deduct and adjust any amount towards any damage caused by the Licensee to the property of the Licensor or otherwise. The licensor also have the right to terminate the license by giving 3 (three) months notice.
36. In case of any default of any terms and conditions of this agreement, the licensor can even initiate the extreme action for termination of the contract with a notice period of one month or immediately, as the case may be or in case of situation on any account so warrants during the license period for any reason which may not be conducive for the affairs of the licensee in any manner.

**37. Procedure for termination**

The Licensor will serve show cause notice for any violation of terms and conditions of contract. The Licensor shall consider the reply of the licensee before taking any action as per terms and conditions of the Contract. Thereafter, the licensor



reserves the right to terminate the license of licensee at any time by giving 03 months notice in writing. The Licensee shall also surrender the allotted space by giving 03 months notice.

Further, failure to discharge the contractual obligations by the Licensee will lead to debarring of the firm for future tendering in the Corporation upto three years and the security deposited shall be forfeited in whole.

38. On the termination of license under any of the terms and conditions of the license:-

i) The licensee shall deliver the vacant possession of the Gym in its original state to the Corporation failing which the said premises shall be got vacated in accordance with the provisions contained in the Public Premises (Eviction of Unauthorized Occupants) Act 1971. The cost of damages if any to the premises or fixtures shall be recovered from the licensee.

ii) The amount of interest free security lying at the credit of the licensee shall be refunded after adjusting all the dues.

39. On the expiry of license period or extended period, the licensee shall deliver the vacant possession of the premises in its original state i.e. without any damage. The damage if any shall be recovered from the licensee. Failure to hand over the vacant possession, the premises shall be got vacated under the Public Premises (Eviction of unauthorized occupants) Act, 1971.

#### **40. Resolution of Disputes**

In the event of any question, dispute, or difference arising out of the agreement or in any manner touching this agreement and the solution of which is not expressly provided in this agreement, the same shall be referred to an Arbitrator in accordance with the provisions of the Arbitration and Conciliation Act 1996 and the parties agreed to abide by the decision of the Arbitrator.

Other than the arbitration clause MD, CITCO is the Competent Authority to dispose of the day to day issues/disputes with licensee.

41. Managing Director, CITCO may impose additional terms and conditions as may be required in the best interest of the Corporation in consultation with the Licensee.

42. The Courts at Chandigarh shall have the exclusive jurisdiction over the matter in disputes in between the parties.

**Managing Director**

**Annexure – A**  
**LIST OF EQUIPMENTS TO BE INSTALLED IN THE GYM**

<b>Sr. No.</b>	<b>Details of Equipments</b>
1.	3 cycles stated hummer bike
2.	Cross Trainer
3.	Treadmills
4.	Leg Press
5.	Leg extension curl combined
6.	Front leg full down
7.	Bench Press
8.	Incline Bench Press
9.	Butterfly
10.	Multi gym/ station
11.	Dumble free weights
12.	Crunches bench
13.	Hyper extension
14.	Preacher Bench
15.	Free weight
16.	Free Bench
17.	Yoga Mats
18.	Rower



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**TECHNICAL BID**

**Detailed proforma for Licensing out Gym area/space on License basis at Hotel Parkview, Sector-24, Chandigarh for running/ operating GYM facility**

Sr. No.	Description	To be filled in by the firm.
1.	Name & Address of the Bidder	
2.	Telephone No.	
	Fax No.	
	Mobile No.	
	Email ID	
3.	Details of EMD Deposited ( <i>D.D No., Date, Amount and name of issuing Bank</i> )	
4.	Legal status of the applicant i.e. whether individual/ firm/ Company ( <i>attach copies of document defining the legal status</i> ).	
5.	Profile of the Bidder/Agency including relevant experience	
6.	GST No./ PAN No. ( <i>Attach Copies</i> )	
7.	Attach documents showing either ownership or Rent Deed and any other necessary documents/ permission/approval papers regarding operating the GYM in any commercial area  (For documents, please refer heading "Eligibility Criteria", of the tender Document)	
7.	The applicant/Bidder shall furnish an affidavit/ undertaking as per clause ii) of eligibility criteria of the Tender document.  (For supporting documents, please refer heading "Eligibility Criteria", of the tender Document)	
8.	Financial Credentials/ Capabilities of the Bidder/ Party: - (Attach Income Tax Returns, Bank Certificate etc)	
9.	Any other related matter/ issue/ suggestion.	
10.	Number of documents attached. <b>* If space is not sufficient please attach extra sheet.</b>	

**Note:**

- 1) I/We also understand that Managing Director, CITCO, reserves the right to reject any or all bids without assigning any reason.

I/We hereby certify that all the statements made and information supplied above is true and correct.

Signature of Applicant  
With seal



**Chandigarh Industrial & Tourism Development Corporation Limited**  
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**FINANCIAL BID**

<b>Sr. No.</b>	<b>Description</b>	<b>Particulars</b>	<b>License fee to be quoted (Per Month) (In. Rs.)</b>	<b>Taxes (in %age)</b>	<b>Net License fee (Per Month) (In. Rs.)</b>
I	Licensing Fees (Taxes inc GST Extra)	For licensing out GYM area/space on License basis at Hotel Parkview, Sector-24, Chandigarh for running/ operating GYM facility.			

**Signature of Applicant**  
**With seal**

## **PROCEDURE FOR E-TENDERING**

1. The Bids shall be received electronically only through the website **etenders.chd.nic.in/nicgep**.
2. Bid Document can be downloaded from the website of Chandigarh Administration **http://etenders.chd.nic.in/nicgep**.
3. The Bidders shall have to submit their Bids(Technical Bid & Financial Bid) online in Electronic Format with Digital Signatures. For participation in the e-tendering process, the Bidders need to register themselves on **http://etenders.chd.nic.in/nicgep**. On registration they will be provided with a User ID and a system generated password enabling them to submit their Bids online using Digital System Certificate (DSC).
4. The Bids shall be uploaded in Electronic Format on the website **http://etenders.chd.nic.in/nicgep**. Scanned copies of Earnest Money Deposit, Document and Eligibility Documents shall also be uploaded alongwith with Technical Bid within prescribed time limit.
5. EMD in original as uploaded by the Bidder shall be placed in the manner as described in the Bid Document and shall be submitted in person by the specified date and time in Industrial Wing(4<sup>th</sup> floor), Head Office, CITCO, SCO 121-122, Sector 17-B, Chandigarh. The Agency who fails to submit the EMD as mentioned above, in physical form on or before the prescribed date will be declared as ineligible and the Bid submitted by them shall be declared as invalid.
6. The Agency has to produce the original documents as and when asked for by Industrial Wing (4<sup>th</sup> floor), CITCO. The failure of the Agency to furnish the said original documents will entail summarily rejection of its tender.
7. Instructions to Bidders regarding e-tendering process:
  - a) Tenders without digital signatures will not be accepted by the Electronic Tendering system. **No Tender will be accepted in physical form and in case it has been submitted in the physical form it shall be rejected summarily.**
  - b) Bids will be opened online as per time schedule mentioned above.
  - c) Before submission of online Bids, Bidders must ensure that scanned copies of all the necessary documents have been uploaded with the Bid.
  - d) It will be mandatory for all the Bidders to upload all the documents mentioned under 'Tender Details' template
  - e) CITCO will not be responsible for any delay in online submission of the Bids due to any reason whatsoever.
  - f) The details of EMD specified in the Tender documents should be the same as submitted online (scanned copies) otherwise tender will be rejected summarily.
8. For any technical issue related to Electronic Tendering Portal, Bidders may contract IT Cell, the Department of Information Technology (DIT), Additional Deluxe Building, 5<sup>th</sup> floor, Sector 9, Chandigarh or email at **etender@chd.nic.in**, Phone No,0172-2740641. 0172-2740003.