

**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)

**NOTICE FOR E-TENDERING**

CITCO invites e-bids for the allotment of the following shops/Bays on license basis for specific trades at Hotel Mountview & Hotel Shivalikview:-

\*For specific trade, please refer Tender Document.

<b>Sr. No.</b>	<b>Unit</b>	<b>Shop No. *</b>	<b>Area</b>
1.	<b>Hotel Mountview, Sec. 10, Chd.</b>	Shop No. 1	121.66 Sq.ft.
2.	<b>Hotel Shivalikview, Sec. 17, Chd.</b>	Shop No: 1	215 Sq.ft.
		Shop No: 2	215 Sq.ft.
		Shop No: 3	234 Sq.ft.
		Shop No: 4	234 Sq.ft.
		Bays/Hall (IX,X and XI) at Ist Floor	638,691 & 634 Sq. ft. respectively

Detailed tender document can be downloaded/uploaded from website: <http://etenders.chd.nic.in>. Last date & time of uploading of e-tender is 23.04.2018 upto 5:00 P.M.

M.D. reserves the right to reject any or all tenders without assigning any reason.

**CHIEF GENERAL MANAGER**



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**E-Tender for inviting E-bids for licensing out Office Space measuring 1963 Sq Ft. (approx.) at First Floor of Hotel Shivalikview, Sector – 17, Chandigarh on long term basis**

**1. Eligibility Criteria**

E-bids are invited for any trade/ activity in the bays/space from reputed Individuals/ Firms/ Companies/ Banks/ MNC's/ Financial Institutions etc.

The Tenders are invited online i.e. Technical and Financial Bid separately. The interested agencies/parties would mention of their proposed Trade/activity in the Technical bids, which would be evaluated by a Technical Evaluation Committee headed by CGM, CITCO. Preference will be given to those bidders/ agencies which have relevant experience in the same trade in the past.

Financial Bids of only those agencies will be opened whose Trade as mentioned in the Technical Bid is found to be in order i.e. it is not prejudicial or detrimental to the financial/operational interest of CITCO/Hotel Shivalikview. The said decision shall be binding in all respects on the Tenderers.

**2. Mode of Allocation of Bays/ Space**

The said space can be licensed out on long term basis:-

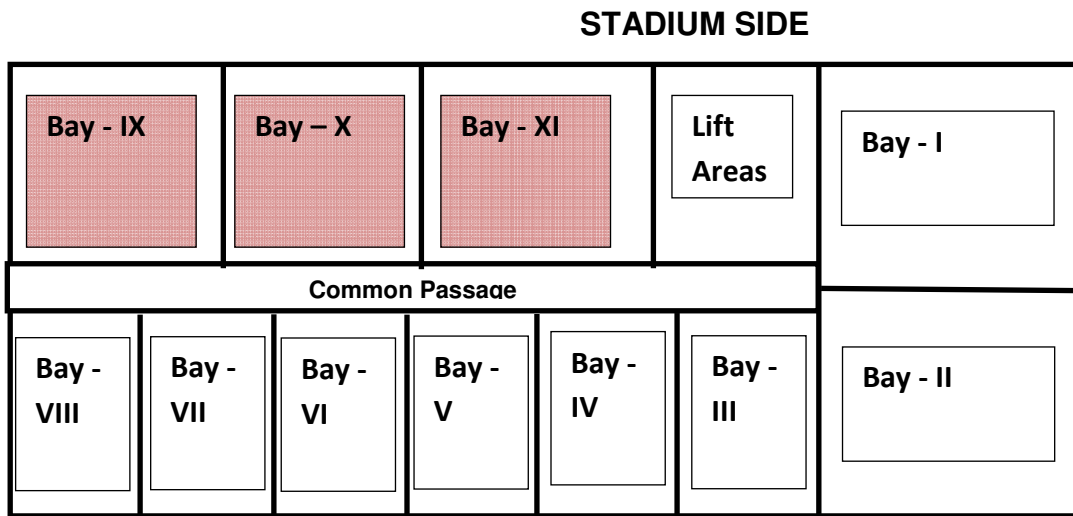
- a) Either in one lot/portion of space measuring 1963 Sq Ft.  
OR
- b) By way of 3 separate Bays/ Space as per details given below:

<b>Bay Label</b>	<b>Tentative Area</b>	<b>Size (in sqft)</b>
Bay – IX	24-2" X 26'-5"	638
Bay – X	26-2" X 26'-5"	691
Bay – XI	24-0" X 26'-5"	634
<b>TOTAL</b>		1963

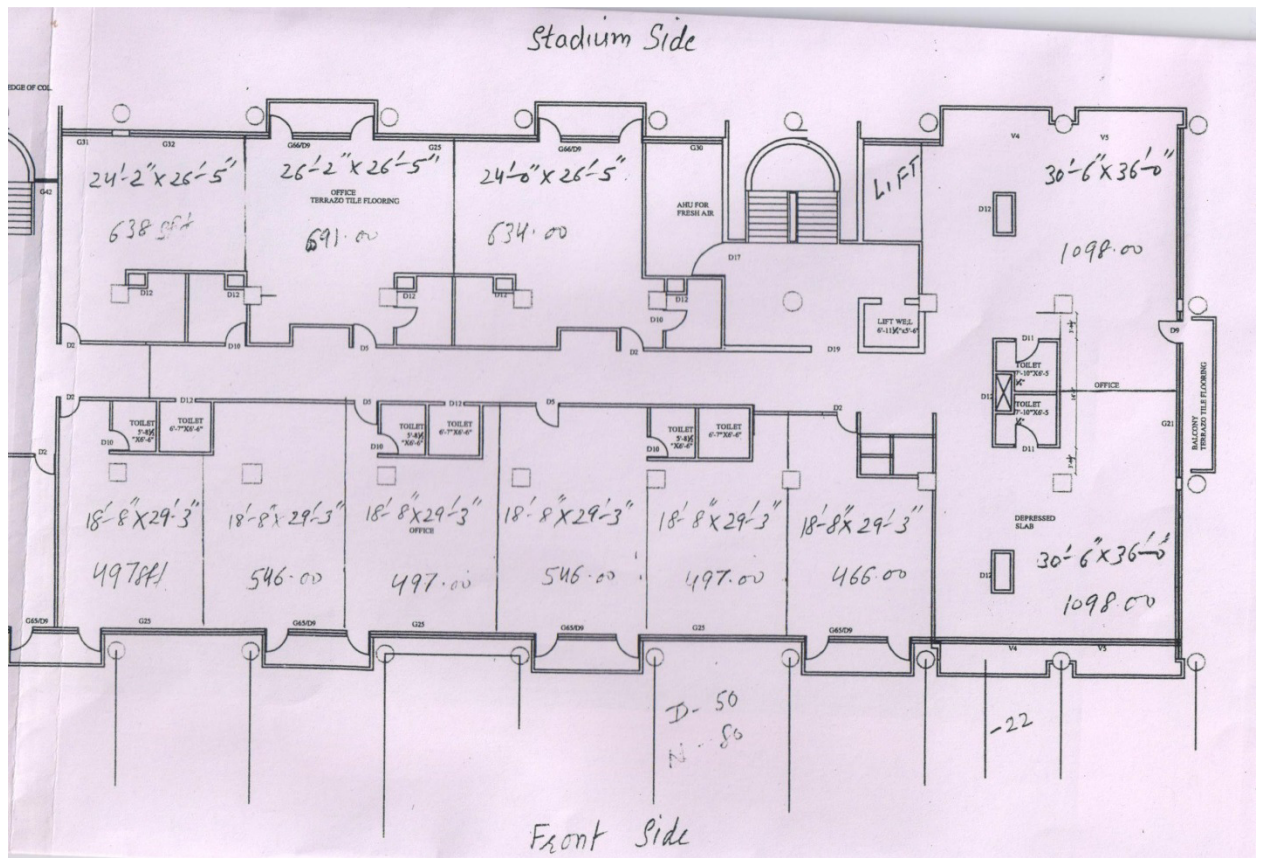
- a. Bays/ Space are being offered on “as is where is basis”. Therefore the bidder are required to visit the site in advance and ascertain the shape, size of Bay and other infrastructure in each Bay/ Space before applying in the tender. In case if renovation is required, the same has to be done by the Licensee at its own cost. For more details, please contact Dy. General Manager (HSV) at 0172-4672222,2700001
- b. These Bays/ Space are raw space with no partitions. Therefore the successful Licensee will have to build/construct common wall/partitions, interiors and other related infrastructure at its own expenses, as per the requirements without altering/damaging the original structure of the Hotel, making it altogether separate Bay/ Space. In this regard, the Licensee will have to take prior approval of DGM (HSV) for creating/ building partitions, interiors in the allotted Bay/ Space. For the purpose, the licensee will be given 45days' time from the date of allotment or more time period as deemed fit by MD, CITCO. The Monthly licensee fee shall starts after the expiry of said period 45 days or more time period, as deemed fit.

- c. The Licensee will have to install its own Air-conditioning system as per the requirement. For the purpose, a separate electricity sub meter for the Bays/ space allotted will be installed. The Licensee shall be responsible to pay his share of electricity charges to the Corporation at the rates as may be applicable from time to time.

Map/ Layout Plan (Tentative) is as under



Shaded area in the above picture is proposed to be licensed out either in one lot/ portion or by way of 3 separate Bays/ Space as per the requirements of the Bidders. The above layout plan/ area are tentative and subject to further change. Interested parties are advised to visit site before applying the tender.



**3. Facility Management Services**

In addition, Rs.5/- per Sq. feet per month shall be charged from the Licensee of Bays/ Space for providing necessary allied services upto 12 working hours.

**4. Parking**

Free Parking space will be given as per details given below: -

<b>Sr. No.</b>	<b>Bay Label</b>	<b>Size (in sqft)</b>	<b>Cars</b>	<b>Two Wheelers</b>
1	Bay – IX	638	2	4
2	Bay – X	691	2	4
3	Bay – XI	634	2	4

**TERMS AND CONDITIONS:-**

1. In these terms and conditions unless the context otherwise required.
  - i) "Licensor"/"Corporation" means the Chandigarh Industrial & Tourism Development Corporation Ltd., Chandigarh.
  - ii) "Licensee" means, a person, a firm, or a company to whom the space is allotted on license basis.
  - iii) "License Fee" means, the sum of money payable by the licensee in accordance with the terms and conditions of the license in respect of the space allotted by the licensor.
  - iv) "License" means, the allotment letter containing detailed terms and conditions of allotment of the space.
  - v) "License agreement" means an agreement containing the terms and conditions on which the` space has been licensed out.
2. The Terms and conditions hereinafter regulate the allotment of 3 bays/ space measuring 1963 Sq Ft. (approx.) for setting up the offices at first floor of Hotel Shivalikview.
3. Conditional / telegraphic tender / tender received through fax, tenders without earnest money and submitted not on the prescribed form shall not be entertained.
4. E-bids are to be submitted under two ways tendering process i.e. Technical Bid and Financial Bid separately. After scrutiny of the information received in Technical Bid, clarifications, if any, where ever necessary, will be obtained from the party. After necessary appraisal of the party's experience and technical expertise, technical short-listing will be done. Consequently, "Financial Bid" of only those tenderers will be opened who are found technically acceptable, based upon assessment made of credentials etc. of the tenderer given as information in Technical Bid. Persons/Agencies/Parties should give maximum information about themselves in the Technical Bid including Technical capabilities as they deem fit. The decision of the Management in this regard shall be final and binding.
5. Tender should only be signed by the authorized signatory along with the seal of the firm. Correction/ overwriting, if any, should be authenticated under the signature of the tenderer. The Corporation reserves the right to license out the space to one or multiple parties.
6. GST being applicable, should be indicated clearly in the tender form as "GST Extra" alongwith the percentage of GST as applicable failing which it will be treated that the license fee quoted by the tenderer are inclusive of GST.
7. The Corporation shall not be in any manner concerned with the internal affairs of the tenderers i.e. dispute and dissolution etc. or affairs concerning any other (third) party that the Tenderer may have.
8. As "Space Licensing" attracts provision of GST, the tenderer must clearly indicate this element separately in the tender form (Financial Bid).

9. The allotment shall normally be made to any individual/firm/Company and others who is technically evaluated to meet criteria for selection, if any & quoting highest bid for the monthly license fee unless the Managing Director is of the opinion that allotment of any space to the bidder quoting highest monthly License fee may not be in the financial/operational interest of CITCO/Hotel Shivalikview. Thus, for the purpose of this tender, all the Bays/ Space are to be treated as separate independent tenders. In this case, withdrawal from tender by the highest Bidder will lead to Forfeiture of EMD.
10. The validity of tender shall be for 120 days from the date of receipt. The Corporation will not entertain any request for the decrease of agreed license fee on account of any reason, whatsoever, during the period of contract.
11. The space/premises/ Bays are and shall be deemed to be "public premises" as defined in the Public Premises (Eviction of Unauthorized Occupants) Act now in force and the said Act or any other Act touching the subject that may hereinafter come into force and the rules framed there under.
12. The initial License period shall be for a period of 5 (five) years which may be extendable for another 3 (three) years, at the sole discretion of CITCO, considering performance and compliance of terms and condition of the tender document/ License etc.
13. In case on expiry of initial period of 5 (five) years, the licensee is interested and willing for the above mentioned extensions of 3 (three) years, then the licensee would be required to approach the Corporation at least 6 (six) months in advance prior to the period of initial allotment indicating his willingness for the said extension, failing which it will be assumed that the licensee is not interested in extension and CITCO will proceed ahead for fresh allotments.
14. The prospective bidder for the allotment of the space will be required to deposit earnest money (EMD) of Rs.25,000/- for each Bay/Space in the form of Bank Draft drawn in favour of "CITCO" in any scheduled Bank at Chandigarh.

If the prospective bidder is interested to bid for entire lot of space/ total space measuring 1963 Sq Ft. (approx.), then the EMD would be Rs.75,000/-.

Original Pay Order/Demand Draft should be physically submitted by the tenderer before the last date of online submission of bids to the office of Manager(Indl.Wing), Head Office, CITCO. 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 EMD for the present tender.

The earnest money shall be refundable to the unsuccessful bidder. In the case of successful allotment, it shall be adjusted against the interest free security. The earnest money shall, however, stand forfeited in case the bidder fails to deposit security within 7 days or not making the space commercially operative within 30-45 days from the date of allotment or withdraws his offer after opening of the bid but prior to the final allotment of the space. The final allotment includes the receipt of the consent from the allottee of the space or actual possession of the space by the allottee whichever is earlier.

15. The "Licensee" will have to deposit interest free security equal to 6 (six) months determined license fee, less the earnest money (EMD) within 7 days from the date of allotment of letter. Failure to deposit the interest free security within 7 days from the date of allotment of space, the amount of EMD deposited as earnest money by Licensee shall stand forfeited.
16. The "License Fee" shall increase by 10% annually of the immediately preceding monthly license fee/ Increased Licensee Fee. In case the licensee fails to pay the license fee/increased license fee, as the case may be, by the due date, the Licensee

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.

17. The Licensee shall pay to the Corporation towards agreed monthly license fee plus GST by 3rd of each month but not later than 7th of every month. No part payment will be accepted under any circumstances. If default is made in paying the said amount in time interest @ 18% shall be chargeable from the due date to the actual date of payment, apart from other punitive action such as disconnection of electricity, telephone if any etc.
18. The licensor reserves the rights to terminate the license of the licensee at any time after handing over the possession of the said space by expressly serving upon the licensee 3 (three) months' notice to that effect and the licensee shall be liable to hand over the vacant possession of the said space by the date as stipulated in the notice. The licensee can similarly also surrender the space allotted to him during the license period by giving 3 (three) months' notice in writing to the licensor.
19. The licensee will have to provide a separate electricity sub meter for the space allotted to him and shall be responsible to pay his share of electricity charges to the concerned authority at the rates as may be applicable from time to time. In case, the licensee fails to pay the said charges/ other dues, 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.
20. The Licensee shall make prompt payments of electricity and telephone charges to the authorities concerned and shall pay all arrears, if any, before vacating the said space on the termination of license or resumption of the said space. It shall be lawful for the licensor to order adjustments of arrears on account of electricity and telephone charges and any other dues outstanding against the licensee from the amount of the interest free security deposit.
21. The licensor shall make available in the space telephone facility of one extension through EPBAX system of the Hotel Shivalikview. A sum of Rs.1,000/- on account of the cost of telephone instrument will be payable by licensee. The telephone charges shall be payable by the Licensee on the basis of metered local/trunk/STD calls at the rate as may be applicable in the Hotel Shivalikview and from time to time. In addition to above, the licensee will have to pay Rs.500/- bio-monthly as a rent of the telephone. The Licensee may, however, at his discretion have its own independent telephone connection from the Telephone Department at his cost.
22. The licensor shall not be liable to pay any compensation or damages to the licensee on account of breakdown, water supply electricity, telephone and any other service beyond the control of the licensor.
23. The licensee will be liable to pay all such fees, taxes. etc. in respect of the space the Government may levy from time to time under any law.
24. On surrendering the space by the licensee, the licensee shall clear all the dues on account of license fee, electricity charges, telephone charges and other dues for the period ending with the date of handing over the possession to the licensor. The interest free security shall be refunded to the licensee after adjusting the amount, if any, due from the licensee.
25. The Licensee will be entitled to use the space for offices purpose only on the days and during the hours to be determined by the Licensor from time to time. No licensee shall be entitled or permitted to use the space for residential purpose or for the sale of any foodstuff. Any change in utilizing the space shall be made only with the prior permission in writing of the Licensor.
26. The licensor shall not be responsible for any loss of stocks and any other moveable property of the licensee on account of theft, fire and natural calamities and due to

other reasons beyond the control of the licensor. The licensee shall, therefore, at his discretion get this risk covered through Insurance.

27. The Licensee will not store any empty packing cases or baskets or any goods or any other material on any projection or the building or on the open area in front of the said space. Licensee will not make any addition or alteration on any part of the space without the prior permission in writing of the licensor.
28. The Licensee will at all times keep and maintain the said space in a proper state of cleanliness to the satisfaction of the licensor or his officers and servants duly authorized by him in this behalf.
29. The Licensee shall manage, operate and conduct the office in the space so as to preserve the reputation of the Licensor and its units and to abide by the rules and regulations framed by the licensor or the Chandigarh Administration 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 space to be used for any form of unlawful activities.
30. The Licensee shall not make any alterations or additions to the said space without written approval of the Licensor or remove there from any of the Licensor's fixtures or fittings therein.
31. The Licensee shall not alter the original colour of the outside the space or the façade and front elevation nor erect sub 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. In order to maintain uniformity in putting the signage on the front elevation of the space, the head of the unit concerned shall approve size, design, colour etc. where the space is located.
32. The Licensee shall not employ for work or otherwise allow any person at the said space who is not of good character and behavior and/or suffering from any contagious infectious disease or if not suitably attired or otherwise unsuitable to be seen in a property wherein the said space is located. The Licensee shall furnish their photograph and that of their employee(s) alongwith their addresses and other relevant details to the entire satisfaction of the head of the units concerned.
33. The Licensee shall not do or permit to be done by any act, which may invalidate or in any way affect the insurance of the building or property wherein the said space is located.
34. In the event of any damage being caused to said space or any property of the licensor by the licensee or his servants or agents or any one upon the said space with the acceptance or implied consent of the Licensee shall at its own expense make good all such damage or injury and in the event of his failure to do so within seven days after occurrence of the such damage, the Licensor may make good such injury/damage and the Licensee shall indemnify the Licensor against all such costs and charges and expenses in respect thereof.
35. The Licensee shall not sublet, assign or part with possession of the said space or any part thereof.
36. Without prejudice to the generality of the foregoing conditions, the licensor or any officer authorized in writing by him in this behalf shall have free access to the space for undertaking the repairs of the premises.
37. The Licensee before taking over the possession of the space shall furnish such number of post dated cheques equivalent 12th months license fee in advance to the D.G.M.(HSV) every year on year to year basis to ensure timely deposit of license fee. In case of bouncing of cheque for any reasons, penal interest @ 18% as

indicated hereinbefore shall be charged by the Licensor from the Licensee as penalty. The Licensor, however, reserves the right to initiate criminal proceedings under the Negotiable Instruments Act and other rights and remedies as may be available to the Corporation.

38. The Licensor shall have full rights, power and authority at all times to do through his officers or servants all acts and things which may be necessary or expedient for the purpose of enforcing compliance with all or any of the terms and conditions and reservations herein contained and to recover from the licensee of the cost of doing any such act or thing.
39. The Licensor may through his officers and servants, at all reasonable times and in a reasonable manner enter upon in any part of the said premises for the purpose of ascertaining that the licensee is duly observing the conditions of the license, ordinarily, 24 hours notice will be deemed to be a reasonable notice.
40. The Licensee will not install and operate any public address system or any other media in the space allotted to him, which may cause disturbance in area wherein the space is located.
41. In the event of the death of the original licensee, it shall be incumbent upon the legal heirs of the deceased original license to get the will(if any) probated from the court of competent jurisdiction and then apply to the licensor for grant of transfer of license in their favour, which shall be granted only if the legal heirs then undertake to comply with all the terms and conditions given herein.
42. In the event of non-payment of the license fee or non-use of such premises by the due or extended date not exceeding 60 days or breach or non-observance by the licensee of any of the conditions of the license, it shall be lawful for the licensor notwithstanding the waiver of any previous cause or right for re-entry to terminate the license and enter into and to re-possess, retain and enjoy the same as of his former estate and the licensee will not entitled to any compensation, whatsoever on account of such resumption. Provided that on sufficient cause being shown, the licensor may for reasons to be recorded in writing instead of terminating the license on the ground of default in payment of license fee allow the payment to be made with penalty not exceeding the due amount but not less than Rs.5000/- within such period, not exceeding six months on the whole, as he may deem reasonable. The amount of penalty shall, however, be in addition to the payment of penal interest @ 18% per annum as specified herein before.
43. On the termination of license under any of the terms and conditions of the license:-
  - i. The Licensee will deliver the vacant possession of the space in its original state to the licensor, failing which the space 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 after adjusting all the dues shall, however, be refunded to him.
44. On the expiry of license period or extended period, the Licensee will deliver the vacant possession of the space in its original state i.e. without any 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.
45. The Managing Director of the Corporation may impose additional terms and conditions as may be required in the best interest of the Corporation.
46. In the event of any question, dispute, or difference arising out of this license or in any manner touching this license and the solution of which is not expressly provided



in the license agreement, the same shall be referred to the sole arbitration of the Chairman of Chandigarh Industrial & Tourism Development Corporation Ltd., Chandigarh or any other person appointed by him. The award of the Chairman of the Corporation or his nominee shall be final and binding on the parties to the license.

47. Subject to the arbitration clause, the Courts at Chandigarh shall have the exclusive jurisdiction.

SIGNATURE OF TENDERER  
WITH SEAL & DATE

CHIEF GENERAL MANAGER

## TECHNICAL BID

<b>Sr. No.</b>	<b>Particulars</b>	
1	Earnest Money Deposit details like (DD No., Date and Amount)	
2	Name of the Applicant	
3	Address/ Registered Office Address	
4	Contact No./ Email/ Website	
5	Date of Registration of Organization with Registration No.	
6	Proposed trade / Activity to be carried out (Brief Description thereof)	
7	Experience of Business in commercial area of repute.	
8	Nationality/ Place of Registration	
9	PAN No., GST No. & IEC No. If any	
10	Profile of the Applicant/ Partners/ Directors	
11	Manpower Employed	
12	Any other information, if any.	

Note: Please upload the scanned copy/copies of above said information online as a technical bid.

**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.