

**E-TENDER NOTICE**

CITCO invites E-tenders from the Reputed Parties/Agencies dealing in following for entering into contract for its prestigious Hotels/ Units in Chandigarh :-

<b>SR.NO.</b>	<b>NAME OF THE TENDER</b>
<b>1.</b>	<b>PROVIDING OF MANPOWER (CONTRACT LABOUR)</b>
<b>2.</b>	<b>ICE CREAM</b>
<b>3.</b>	<b>PACKAGED DRINKING WATER &amp; NATURAL MINERAL WATER</b>

Tender documents are available on Chandigarh Administration website:<http://etenders.chd.nic.in> for online participation. **Last Date of Loading /Uploading of tender is 16.11.2017 strictly upto 6:55 P.M. The tenders uploaded by the tenderers will be opened online on 17.11.2017 at 10:00 A.M.** M.D. reserves the right to accept or reject all or any tender without assigning any reason.

MANAGING DIRECTOR



**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.gov.in](http://www.citcochandigarh.gov.in)

**E-Tender for the supply of Ice Cream**

**TERMS & CONDITIONS**

1. The tender must be accompanied by earnest money of Rs.15,000/- (Rupees Fifteen Thousand Only) in the shape of Bank Draft / Pay Order of any Scheduled Bank drawn in favour of CHANDIGARH INDUSTRIAL & TOURISM DEVELOPMENT CORPORATION LIMITED, CHANDIGARH. **The amount of earnest money shall not be accepted through cheque.** The amount of earnest money, if any, lying with the Corporation or any other pending amount will not be adjusted against the present tender. The earnest money of the successful tenderer(s) shall be converted into performance security and shall be refunded without interest after the faithful execution / completion of the contract. Tender without earnest money shall not be entertained.
2. Tender(s) should be uploaded upto the date and time as indicated in the Tender Notice.
3. Tenderer is free to quote rates for any no. of national brands mentioned in the BOQ of the Tender Form. However, the Corporation reserves the right to place the order in parts or as a whole to the one or more tenderers.
4. The validity of tender shall be for 120 days from the date of receipt.
5. The finally approved and determined rates will remain in force for one year from the date of award of contract with a provision to extend further for a period of three months at the same rates approved by the Corporation. **The Corporation will not entertain any request for the increase of rates on account of increase of tax, excise duty, natural calamity, strike, other levies or any other reasons, whatsoever, during the period of contract. Any new tax imposed during the currency of contract will, however, be considered.**
6. **The tenderer(s) to whom contract is allotted, shall have to provide one number deep freezer having cabinets one each to the units in case the same is asked for, till the expiry of the contract.**

- 7 The Goods and Service Tax (GST) as applicable should be indicated clearly in the tender form alongwith the percentage of GST or any other applicable tax as applicable against each and every item failing which it will be treated that the rates quoted by the tenderer are inclusive of GST or any other applicable tax. The prospective supplier/vendor must have a GST registration and indent to pay tax and issue valid invoice under GST. The tax invoice shall be issued as per Section 31 of CGST Tax and shall contain particulars as prescribed under GST Invoice Rules, 2017. The amount of GST shall be charged separately and categorically on the Invoice. Any discount provided by the prospective vendor should clearly be mentioned on the Invoice. The prospective vendor/supplier shall have to produce challans for the payment of GST in order to make CITCO eligible to avail the input credit.
- 8 **Ice Cream supplied by the tenderer will conform to the relevant provisions of The Food Safety and Standards Act, 2006, as amended and applicable from time to time.**
- 9 The rates quoted should be F.O.R. Stores of the Hotels / Units or any other destinations in Chandigarh as fixed by the Corporation irrespective of quantity ordered. In case of Company items, a copy of valid letter of appointment as authorized distributor may be attached with the tender form, failing which the tender form will be rejected outrightly. In case any packing is not indicated in the BOQ, rates may be quoted in BOQ and packing may be submitted on Letter Head alongwith earnest money.
- 10 The tenderer will supply the Ice Cream to the Hotels / Units between 11.00 A.M. to 1.00 P.M.  
  
In case the supply is not received upto the time given above, the tenderer will have to pay Rs.200/- per hour as demurrage charges for delay upto 2.00 P.M. subject to the condition that the penalty will not exceed the value of supplies not received upto the stipulated / extended time (with penalty). Thereafter, the Hotels / Units shall be at liberty to make purchase of the items as per the requirement from the open market at the risk and cost of the tenderer without further intimation.
- 11 The Management reserves the right to reject the supply of items for which the contract is awarded, if it is not found as per prescribed standard, wholly or partly, and the rejected quantity shall be lifted / removed by the supplier immediately from the hotels premises / other units of the Corporation at their own expenses on being informed of the same. In case the tenderer fails to remove the rejected material or items, the Corporation reserves the right to dispose off the same at the cost of the tenderer and no claim whatsoever shall be entertained.
- 12 The number of items mentioned in the BOQ Tender Form are tentative / indicative and can be increased / decreased as per requirement of the Corporation. The Corporation also reserves the right to withdraw any item mentioned in the BOQ Tender Form and no compensation shall be payable for the same.

13. 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 supplier may be having.
14. In case of non-supply or inferior quality supply, CITCO reserve the right to purchase the material from open market at your risk and cost. In that eventuality, contract may also be cancelled and security deposit may also be forfeited. Further for providing inferior quality supply continuously, you will be liable to be debarred from participation in the tender of the Corporation for upto next 3 years.
15. The Corporation shall be at liberty to purchase the items from Govt. approved agencies and also to allocate the supply of tendered items / brands to units / hotels as per requirement and the tenderer shall have no objection to it.
16. The tenderer shall be duty bound to effect the supply of items contracted for to the extent indented during the contract period.
17. Failure to discharge the contractual obligations by the tenderer 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.
- 18.(a) Payments will be processed on fortnightly basis i.e. in batches of 1<sup>st</sup> to 15<sup>th</sup> and 16<sup>th</sup> to 30<sup>th</sup> / 31<sup>st</sup> of each month. Payment of each batch will be released within 15 days of close of each batch. Thus, while payment of bills from 1<sup>st</sup> to 15<sup>th</sup> of a month will be made upto 30<sup>th</sup> of the same month, payment of bills in the batch of 16<sup>th</sup> to 30<sup>th</sup> / 31<sup>st</sup> will be released before 15<sup>th</sup> day of next month.
- (b) **As per the instructions of the Ministry of Finance, Govt. of India, New Delhi, Govt. Companies / PSUs have been directed to adopt e-payments as the preferred mode of payment w.e.f. 01.04.2013. For the purpose, tenderers are required to compulsorily furnish the following information to enable them receive payments in time:-**

Sr. No.	Particulars	Information to be filled by Tenderer
1.	<b>Name of the party (as appearing in their bank account).</b>	
2.	<b>Bank's Name</b>	
3.	<b>Bank's Address</b>	
4.	<b>Bank Account Number</b>	
5.	<b>IFSC Code of the Bank</b>	
6.	<b>Type of Bank Account</b>	

7.	<b>Enclose one cancelled cheque of the bank</b>	
8.	<b>Mobile No.of the tenderer on which SMS alerts for payment credited to their account is to be given</b>	
9.	<b>E-mail I.D. of the tenderer on which email notification for payment credited to their account is to be given</b>	

On adoption of the above system, the payments will be remitted electronically under intimation to them by e-mail / SMS on submission of above said RTGS/ NEFT details, all the payment will be made through RTGS/NEFT to the contractor/ agency

19. The free scheme, if any, introduced by the Manufacturer / Authorized Distributors with the sale of product from time to time shall also be applicable to the Corporation. In such cases the contractor shall indicate the details of free supply in the bill, while supplying the indented material.
20. The Corporation can terminate the whole contract or part of it by withdrawing item/items from the list of approved items at any time without assigning any reason whatsoever even before the expiry of the contract period.
21. The aforementioned terms & conditions shall be binding and operative between the tenderer (supplier) and the Corporation.
22. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
23. In the event of any dispute or difference arising out of or in any way touching or concerning this tender, whatsoever (except as to matters the decision of which is specifically provided under this contract), the same shall be referred to the sole arbitration of the M.D., CITCO, or any person appointed by him/her. The award of such arbitrator will be final and binding on both the parties hereto. The Arbitration and Conciliation Act, 1996, will apply to the arbitration proceedings.

**MANAGING DIRECTOR.**

**NOTE :- Scanned copy of information in respect of condition No.18(b) and photocopy of the licence issued by the competent authority under Food Safety and Standards Act, 2006, may also be uploaded alongwith the rates to be quoted.**

### **PROCEDURE FOR e-tendering**

1. The Bids shall be received electronically only through the website [etenders.chd.nic.in](http://etenders.chd.nic.in).
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 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 Commercial Cell, 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 Commercial Cell, CITCO. The failure of the Agency to furnish the said original documents will entail rejection of its tender summarily.
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](mailto:etender@chd.nic.in), Phone No.0172-2740641, 0172-2740003.