

### **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-Tenders for providing of Manpower (Contract Labour) in Hotels/Units of the Corporation**

**Eligibility Criteria**

- i.) The Tenderer should be professional agency having valid Labour license to providing Manpower (Contract Labour) from the Licensing authority under the Contract Labour (Regulation and Abolition) Act, 1970.

Any obligations and /or formalities which are required to be fulfilled under the Contract Labour (Regulations & Abolition) Act, 1970 as amended from time to time or any other Act for the purpose of entering into and/or execution of the contract so as to be awarded shall be carried out by the tenderer at his own expenses and the tenderer will report the compliance thereof to CITCO. The tenderer will solely be responsible for violation of any provision of the said Act or any other Act.

- ii.) The tenders should have experience of 03 year for providing of Manpower/ Contract Labour in the Hotels/Hospitals/ Hospitality Sector.

For the purpose, the Tenderer may submit certificate/letter duly signed & stamped by the entity, where the tenderer had provided the said services, clearly indicating the name of the tenderer, date of issue of certificate/letter, period for the which the said services were provided, nature of services provided etc. Preference will be given to the agencies having ISO certifications.

- iii.) The tenderers must have employed not less than 400 manpower/persons/ contract labour in each year during the last 3 financial year ending on 31.03.2017

For the purpose, the Tenderer may submit certificate/letter duly signed & stamped by the entity, where the tenderer had employed persons/manpower, clearly indicating the name of the tenderer, no. of manpower employed, date of issue of certificate/letter, period for the which the said services were provided, nature of services provided etc.

- iv.) Turnover from services related to providing of Manpower/Services should not be less than Rs.5 Crores annually in each year in the immediate preceding last 3 financial years ended 31.03.2017.

For the purpose, please attach Profile and a certificate showing turnover from services related to providing Manpower (Contract Labour) in the last 3 years, duly certified by Practicing Chartered Accountant. Proof of Balance Sheet, Income Tax etc should also be attached additionally.

- v.) The tenderer/bidder must have valid EPF Code No./ESI Code No./ GST No /PAN No.. Further all the contract employees/labour deployed by the tenderer/bidder for the contract/tender must be a member of Provident Fund. Proof of deposit of EPF/ESI in balance sheet should be reflected. The agency so engaged will entirely be responsible to deposit EPF & ESI (both employer & employee share), GST etc. with the respective departments in respect of the Contract Labour employed by them for every month. A copy of the receipt on this account will be submitted to the concerned Accounts Branch with the bill of succeeding month. The Corporation will not be responsible for any liability on this account, whatsoever.
- vi.) An undertaking to be given by the tenderer that they have not defaulted in the payment of statutory dues/ EPF/ ESI.
- vii.) Tenderer have not been blacklisted by any State or Central Government Department or PSU in the past will be eligible to participate in the tendering process (enclose a signed and stamped statement on the letter head of the company with regard to the blacklisting history of the company).

### **TERMS & CONDITIONS**

1. The agency is required to provide manpower/ contract labour, who will perform various services/ duties in the Hotels, Restaurants, other Outlets/ of the Corporation relating to providing of Manpower/ Contract Labour. The number of persons to be engaged is only indicative and CITCO management have the right to increase or decrease the requirement as required from time to time and the billing shall be done proportionately by the agency/Tenderer.
2. The Tenderer/ agency shall provide best quality manpower in Hotel/ Units of the Corporation at par with industry standards and keeping in view the star rating of Hotels of the Corporation..
3. The tender must be accompanied by earnest money (EMD) of Rs.5,00,000/- (Rupees Five Lacs Only) in the shape of Bank Draft/Pay Order of any Scheduled Bank drawn in favour of "CITCO", and payable at 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 outstanding payment will not be adjusted against the present tender as earnest money. The earnest money of the successful tenderer(s) shall be converted into performance security and shall be refunded after the faithful execution/completion of the contract without any interest.

4. The tenderer is required to furnish an irrevocable bank guarantee of Rs.15.00 lacs (Fifteen Lac Only) in addition to the earnest money. The EMD will also be converted into security deposit. The Security deposit will not carry any interest and will be refunded after three months of the satisfactory completion of the contract and after submission of no dues/no claim certificate. The tenderer will have no claim for any interest with regard to any delay in the settlement of final bill or refund of security deposit or in respect of amounts which may be in the hands of CITCO owing to any dispute between CITCO or its outlets and tenderer.
5. Tenders should only be uploaded by authorized signatory of the firm upto the date and time mentioned in the Tender Notice.
6. E-Tenders shall be in two parts i.e. Technical Bid & Financial Bid

The Technical Bid should contain complete information as detailed in Technical Bid. Clarification if any, wherever necessary will be obtained from the concerned tenderer. The information as required in Technical Bid along with supporting documents has to be submitted on-line in the form of scanned copies. After necessary appraisal of the tenderer's experience and technical expertise, technical short-listing will be done. Technical Bid shall, however, be uploaded as per prescribed performa available on-line.

The Financial Bid containing the %age (percentage) of Service Charges only to be quoted by the tenderers and the said financial bid will be opened in respect of only those tenderers who are found technical eligible, based upon assessment made of credentials, etc. of the tenderer(s) and the information given in Technical Bid. The tenderers submitting Technical Bid should give maximum information regarding themselves and Technical capabilities as they deem fit. The decision of the management with regard to shortlisting of Technical Bids for the purpose of opening of financial bid shall be final and binding. Financial Bid for online bidding shall be as per the BOQ available at e-tendering site.

7. 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. The contract awarded shall be a commercial agreement and not one of creating any employment.
9. The tenderer must submit all the scanned copies of all the supporting documents like EMD and eligibility conditions etc. to be uploaded with the Technical Bid itself and if any such document is not found attached, the offer would be rejected. The eligibility has to be seen on the basis of the

Technical Bid received through e-tendering and with scanned and attached copies of the supporting documents.

- 10 The validity of tender shall be for 120 days from the date of receipt.
- 11 The finally approved tender will initially be valid for a period of 3 (three) years from the date of award of contract with a provision to extend further for a period of 1 (one) year, (total contract period of 4 (four) years), depending upon the satisfactory performance of the agency and adherence to the compliance of the terms and conditions. The Agency will be given one month's time to arrange suitable Labour/ Manpower and take over the business."
- 12 The current rate of wages (per month basis) as fixed by A.L.C. ,U.T. have been indicated in the Annexure forming part of (Technical Bid ) and the same are subject to change as notified by A.L.C., U.T. from time to time. The tenderer has to make payment of wages with respect to manpower/ contract labour deployed in the Corporation on prevailing ALC rates subject to compliance of ESI/PF rules. In addition to the minimum wages, payment of special allowance ranging between Rs.500 to Rs.1000/- may be considered by the Corporation at its sole discretion, depending upon the merit and experience of the candidate and place/location of deployment.

The charges in respect of statutory liabilities like Employer's share towards EPF & ESI and GST, as applicable, etc. will be payable by CITCO over & above A.L.C. wages for engaging manpower through Tenderer in the Hotels/Units. However, tenderer's/ bidder's Service/handling Charges may be quoted in clear terms in the Financial Bid which will also be payable by the Corporation over and above the monthly consolidated wages consisting of Basic Wages, Employer's share towards EPF & ESI as worked out in Annexure in Technical Bid. Service charges quoted as 0% (Zero percent) or less will not be entertained. Therefore, the Agency should quote only justified rates considering TDS deductions. Being on-line bidding, please quote justified Rates (+) i.e. Service Charges otherwise Bids will be rejected.

- 13 Income Tax applicable, if any, as per Income Tax Act shall be deducted from the monthly bill (gross amount) of the tenderer.
- 14 The tenderer shall ensure regular health checkup of his Contract Labour and compliance of provisions of Minimum Wages Act or any related law on the said issue.
- 15 The tenderer will provide two sets of complete uniform & Shoes as per the prescribed pattern, colour, etc., every year at their own cost.

In case the tenderer fails to provide the prescribed uniform to the contract labour so deployed, CITCO will be at liberty to purchase & provide the uniform to the contract labour at the risk and cost of the Agency and expenses on this account will be recoverable out of the pending bills.

- 16 The tenderer will ensure that the Contract Labour so deployed is smartly dressed in the prescribed uniform. If the manpower deployed is found without/not in proper uniform, CITCO or its authorized officers reserve the right not to allow entry of such person within the premises/his place of deployment and the tenderer will be bound to replace such persons with properly dressed manpower.
- 17 The tenderer will give following undertaking in the form of an affidavit on non-judicial stamp paper of Rs.5/- duly attested by the Notary Public/ Ist Class Magistrate and the same shall be part of the agreement:-

“That we, M/s \_\_\_\_\_ with office/ registered office at \_\_\_\_\_ shall deposit all the statutory contributions like PF, ESI, EDLI and GST, etc. with the appropriate authorities regularly and that we, M/s \_\_\_\_\_ shall be responsible for implementation of provisions of labour laws and rules as made applicable by the appropriate Govt. in respect of contract labour for which the contract has been awarded”.

Further, we, M/s \_\_\_\_\_ shall deposit employers and employees/(Contract Labour) contributions towards EPF, ESI, EDLI and GST by the due dates and supply attested copies of the challans of the previous month. The monthly wages bill including all the statutory liabilities will, however, be released only after ensuring that all the statutory liabilities of the previous month have been deposited with the appropriate authorities through relevant challans”.

In case, the tenderer fails to produce copies of the relevant challans, CITCO will be at liberty to deduct such amounts from the bills and deposit the same with the concerned authorities. In the event of any penalty imposed by the concerned Department due to delayed deposit, the same will be paid by the tenderer. Evidence of such deposits will then be supplied to the tenderer. Further, ESI Code in respect of each such Contract Labour will be required to be submitted to the Corporation for onward transmission to the ESI Corporation as per standing instructions.

- 18 The disbursement of wages to the Contract Labour will be made through cash/Cheque/RTGS by the tenderer in the respective outlets by 10<sup>th</sup> of every month in the presence of representatives of the Corporation. This obligation is imposed to ensure that the tenderer is fulfilling its commitment towards its employees so deployed under various Labour Laws having regard to the duties of the Corporation in this respect as per the provisions of the Contract Labour (Regulations & Abolition) Act, 1970. Except the contributions towards EPF/ESI, no other deduction of any type will be allowed to be made by the tenderer directly or indirectly. However, meal charges, as applicable from time to time as per policy of the Corporation, will be recovered/ deducted out of the monthly bills.

### **Compensation to the deployed staff**

- 19 It is clearly understood that the Contract Labour deployed by the tenderer will be their employees for all intents and purposes. CITCO or its units/outlets will have no relationship of employer and employee or master and servant with the contract staff so deployed by the tenderer except that they have to carry out the orders of the authorized/Controlling officers of CITCO.
- 20 CITCO will not be liable for any action of the tenderer, direct or indirect, or to any claim, damages, compensation that might become payable to the employees of the tenderer under the orders of any lawful authority in the event of an accident resulting in any possible injury or death of any employee of the tenderer while performing their duties within/outside the premises or damage of any other kind. The tenderer will always keep CITCO or its officers fully indemnified against any such claim or damages.

### **Indemnity**

- 21 If CITCO suffers any loss or damages on account of negligence, default or theft on the part of any of the Contract Labour provided by the tenderer during the validity of the contract, the tenderer will be liable to reimburse/make good the loss, so suffered by CITCO. The tenderer will keep CITCO fully indemnified against any such loss or damage, which becomes known even after the expiry of this contract. The above mentioned losses will also be deemed to include loss due to any award, decree of any court/arbitrator judicial or quasi – judicial authority.

### **Compliance of statutory provisions of Law**

- 22 The tenderer will observe all laws, rules, regulations, orders and directions issued by the Central Govt or State Govt or UT Administration or local authorities concerning the discharge of duties in execution of the contract. Any contravention of such laws, rules, regulations, orders and directions will be deemed to be a breach of the contract and the tenderer will be liable to all the consequences and in case of any such breaches, if CITCO incurs any obligations then the tenderer will be responsible to reimburse to CITCO any loss, monetary or otherwise, occasioned on account of any such breach or contravention.
- 23 In case, any person deployed by the tenderer enters into dispute of any nature, whatsoever, it will be the sole responsibility of the tenderer to settle/contest the same. In case, CITCO is also made a party and is supposed to contest the case, the cost, if any, of the actual expenses incurred towards counsel fee and other expenses will be paid to the CITCO by the tenderer in advance on demand. Further, the tenderer will ensure that no financial or any other legal liability comes on the Corporation in this respect of any nature, whatsoever for the act done by any Contract Labour of the tenderer and will keep the Corporation indemnified in this respect.
- 24 The tenderer will not sublet, transfer or assign the contract or any part thereof to any other party.

25 The tenderer will be duty bound to provide the specified no. of Contract Labour as per the requirement of Hotels/ Units for which the contract has been entered, to the entire satisfaction of the concerned head/Incharge of the Unit.

26 The successful tenderer will furnish the list of his Contract Labour to be deployed in CITCO hotels/units within one month from the date of allotment of contract to Heads of Hotels/ Units. However, the selection of the Contract Labour will be made in consultation with the Head of the Hotel/Unit. The Contract Labour will be required to perform their duties in the Hotels/Units of the Corporation as per requirement of the Hotels/Units.

These persons shall have to undergo Police Verification and the Verification Report to this effect will be submitted by the tenderer to the Head of Hotels/ Units

27 Sr. Housekeeper/Housekeeper, Chef, Banquet Manager, Manager (Personnel), Sr. Manager (F&B), Incharge of the Units in consultation with Head of the Hotel/ Unit will be at liberty to send any Contract Labour back after intimating the tenderer if such person is not in proper uniform/is lacking decent behavior by his deeds or not fit to perform his duty i.e. suffering from any contagious/infectious disease or under the influence of liquor/any other intoxicant.

28 If the services provided by the tenderer are not found as per the prescribed standards, wholly or partly and in case of breach of any contractual obligations, CITCO management reserves the right to get the services from other sources at the risk and cost of the tenderer.

29 The Corporation will not be in any manner concerned with the internal affairs of the tenderer i.e. dispute and dissolution etc. or affairs concerning any other (third) party that the tenderer may be having.

30 In case of non-providing/ providing of less number of persons continuously, CITCO reserves the right to cancel the contract, forfeit the security and debarring the firm upto the period of 3 years, for further tendering in the Corporation.

31 The tenderer will submit the consolidated wage bill consisting of basic wages, statutory liabilities, and tenderers service charges for the categories of persons deployed for duty in any CITCO outlet(s) duly supported with the following documents:

- a) Attendance report duly signed by any authorized officer of CITCO.
- b) Documents in support of deposit of EPF/ESI/EDLI etc of the previous month by 3rd day of the following month, alongwith the list of contract labour in respect of whom statutory liabilities have been deposited.

- c) The wage bill including Basic Wages and Statutory liabilities will then be processed for payment by the respective Hotels/ units and the payment will be released by 10<sup>th</sup> of every month through RTGS/ Cheque etc. The tenderer will himself be personally responsible for the timely submission of bills and further process for the checking of required formalities to be completed by him as per the requirements of the audit, on personal level in order to ensure timely payment of wages to the Contract Labour.
- d) The tenderer will further prepare the required accounts in consultation with the concerned Accounts Branch of CITCO for the issue of annual statements of EPF, etc to the Contract Labour in time. The tenderer will also be solely responsible for any lapse or delay for the submission of any return to the concerned authority of the Labour Department/EPF/ESI organizations, about the Contract Labour engaged on contract basis through them as per rules.
- e) 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:-

<b>Sr. No.</b>	<b>Particulars</b>	<b>Information to be filled by Tenderer</b>
1.	Name of the party (as appearing in their bank account).	
2	Bank's Name	
3	Bank's Address	
4	Bank Account Number	
5	IFSC Code of the Bank	
6	Type of Bank Account	
7	Enclose one cancelled cheque of the bank	
8	Mobile No. of the tenderer on which SMS alerts for payment credited to their account is to be given	
9	E-mail I.D. of the tenderer on which email notification for payment credited to their account is to be given	

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

- 32 On the expiry of the contract, the personnel deployed by the tenderer will be relieved automatically. However, the tenderer will clear their accounts by paying them all their legal dues as required under the law in force. In case of any dispute on account of the termination of employment or non-

payment of dues of the personnel by the tenderer, it will be the entire responsibility of the tenderer to pay and settle the same. The tenderer will comply with all the orders/awards passed by the competent authority/court in respect of the personnel engaged by it.

- 33 Any notice required or permitted to be given pursuant to this agreement will be duly given or sent through Speed Post/by E-mail and addressed to the tenderer through their Proprietor or Partner and in case of the Corporation to the M.D., CITCO.
- 34 The contract may be terminated on any of the following contingencies:-
- a) On the expiry of the contract period;  
OR
  - b) A notice at any time during the currency of services in case the services rendered by the tenderer are not found satisfactory and in conformity with the general norms and the standard prescribed for the services;  
OR
  - c) For committing breach of any of the terms and conditions of the contract by the tenderer;  
OR
  - d) On assigning the contract or any part thereof or any benefit or interest therein or there-under by the tenderer to any third person or subletting the whole or a part of the contract to any third person;  
OR
  - e) On tenderer being declared insolvent by the competent court of Law.

During the notice period for termination of the contract, in the situations contemplated above, the tenderer will keep on discharging his duties as before till the expiry of notice period. It will be the duty of the tenderer to remove all the persons deployed by him on termination of the contract on any ground whatsoever and to ensure that no Contract Labour creates any disruption/hindrance/ problem of any nature to the Corporation.

- 35 Tenderer shall not be allowed to be represented by a lawyer.
- 36 The aforementioned terms & conditions will be binding and operative between the tenderer (Contractor) and the Corporation.
- 37 The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
- 38 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**

**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  
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**TECHNICAL BID**

<b>Sr. No.</b>	<b>Description</b>	<b>To be filled in by the firm.</b>
1.	<b>Name &amp; Address of the Bidder</b>	
2.	<b>Telephone No.</b>	
	<b>Fax No.</b>	
	<b>Mobile No.</b>	
	<b>Email ID</b>	
3.	<b>Legal status of the applicant i.e. whether individual/ firm/ partnership/ company (<i>attach copies of document defining the legal status</i>).</b>	
a)	<b>Individual</b>	
b)	<b>Firm (Attach Partnership Deed)</b>	
c)	<b>Limited Liability Partnership Firm (Attach Incorporation Certificate &amp; Byelaws)</b>	
d)	<b>Private Limited Company.</b> (Attach Incorporation Certificate & MOA/AOA)	
e)	<b>Public Limited Company</b> (Attach Incorporation Certificate & MOA/AOA)	
4.	GST No. / PAN Card No. (Attach copies)	
5.	Earnest Money Deposit (Pay Order/DD) Refer clause (3) of Terms & conditions of tender document.)	
6.	Attach scanned copy of valid Labour license.  (Refer clause (i) of eligibility criteria of tender document.)	
7.	Attach scanned copy of experience certificate. (Refer clause (ii) of eligibility criteria of tender document.)	
8.	Attach scanned copy of certificate/Letter for employing persons/manpower in various organizations in the last 3 years.  (Refer clause (iii) of eligibility criteria of tender document.)	
9.	Attach Certificate showing Turnover from services related to providing of Manpower (Contract Labour) in the last 3 years, duly certified by Practicing	

	Chartered Accountant.  (Refer clause (iv) of eligibility criteria of tender document.)	
10.	Attach scanned copy of valid EPF Code No./ESI Code No./ GST Code/PAN/TAN No. etc  (Refer clause (v) of eligibility criteria of tender document.)	
11.	Attached an undertaking that tenderer have not defaulted in the payment of statutory dues/ EPF/ ESI. Refer clause (vi) of eligibility criteria of tender document.)	
12.	Tenderer have not been blacklisted by any State or Central Government Department or PSU in the past will be eligible to participate in the tendering process (enclose a signed and stamped statement on the letter head of the company with regard to the blacklisting history of the company). Refer clause (vii) of eligibility criteria of tender document.)	
13.	Any other information considered necessary.	
14.	Number of documents attached. <b>* If space is not sufficient please attach extra sheet.</b>	

Note:-

- 1) Please upload the scanned copy / copies of above said information online as a Technical Bid.
- 2) I/We also understand that Managing Director, CITCO, reserves the right to reject any or all concept plan 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**

**ANNEXURE TO TECHNICAL BID**

1	Unskilled	i) Basic Wages as fixed by ALC, U.T., Chandigarh.	8787.00
		ii) EPF (Employer Share) @ 13.15%	1155.00
		iii) ESI (Employer Share) @ 4.75%	417.00
		<b>Total</b>	<b>10359.00</b>
		iv) Service Charges on (i) to (iii) say @ 1.00%	
		<b>Total</b>	
		v) GST on (i) to (iv) @ 18.00%	
		<b>Total (Cost to Co.)</b>	
		<b>Amount payable to employee</b>	
		Basic Wages	8787.00
		<b><u>Deductions</u></b>	
		i) EPF (Employer Share) @ 12.00%	
		ii) ESI (Employer Share) @ 1.75%	
		<b>Amount payable to employee</b>	

2	Semi Skilled-II	i) Basic Wages as fixed by ALC, U.T., Chandigarh.	8937.00
		ii) EPF (Employer Share) @ 13.15%	1175.00
		iii) ESI (Employer Share) @ 4.75%	425.00
		<b>Total</b>	<b>10537.00</b>
		iv) Service Charges on (i) to (iii) say @ 1.00%	
		<b>Total</b>	
		v) GST on (i) to (iv) @ 18.00%	
		<b>Total (Cost to Co.)</b>	
		<b>Amount payable to employee</b>	
		Basic Wages	8937.00
		<b><u>Deductions</u></b>	
		i) EPF (Employer Share) @ 12.00%	
		ii) ESI (Employer Share) @ 1.75%	
		<b>Amount payable to employee</b>	

**Note:-**

- The above calculations are sample calculation to give an idea as how the wages / ESI / EPF / Service Charge and GST will be levied and paid.
- The number of persons to be engaged are approx. 250-300 in different categories and this is indicative only and the actual number of persons/category may vary as per requirement from time to time.
- The category of Employees includes Kitchen Supervisor, Commis-I/II/III, Captain, Electrician, Floor Supervisor, Service Boy, Desk Controller, Painter, Room Attendant, Receptionist EPABX Opt./ Telephone Opt., Bell Boy, Computer Operator, Waiter, Plumber, Carpenter, Helper (Kitchen), Utility Worker, Helper (General), Houseman, Peon, Mali, Sewerman and any other category as requisitioned as per requirement.
- The qualification for these categories category of employees as laid down by the Corporation as per requirement or as prescribed by Labour Commissioner, U.T., Chandigarh from time to time.

## **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.