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**Chandigarh Industrial & Tourism Development Corporation Limited**

CIN: U45202CH1974SGC003415

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**Tender Notice**

**Tender for Empanelment of a Reputed Agencies for providing decorative Items and services on conduct of events like Birthday Functions/ customised parties on CITCO's Double Decker Hop On Hop Off Tourist Coach Bus or Rain Forest Restaurant at Hotel Shivalikview**

Chandigarh Industrial and Tourism Development Corporation Limited, (CITCO), an undertaking of the Chandigarh Administration was incorporated on 28th March 1974 as per the provisions of Companies Act, 1956. The main activities of CITCO relate to promotion and development in Industrial and Tourism sector in Chandigarh. CITCO has various Hotels and food outlets in its portfolio and has achieved recognition as a premier Tourism Organization in U.T Chandigarh.

CITCO intends to invite offers from renowned Entertainment and Event Companies/ Agencies/ person which will provide decorative Items and services on conduct of events like Birthday Functions/ customised parties on CITCO's Double Decker Hop On Hop Off Tourist Coach Bus or Rain Forest Restaurant at Hotel Shivalikview as per the choice of guest/ customer.

Empanelled Agency will be allowed to provide the below mentioned decorative Items and services on the conduct of events like Birthday Parties/ Customised parties to CITCO clients at competitive rates.

<b>Sr. No</b>	<b>Items/ Services</b>
a)	Normal Balloons Decoration
b)	Helium Balloons 1) Latex Balloons 2) Foil Balloons
c)	Theme based decoration
d)	Cartoon Characters
e)	Puppet Show
f)	Magic Show
g)	Games & Fun activities
h)	Compere / Emcee
i)	Tattoo making

Therefore, in the Financial Bid, the agencies have to quote rates of above said decorative Items and services on per function/ event in a sealed envelope.

In case, if any events/ function like Birthday Parties/ customized parties on its Double Decker Tourist coach - Hop On Hop Off bus or Rain Forest Restaurant at Hotel Shivalikview will be booked by the empanelled agency through their own efforts/ source, then a commission @ 10% of F&B sales for the said event/ function (i.e No. of Pax X Approved rates per plate) (after deducting the taxes). shall be given to the agency.

The Food & Beverage component shall exclusively be provided by CITCO for the said / functions. The Minimum no of Pax will be 25 and may go upto 60 pax for party to be conducted on Hop On Hop Off or Rain Forest Restaurant Hotel Shivalikview.

Therefore, interested agencies (who are willing to empanel themselves) are required to submit complete documents/ information in the sealed technical bid. Thereafter, technically qualified agencies are required to give presentation of their work undertaken/ proposed to be undertaken on the conduct of functions like Birthday Parties/ customised parties on its Double Decker Tourist coach - Hop On Hop Off bus or Rain Forest Restaurant at Hotel Shivalikview before the Committee of CITCO. The agencies whose presentation will be very unique/ innovative/ modern and most suited/ liked by the Committee of CITCO, only their sealed financial bids will be opened. The decision of the committee and then the competent authority in this regard shall be final and binding on all the bidders.

Thereafter, the said agencies (whose sealed financial bids will be opened) will be empanelled for conducting events/ functions like Birthday Parties/ customized parties for all types of customers/ guests ranging from high end to low end, depending upon qualified bidders rates received in the sealed financial Bid.

After the empanelment of agency, in the capacity as “empanelled agency for Birthday Party/ Customised Party/ events” in Hotel Shivalikview, CITCO will publish the name of said agency along with contact details on its Banquet Cards, so that customers/ guests will have access to such empanelled agency. The officials of the Banquet department of the concerned Hotel would guide the guests intending to hold Birthday Parties/ customized parties or provide lead regarding such bookings to all the empanelled agencies. Customers/ Clients shall directly make contact with any of the Empanelled agency and make necessary arrangement for the conduct of said event depending upon their choice, likings, requirement and financials. CITCO’s role is to ensure timely and quality services to the Clients.

### **Procedure for Bidding**

**Technical Bid and financial bid to be submitted separately in two envelope before the due date. It should mention on the envelope technical bid and Financial Bid on separate envelope and titled “ Tender for Empanelment on conduct of Birthday functions & customised parties.**

The detailed format for submitted physical sealed Technical bid and financial may be obtained from the office of PR Cell, Head Office, SCO 121-122, Sector – 17B, Chandigarh (U.T) on any working day or can be downloaded from CITCO website [www.citcochandigarh.com](http://www.citcochandigarh.com)

Interested agencies may apply on prescribed format and the same should reach in the office of PR Cell, Head Office, on before due date and will be opened on same day.

Bids are to be submitted under sealed envelope mentioning technical Bid and Financial Bid on the sealed envelope. The information received in Technical Bid will be scrutinized. If required, additional information or clarifications, if any, where ever necessary, will be obtained from the bidder. The Corporation reserves the right to ask the bidder to give a presentation before a Committee as part of the Technical Bid scrutiny.

The Corporation (CITCO) reserves the right to empanel agency for Hotel Shivalikview – birthday celebrations package at its own discretion. The Corporation (CITCO) also reserves the right to reject any application for empanelment without assigning any reason at its own discretion.

## **Eligibility Criteria**

1. Turnover from services related to conduct of Birthday Functions/ customised parties should not be less than Rs.10.00 Lacs annually in each year in the immediate preceding last 3 financial years ending 31.03.2018.

For the purpose, please attach Profile and a certificate showing turnover from services related to providing birthday party services in Hotels/ Banquet Halls in the last 3 years, duly certified by Practicing Chartered Accountant.

2. The Agency should have office space / space in tricity i.e. in Chandigarh, Panchkula and Mohali, which should be at-least 3 (Three) years old. The agency should also have good reputation of providing the said services in various other Hotels / other commercial areas and have goodwill, name and fame

For the purpose, please attach documents showing either ownership or Rent Deed. If required, Committee may also inspect the same.

3. The agency will have to submit proof regarding conducting of atleast 10-15 Birthday Functions/ customised parties in Tri-city or a certificate from the hotel / other commercial place regarding conducting of said functions.
4. The Agency should furnish an Undertaking for not being a defaulter of any statutory payments such as Service Tax, Income Tax etc or blacklisted by any Govt. organization/ authority.
5. The agency must have a PAN Registration number/GST No.
6. The agency should have some exclusive themes for conducting events/ function like Birthday Parties/ customized parties on its Double Decker Tourist coach - Hop On Hop Off bus or Rain Forest Restaurant at Hotel Shivalikview for Hotel Shivalikview at reasonable rates,
7. The agency shall have to submit Pictorial Display of its products for record of CITCO and for convenience of our clients.

## **Other Terms & Conditions**

1. The tenders invited under physical tender system of tendering must be accompanied by Earnest Money Deposit (EMD) of Rs.30,000 (Rupees Thirty thousand only) by way of Bank Draft/Pay Order of any Scheduled Bank drawn favouring "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 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. The earnest money of unsuccessful bidder would be returned without any interest.
2. The empanelment shall be made initially for a period of (2) two years, which may be extendable further for a period of another (1) one year on year to year basis, at the sole discretion of CITCO, considering performance etc. The rates received in sealed Financial Bid for Birthday

Packages/ Customized parties shall be increased by 5% annually for any further extension after one year.

3. The empanelled agency will have to deposit interest free security of Rs.1,00,000/- less the earnest money/ EMD within 30 days from the date of issue of letter of empanelment. Failure to deposit the interest free security within 30 days from the date of allotment, the amount of earnest money/ EMD deposited as earnest money by agency may be forfeited.
4. After the allotment of Contract, the agency has ensure the following: -
  - To provide two attendants on Double Decker Coach for the safety of guests.
  - Well dressed up and polite Staff is to be provided.
  - Cleaning of Double Decker Tourist coach will be undertaken after the conclusion of function.
  - Ensure complete satisfaction to the Clients
  - Ensure timely execution of events/ activities.
  - Tenders must be submitted in properly sealed envelope according to the directions given in the Tender-Notice.
  - Corrupt, fraudulent and unethical practices:
  - CITCO will reject a proposal for award and also may debar the bidder for future tenders in CITCO, if it determines that the bidder has engaged in corrupt, fraudulent or unethical practices in competing for, or in executing a contract.
5. In case of non-supply/short supply/ inferior quality supply of items/ services by the empanelled agency to guests/ clients, CITCO reserves the right to impose penalty upto maximum of 25% of F&B sales of function (i.e No. of Pax X Approved rates per plate) after inquiry into complaint by affording fair opportunity to Agency to put-forth their point of view. If the penalty levied/ recoverable during the contract period exceeds the security deposit amount, CITCO reserves the right to recover the said amount from the tenderer/ agency or by taking legal re-course/ action.
6. CITCO being in Hospitality Sector, every effort/endeavour should be made to provide proper and timely services to the customers/Hotel, specially the services as committed. In case of any delay/defect in goods/material or deficiency in services to customers/ clients of CITCO, which will harm the reputation and hard earned goodwill of CITCO, strict penal action will be taken against the agency including forfeiture of EMD, blacklisting of firm besides other legal actions etc.
7. In the event of any dispute/ difference/ question or any other difference arising out of this contract, the same shall be referred for arbitration to the Managing Director, CITCO or any other person appointed by him. The decision /award of the Arbitrator shall be final and binding on both the parties. The Courts at Chandigarh shall have exclusive jurisdiction.
8. If CITCO faces any Litigation on the behest of any client/ customer or employee of empanelled agency or any other person, CITCO would be entitled to recover litigation expenses/ damages/ other payments from the empanelled agencies.

Chief General Manager

**TECHNICAL BID**

<b>Sr. No.</b>	<b>Description</b>	<b>To be filled in by the firm.</b>
1.	Name & Address of the Bidder, Telephone No., Mobile No. Email ID	
2.	Legal status of the applicant i.e. whether individual/ firm/ partnership/ company ( <i>attach copies of document defining the legal status</i> ).	
3.	PAN Card No./GST. No. (Attach Copies)	
4.	Attach Profile and Certificate showing turnover from services related to Birthday Parties / Customized parties in the last 3 years, duly Certified by Practicing Chartered Accountant.  (For supporting documents, please refer Clause 1 of "Eligibility Criteria", of the tender Document)	
5.	Attach documents showing either ownership or Rent Deed for office space / godown in tricity i.e. in Chandigarh, Panchkula and Mohali. If required, the Committee may also inspect the same.  (For supporting documents, please refer Clause 2 of "Eligibility Criteria", of the tender Document)	
6.	Attach documents regarding conduct of Birthday functions in Tri-city or a certificate from the hotel regarding conducting of said functions.  (For supporting documents, please refer Clause 3 of "Eligibility Criteria", of the tender Document)	
7.	The Agency should furnish an Undertaking as follows: -  "The_____ (name of the applicant) is not a defaulter of any statutory payments such as Service Tax, Income Tax etc or blacklisted by any Govt. organization/ authority."	
8.	Manpower/ Employees strength of the tenderer/ agency.	
9.	Any other information considered necessary.	

**Signature of Applicant  
With seal**

## FINANCIAL BID

Name of the Agency:

Rates for Birthday Packages/ Customised packages for CITCO's Hop On Hop Off bus  
or Rain Forest Restaurant at Hotel Shivalikview

<b>Sr. No</b>	<b>Items/ Services</b>	<b>Specifications (If any) to be submitted by the Bidder</b>	<b>Rates to be quoted for these items/ services (per function/ unit wise)</b>	<b>Taxes %</b>
1	Normal Balloons Decoration			
2	Helium Balloons 1) Latex Balloons 2) Foil Balloons			
3	Theme based decoration			
4	Cartoon Characters			
5	Puppet Show			
6	Magic Show			
7	Games & Fun activities			
8	Compere / Emcee			
9	Tattoo making			