

E-TENDER NOTICE

CITCO invites e-tenders from manufacturers/authorized distributors / wholesale dealers /stockist for entering into contracts for its prestigious Hotels and other Units in Chandigarh :-

Sr. No.	Name of the Tender
1.	Mutton and Meat Products
2.	Poultry(Chicken) Products
3.	Ice Cream
4.	Karyana Dry Stores Items (i.e. Dry Fruits, etc.) Unbranded Items

Tender documents are available on Chandigarh Administration website: <http://etenders.chd.nic.in> for online participation. **Date of Loading / Uploading of tenders is 11.01.2018 strictly upto 6:55 P.M. The tenders uploaded by the tenderers will be opened online on 12.01.2018 at 10:00 A.M.**

M.D. reserves the right to accept or reject any or all 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, Website: www.citcochandigarh.gov.in

E-Tender for the supply of Mutton and Meat Products

TERMS & CONDITIONS

1. The tender must be accompanied by earnest money of Rs.25,000/- (Rupees Twenty Five 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. **The tender will be in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and Financial Bid should be uploaded on the e.bid as indicated in the Tender Notice. The Technical Bid should contain the technical details like Address and Telephone No. of Shop / Factory from where the supplies are proposed to be made, details of EMD (DD / Pay Order No., date, amount etc.), storage and hygienic arrangements, clients list, experience and any other relevant information.**

Financial Bid will contain only the Financial Bid (rates) as per the BOQ. After assessing the technical details, CITCO will short list the parties fulfilling the technical criteria laid down for the purpose. The Financial Bid of only those technically short listed parties will be downloaded on suitable date after intimating such short listed parties. The decision of short listing of Technical Bids by MD, CITCO will be final and binding on all.
3. The tenderer must have experience of supplying meat / mutton products to the Hotel / Hospitality industry. The agency must have supplied at least 10000 Kg. mutton to the hotels of repute or hospitality industry in one year during the last 3 years. The financial bid of only those parties will be considered, who fulfill the eligibility criteria. The decision on eligibility taken by MD, CITCO will be final and binding on all.
4. The tenderer must have valid license to sell Mutton and Meat Products duly issued under Food Safety & Standard Act, 2006.

5. Tender(s) should be uploaded upto the date and time as indicated in the Tender Notice.
6. Tenderer is free to quote rates for any or all the items. However, the Corporation reserves the right to place the order in parts or as a whole to the one or more tenderers. It is also made clear that there can be more than one supplier.
7. The validity of tender shall be for 90 days from the date of receipt.
8. 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 increase of rates on account of natural calamity, strike or other reasons during the contract period. However, any request for increase/decrease in Govt. taxes/levies or any new tax imposed during the contract period by the Govt. will be considered, on merit and as per Law.
9. The Goods and Service Tax (GST) as applicable should be indicated clearly in the BOQ/Financial Bid as percentage of GST as applicable against each and every item failing which it will be treated that the rates quoted by the tenderer are inclusive of GST. 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 clearly 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.
- 10.(a) 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.
- (b) The allotment of contract to the successful tenderer will be made at the sole discretion of the CITCO either:-
 - 1) On the basis of aggregate of lowest weighted average rates based on the tentative quantity as indicated in the Financial Bid.
 - Or
 - 2) On the basis of lowest rates quoted by the respective tenderers/ parties, i.e. the contract could be allotted to multiple parties.

The decision of the management in this regard will be final and binding on all. The Corporation reserves the right to follow any of the above bases of allotment on case to case basis.

11. Mutton and Meat Products 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.
12. The tenderer will supply the Mutton and Meat Products to the Hotels / Units between 10.00 A.M. to 12.00 Noon.

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.

13. 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.
14. The number of items and quantity thereof mentioned in the Tender Form BOQ 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 Tender Form BOQ and no compensation shall be payable for the same.
15. 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.
16. 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 the next 3 years.
17. The Corporation shall be at liberty to purchase the items from Govt. approved agencies and the tenderer shall have no objection to it.
18. The tenderer shall be duty bound to effect the supply of items contracted for to the extent indented during the contract period.
19. 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.

- 20.(a) Payments will be processed on fortnightly basis i.e. in batches of 1st to 15th and 16th to 30th / 31st of each month. Payment of each batch will be released within 15 days of close of each batch. Thus, while payment of bills from 1st to 15th of a month will be made upto 30th of the same month, payment of bills in the batch of 16th to 30th / 31st will be released before 15th day of next month. Further, all the payments will be made by Hotels/units immediately within 15 days from the date of receipt of material alongwith payment advice through email and hard copy to the approved contractor/ agency with copy to Commercial Branch, H.O.
- (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.	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.

- 21 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.
22. The aforementioned terms & conditions shall be binding and operative between the tenderer (supplier) and the Corporation.

23. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
24. In the event of any question, dispute or difference arising out of the agreement and the solution of which is not expressly provided in this agreement, the same shall be referred to Sole Arbitrator i.e., the Managing Director, CITCO or any other person appointed by him/her, accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any amendments thereof and the parties agreed to shall abide by the decision of the Arbitrator. Subject to the arbitration clause, the Courts at Chandigarh shall have the exclusive jurisdiction.

Other than the arbitration clause, M.D, CITCO is the Competent Authority to dispose of the day to day issues/disputes with the contractor/ agency.

MANAGING DIRECTOR.

- NOTE :-**(1) Scanned copy of information in respect of condition No.3,4, 20(b) and photocopy of the license issued by the competent authority under Food Safety and Standards Act, 2006, may also be uploaded along with the rates to be quoted.
- (2) In case of requirement, the tenderer shall have to supply the items as mentioned in the BOQ on the same rates, terms and conditions to the U.T. State Guest House, Sector-6 also in addition to the various catering units of CITCO during the period of contract.

PROCEDURE FOR e-tendering

1. The Bids shall be received electronically only through the website 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, 5th Floor, Sector-9, Chandigarh, or email at etender@chd.nic.in, Phone No.0172-2740641, 0172-2740003.

**CHANDIGARH INDUSTRIAL & TOURISM DEVELOPMENT CORPORATION
LIMITED
S.C.O. 121-122, SECTOR 17-B, CHANDIGARH
PH.NO. 2704761, 2704356, 4644430-34**

TECHNICAL DETAILS OF THE TENDERER

TECHNICAL BID

- A. Earnest Money Deposit.
- B. 1. Details of Tenderer- Name, Father's Name, Name of Firm, Complete Address, Date of Incorporation, Contact Number.
2. GST No / Copy of PAN Card Number
3. Food Safety & Standards Licence No. duly issued by the competent authority as per Clause No.11 of the Tender Document.
4. The tenderer must have valid licence to sell Mutton and Meat Products duly issued under Food Safety & Standard Act, 2006, as per Clause No.4 of the Tender Document.
5. Storage Arrangement/Transportation Arrangements
6. Experience and List of Clients as per Clause No.3 of the Tender Document
7. Any other information that tenderer may like to add either in this sheet or as separate Annexure.

NOTE:- Please upload the scanned copy / copies of above said information online as a Technical Bid.