

E-TENDER NOTICE
OFFICE STATIONERY

CITCO invites e-tender from manufacturers / authorized distributors / wholesale dealers / stockiest / reputed agencies/parties dealing in **OFFICE STATIONERY** for entering into contracts for its prestigious Hotels and other Units in Chandigarh.

Tender documents are available on Chandigarh Administration website: **<http://etenders.chd.nic.in>** for online participation. **Date of Loading / Uploading of tender is 29.11.2018 strictly upto 6:55 P.M. The tenders uploaded by the tenderers will be opened online on 30.11.2018 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.com

E-Tender for the supply of Office Stationery Items to CITCO Hotels/ Units

TERMS & CONDITIONS

1. The Tenderer should have its shop/store/showroom/Factory in any reputed commercial area in tricity i.e. Chandigarh, Panchkula, Mohali or in India from where the business is being carried out of Sale/Supply of Office Stationery Items. In this regard, tenderer will submit/upload the documentary proof.
 - a) the tenderer have two (2) years of experience for Supply Office Stationery Items to Hotels/Hospitality industry or other consumption Sector.
 - b) The tenderer will provide /upload copy of contract letter issued by 3rd party or bills regarding supply.
 - c) The tenderer should submit undertaking that he is not blacklisted from any of the Govt. Department. The tenderer will submit/upload the affidavit.
2. The tender must be accompanied by earnest money of Rs.20,000/- (Rupees Twenty 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.
3. Tender(s) should be uploaded upto the date and time as indicated in the Tender Notice.

The tender will be submitted online 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 tenderer submitting Technical bid should give maximum information regarding themselves and Technical capabilities, as they deem fit. The Technical Bid should contain the technical details like Address and Telephone No. of premises from where the agency is operating, details of EMD (DD/Pay Order No., date, amount etc.), experience, present job

in hand with latest performance certificate, etc. should invariable be submitted alongwith the Tender as a part of Technical Bid.

The Financial Bid will contain only the Financial Bid in BOQ to be uploaded through e.bid. Before opening the Financial Bid, the technical details, such as current price list/MRP experience and performance from the present client, financial position, credentials, etc. shall be considered and the clarification, if any, wherever necessary will be obtained from the concerned tenderer.

4. The Bidders has to the quote rates/ financial bid without including tax as the taxes will be extra as applicable. Further, the bidder has to quote rates/ financial bid of Office Stationery Items strictly as per product particulars/ packing/ specifications/ other details as mentioned in the BOQ. In case, the bidder has submitted basic rates/ financial bid including taxes, then CITCO will neither responsible for it nor entertain any request for the same.

Further, the successful bidder has to submit information regarding applicability of GST/Taxes in respect of each and every item mentioned in the BOQ, separately after the allotment of contract.

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 shortlisted parties will be opened. The decision of short listing of Technical Bid by MD, CITCO will be final and binding on all.

While submitting financial bid online, the tenderer/ agency has to submit rates for branded items strictly as per specifications/ brands. For non- branded items (from Sr. No. 9 to 37), the tenderer/ agency has to submit rates alongwith samples of said items. In case of non-submission of samples, the rates for those items cannot be considered for allotment.

While submitting the sample, the tenderers / agencies has to submit list containing following details:-

List of Sample submitted (Sample format)

Sr.No.	Name of Items

Signature of tenderer with seal / stamp.

Note: Sr. No. mentioned in the above table should match with the Sr. No. mentioned in the BOQ. Further related Sr. No.(as mentioned in BOQ and list) shall also be mentioned on the samples of items submitted by the agency for cross verification by the technical committee.

5. The tender(s) should only be signed by the authorized signatory alongwith seal of the Firm. Tenderer is free to quote rates for any or all the items. The criteria for allotment of tender are on the basis of lowest quoted by the respective tenderers/parties, i.e. the contract could be allotted to multiple parties.

Accordingly, the contract will be allotted in parts or as a whole to the one or more tenderers depending upon the lowest rates quoted by the tenderer.

6. The validity of tender shall be for 120 days from the date of receipt.
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 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.
8. 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.
9. The number of items and quantity thereof 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.
10. 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.
11. The final and determined rates will remain in force for 3 (three) year from the date of award of contract. 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.

Increase @ 5% will be given on the approved rates in the 3rd year. Accordingly, there is no increase in the approved rates in the initial 2 (two) years of allotment.

12. 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.
13. The tenderer will be required to supply the stationery items within 7 days from the date of receipt of indent from the hotels / units and the supply shall be made directly to the concerned unit.

14. In case, the selected tenderer does not supply the approved items against the indent(s) of the hotels, maximum penalty upto 10% will be imposed on them on account of their failure to supply the items, as recommended by the Head of the Hotels,

Further, in case of non-supply or inferior quality supply of Office Stationery items, CITCO reserve the right to purchase the material from open market at the risk and cost of the approved agency besides levy of penalty as above. The amount of penalty imposed will be recovered from the bills of the contractors. In the eventuality of continuous non-supply of items or violations of terms & conditions, contract may be cancelled, security deposit may be forfeited, and the approved tenderer/ agency may be debarred from participation in the tender of the Corporation 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. 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 the 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.

19. 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.

20. 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 tenderer shall indicate the details of free supply in the bill, while supplying the indented material.
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. 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.

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

MANAGING DIRECTOR

NOTE:- Scanned copy of information in respect of Clause No.1(a),(b),(c) and 19 of the tender documents, may also be Uploaded alongwith the rates to be quoted.

**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.
1. Earnest Money Deposit
 2. Details of Tenderer- Name, Father's Name, Name of Firm, Complete Address, Date of Incorporation, Contact Number.
 3. Copy of GST Registration No./Copy of PAN Card Number.
 4. Each sample shall have sticker indicating "SAMPLE – NOT FOR SALE" submitted by "NAME AND ADDRESS OF TENDERER" with signatures of Authorized Signatory.
 5. Samples submitted by all the tenderers shall be examined by the Technical Committee of Officers of CITCO for selection. If need be tenderer may be called by committee for any clarification w.r.t. samples, decision of management.
 6. Samples must be submitted and handed over to Manager (Commercial Cell) against proper receipt before closing the date of uploading the tender bids.
 7. For the unbranded items, the tenderer will be permitted to quote rates of only those items for which they have submitted samples. The rates quoted for items whose samples have not been submitted, where required, shall not be considered for comparison even.
 8. A separate sheet showing GST rates on each item as applicable as per Clause 3 of the terms & conditions of tender document.
 9. The tenderer shall upload the scan copy of proof of shop/ store /showroom/Factory in any reputed commercial area anywhere in India from where the business is being carried out for sale/Supply of Office Stationery item and also scan copy of contract letters issued by 3rd party or bills as a proof of experience of two (2) years relating to said business. The tenderer shall upload the undertaking in form of affidavit to the fact that his agency is not blacklisted from any of the Govt. Department.
- B.
10. Approved samples shall be retained by office and rejected samples shall be returned to tenderer. Tenderers shall be given seven days time to collect rejected samples and in case tenderer fails to do so. CITCO shall not be responsible for any damage/loss to the said samples
 11. List of Clients
 12. Scanned copy of certificate obtained from the consumer/client to whom the material was supplied during the last two years.
 13. Any other information that tenderer may like to add either in this sheet or as Annexure.

NOTE :- Please upload the scanned copy / copies of above said mandatory information as per Sr. No.1 to 9 of the Technical Bid, if not uploaded, liable to be rejected.

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 Tender Fee, Earnest Money Deposit, Document and Eligibility Documents shall also be uploaded along with Technical Bid within prescribed time limit.
5. Tender Fee and 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 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 Tender Fee and 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.