



**Chandigarh Industrial & Tourism Development Corporation Limited**

CIN: U45202CH1974SGC003415

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**E-Tender for the supply of English Vegetables to Hotels/Units of the Corporation**

CITCO invites e-tenders for the supply of English Vegetables to Hotels/Units of the Corporation for the following period: -

- For the period from the date of allotment to 30.09.2021 (Summer Season)
- For the period from 01.10.2021 to 31.03.2022 (Winter Season)

The interested Agencies/Bidders have to quote rates in the financial bid/ BOQ, strictly as per specifications mentioned in the BOQ. While quoting rates in the BOQ, Tenderers /Agencies are requested to careful.

**1. Eligibility Criteria**

- a) The tenderer/ bidder should have their premises/shop/godown in tricity i.e. Chandigarh, Panchkula and Mohali from where the business is being carried out. In this regard, tenderer will submit /upload the documentary proof.

For the purpose, tenderer may provide/ upload list of Clients, copy of contract letter issued by the third party or bills regarding supply.

- b) The tenderer/ bidders must have valid GST, PAN and Aadhar Number.
- c) The tenderer/ bidders must submit undertaking that he was not blacklisted by any State or Central Government department or PSU in the past (enclosed signed)
- d) The tenderer will also submit MSME certificate, in case registered under MSME, failing which it will be considered as if the tenderer is not registered under MSME.

**TERMS & CONDITIONS**

2. The tender must be accompanied by earnest money of Rs.30,000/- (Rupees Thirty thousand Only) in the shape of Bank Draft / Pay Order of any Scheduled Bank drawn in favour of "CITCO", 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.

MSME registered firms are exempted from submission of Earnest Money. For the purpose, the tenderer have to submit the MSME Exemption Certificate duly issued by MSME.

3. Tender(s) should be uploaded upto the date and time as indicated in the Tender Notice.
4. The tender is invited online in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and Financial Bid should be uploaded on the Chandigarh Administration website: <http://etenders.chd.nic.in> 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.

In the Financial Bid, the bidder has to quote basic rates of all items in the BOQ (GST extra as applicable). 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.

5. 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 English Vegetables strictly as per particulars/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 applicable GST/ Taxes in respect to each and every item mentioned in the BOQ, separately after the allotment of contract.

6. The approved rates will be valid for the following period:-
  - For the period from the date of allotment to 30.09.2021 (Summer Season)
  - For the period from 01.10.2021 to 31.03.2022 (Winter Season)

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 in rates due to increase in Govt. taxes/levies or any new tax imposed during the contract period will be considered.

7. The validity of tender shall be for 90 days from the date of receipt.

8. 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 GST 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.
9. The allotment of contract to the successful tenderer will be made on the basis of lowest rates per item quoted by the respective tenderers/ parties, i.e. the contract can be allotted to more than one agency on the basis of lowest rates per item.

The decision of the management in this regard will be final and binding on all.

10. The successful tenderer including MSME registered agency shall have to deposit performance security of Rs.9,000/- (Rupees Nine Thousand only) less EMD (if already paid) in the shape of DD/RTGS in favour of CITCO.
11. 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.
12. The agency has to issue computerized invoices to CITCO Hotels/ Units. No handwritten invoices/ bills will be issued unless allowed by MD, CITCO in writing, if there are genuine reasons for the same.

The respective Accounts Branches of Hotels/ Units will make bill wise payments to the agency. In case, the consolidated cheque/ NEFT was issued, then the details of consolidated payment for respective bills will be send to the agency. Any deduction of any kind, in the bill(s) will be conveyed to the tenderer/ agency by the Accounts head of respective Accounts Branches of Hotels/ Units without any fail.

13. The tenderer will supply the English Vegetables to the Hotels / Units between 10.00 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.

14. 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.

15. The number of items mentioned in the Tender Form BOQ is 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.
16. 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.
17. 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. Further for continuous non supply of fresh vegetables or failure to discharge the contractual obligations, the contract is liable to be cancelled and security deposit may also be forfeited. This may also lead to debarring of tenderer from participation in the tendering of the Corporation upto the next 3 years.
18. 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.
19. The tenderer shall be duty bound to effect the supply of items contracted for to the extent indented during the contract period.
20. Failure to discharge the contractual obligations by the tenderer will lead to Debarring of the firm for future tendering in the Corporation upto next three years and the security deposited shall be forfeited in whole.
21. 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.
22. 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 paym 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/NFET details, all the payment will be made through RTGS/NEFT to the contractor agency.

23. 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.
24. The aforementioned terms & conditions shall be binding and operative between the tenderer (supplier) and the Corporation.
25. M.D., CITCO reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
26. In the event of dispute, the same shall be referred for arbitration to the Managing Director, CITCO, or any person appointed by him / her. The award of the Arbitrator shall be final and binding on both the parties. 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., 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. All disputes is subject to the jurisdiction of Chandigarh only.

**MANAGING DIRECTOR**

**Technical Bid**

1. Earnest Money Deposit.
2. Details of Tenderer- Name, Father's Name, Complete Address, Date of Incorporation, Mobile No, & Email ID.
3. Submit /upload the documentary proof  
(Refer clause 1 (a) of tender)
4. Submit GST, PAN and Aadhar Number  
(Refer clause 1 (b) of tender)
5. Submit undertaking on letterhead  
(Refer clause 1 (c) of tender)
6. Submit MSME Certificate  
(Refer clause 1 (d) of tender)
7. Submit Bank details  
(Refer clause 22 of tender)

**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.