



Chandigarh Industrial & Tourism Development Corporation Limited

CIN: U45202CH1974SGC003415

Regd. Office: SCO – 121-122, Sector 17-B, Chandigarh – 160017

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E-Tender for the supply of Fire Wood and Coal Items to Hotels/Units of the Corporation.

1. Eligibility Criteria:

- a) The Tenderer should have its shop/ store/ showroom in tricity i.e., in Chandigarh, Panchkula or Mohali from where is doing the business of sale/supply of Fire Wood/Coal Item.

For the purpose, the tender has to submit the copy of ownership of said space or rent deed or any other document evidencing the above criteria.

- b) The tenderer will also submit MSME certificate, in case registered under MSME, failing which it will be considered that the tenderer is not registered under MSME.
- c) The tenderer must submit an undertaking that he or his firm is not blacklisted by any of the Government Department or PSU.
- d) The tenderer should be Trader for the supply of Fire Wood and Charcoal Items.

For the purpose, the tender has to submit the copy of trading or any other document evidencing the above criteria.

TERMS & CONDITIONS

2. The tenderer must have to submit Proforma for Earnest Money Deposit Declaration as per format at Annexure `A`. However, after the allotment of contract they are required to deposit performance security as detailed below at Clause No.9.
3. The tenderer must be uploaded by the tenderer upto the date and time indicated in the Tender Notice.
4. The validity of tender shall be for 90 days from the date of receipt.
5. The tender will be 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 tenderer submitting Technical bid

should give maximum information regarding technical capabilities as per technical bid format.

Financial Bid shall only contain rates as per the BOQ/ financial bid. In the BOQ/ financial bid, the bidder has to quote basic rates excluding taxes as the taxes will be extra as applicable. Further, the bidder has to quote the rate in the BOQ/Financial Bid strictly as per detail given therein. In case the bidder has submitted basic rate in the BOQ/ Financial bid including taxes, then CITCO will neither responsible for it nor entertain any request for the same.

After assessing the technical details, CITCO will short list the parties fulfilling the technical criteria laid down for the purpose. Financial Bid of only those technically short listed parties will be downloaded. The decision of short listing of Technical Bids by MD, CITCO will be final and binding on all. The basis of allotment will be the lowest quoted rates quoted by the tenderer.

6. The period of contract will be 2 years from the date of allotment.

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.

7. 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.
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 successful tenderer including MSME registered agencies shall have to deposit performance security @ 3% i.e. Rs.1.20 Lakhs (Rupees One Lakh Twenty Thousand only) of total tender value, in the shape of DD/ RGTS in favour of "CITCO" and payable at Chandigarh within 30 days from the date of allotment of contract.
10. 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.

11. In case of late supply, CITCO reserves the right to levy penalty as follows in addition to other recourse:-

| Sr. No. | Delayed Period (after normal supply period of 1 day) | Rate of Penalty (As percentage of Bill Amount) |
|----------------|---|---|
| 1 | Up to 7 days | 5% |
| 2 | Above 7 days to 15 days | 10% |
| 3 | Above 15 to 30 days | 15% |

For delay beyond reasonable time, CITCO reserves right to cancel the contract, forfeit the security, and blacklist the tenderer upto next three years.

12. The Corporation shall 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 including injury to employee
13. 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 providing inferior quality supply continuously for 3 times, contract may be cancelled and security deposit may be forfeited and you will be liable to be debarred from participation in the tender of the Corporation upto next 3 years.
14. The Corporation shall be at liberty to purchase the items from Govt. approved agencies and the tenderer will have no objection to it.
15. The tenderer will be duty bound to effect the supply of items contracted for to the extent indented during the contract period.
16. 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.
17. 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.

18. The Corporation can terminate the contract at any time without assigning any reason.
19. The Managing Director of the Corporation may impose additional terms and conditions as may be required in the best interest of the Corporation.
20. The aforementioned terms & conditions will be binding and operative between the tenderer (supplier) and the Corporation.
21. 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.
22. 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.
23. M.D., CITCO reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Managing Director

Annexure "A"

PROFORMA FOR EARNEST MONEY DEPOSIT DECLARATION

Whereas I/We _____ (Name of agency)
_____ have submitted bid for **Fire Wood and Coal Items**
(Name of work/Tender) invited by **Chandigarh Industrial & tourism**
Development Corporation Limited (CITCO)

I/We, hereby submit following declaration in lieu of submitting Earnest Money Deposit: -

- (1) If after the opening of tender, I/We withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents.

OR

- (2) If, after the award of work, I/we fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents,

I/We shall be suspended for one year and shall not be eligible to bid for CITCO Tenders from date of issue of suspension order.

Signature of Tenderer

TECHNICAL BID

| <u>Sr.No.</u> | <u>Particulars</u> | <u>To be submitted by the Bidder</u> |
|----------------------|---|---|
| 1 | Submit Proforma for Earnest Money Deposit Declaration | |
| 2 | Name, address, Email-id, Mobile No. of the bidder | |
| 3 | Attach scanned copy of PAN Card, GST No. | |
| 4 | Attach Document [Refer clause 1 (a)] | |
| 5 | Attach MSME certificate [Refer clause 1 (b)] | |
| 6 | Attach Document [Refer clause 1 (c)] | |
| 7 | Attach Document [Refer clause 1 (d)] | |
| 8 | Attach Bank details [Refer clause 17] | |
| 9 | Any other information | |

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 copy of Proforma of Earnest Money Deposit Declaration (Annexure A), 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.