



**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 Linen Items including Duvet & Duvet Cover**

CITCO invites e-tenders for the supply Linen Items including Duvet & Duvet Cover to Hotels/Units of the Corporation

Tenderer is free to quote rates for any or all the item as specified in the BOQ of the tender form for the aforesaid periods.

**1. Eligibility Criteria**

- a) The tenderer have two (2) years of experience for Supply Linen Items including Duvet & Duvet Cover to Hotels/Hospitality industry or other consumption Sector.

For the purpose, the tenderer will provide /upload copy of contract letter issued by 3<sup>rd</sup> party or bills regarding supply.

- b) The tenderer should submit undertaking that he is not blacklisted from any of the Govt. Department. The tenderer will submit/upload the affidavit.
- c) The tenderer / bidder must have valid GST No. & PAN No.
- 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 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. Tender should be uploaded upto the date and time as indicated in the Tender Notice.
4. 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 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.), and any other relevant information.

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 tax as the tax 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. 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.

While submitting financial bid online, the tenderer/ agency has to submit rates for Linen items strictly as per specifications., 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.

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

List of Sample submitted (Sample format)

<b>Sr. No.</b>	<b>Name of Items</b>	<b>Specifications</b>

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.

6. The validity of tender shall be for 120 days from the date of receipt.
7. The finally approved and determined rates will initially remain in force for Two (2) years from the date of award of contract.
8. 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 successful tenderer including MSME registered agencies shall have to deposit performance security of Rs.90,000/- (Rupees Ninety Thousand only) 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 prospective supplier/vendor must have a GST registration and indent to pay tax and issue valid invoice under GST, if applicable.
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 allotment of contract to the successful tenderer will be made at the sole discretion of the CITCO as under:-
  - i) On the basis of aggregate of lowest weighted average rates based on the tentative quantity.
  - Or
  - ii) On the basis of lowest rates quoted by the respective tenderers/ parties, i.e. the contract can be allotted to more than one agency on the basis of lowest rates.

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

13. The Goods and Service Tax (GST) as applicable shall be extra and TDS will be deducted as per rules. 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 categorically 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.
14. 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 were issued, then the details of consolidated payment for respective bills will be sent 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.
15. In case of poor/unsatisfactory supply relating to Linen items penalty of 10% will be imposed to the contractor from the bills as recommended by the Head of the Department.

16. Further, in case of non-supply or inferior quality supply of Linen 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
17. 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.
18. The Management reserves the right to reject the supply of items, 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/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.
19. The number of items mentioned in the Financial Bid (BOQ) are tentative and can be increased/decreased as per requirement of the Corporation. The Corporation also reserves the right to withdraw any item mentioned in the Financial Bid and no compensation shall be payable for the same. However, Linen Items shall be purchased by the hotels according to the sizes of Linen Items as well as requirement of items.
20. 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.
21. Failure to discharge the contractual obligations by the tenderer, will lead to debarring of the firm for future supplies / tendering in the Corporation upto three years and the security deposited shall be forfeited.
22. 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.
23. The tenderer shall be duty bound to supply the items to the extent of indented quantity during the contract period.
24. Payments will be processed on fortnightly basis i.e. in batches of 1<sup>st</sup> to 15<sup>th</sup> and 16<sup>th</sup> to 30<sup>th</sup> / 31<sup>st</sup> of each month. Payment of each batch will be released within 15 days of close of each batch. Thus, while payment of bills from 1<sup>st</sup> to 15<sup>th</sup> of a month will be made upto 30<sup>th</sup> of the same month, payment of bills in the batch of 16<sup>th</sup> to 30<sup>th</sup> / 31<sup>st</sup> will be released before 15<sup>th</sup> day of next month.

25. 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 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/NFET details, all the payment will be made through RTGS/NEFT to the contractor agency.

26. The aforementioned terms & conditions shall be binding and operative between the tenderer (supplier) and the Corporation.
27. M.D., CITCO reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
28. In the event of any question, dispute or difference arising out of the 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.

**MANAGING DIRECTOR**

**PROFORMA FOR EARNEST MONEY DEPOSIT DECLARATION**

Whereas I/We \_\_\_\_\_ (Name of agency)  
\_\_\_\_\_ have submitted bid for the supply of **Linen**  
**Items including Duvet & Duvet Cover** (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**

<b><u>S.N.</u></b>	<b><u>Particulars</u></b>	<b><u>To be submitted by the Bidder</u></b>
1	Submit Proforma for Earnest Money Deposit Declaration	
2	Name, address, email id, Mobile No. of the bidder	
3	The tenderer have two (2) years of experience for Supply Linen Items (Refer clause 1(a) of eligibility of tender document.)	
4	Upload undertaking (Refer clause 1(b) of eligibility of tender document.)	
5	Submit valid GST No. & PAN No (Refer clause 1(c) of eligibility of tender document.)	
6	Attach MSME Certificate (Refer 1 (d) of tender document.)	
7	Submit Bank details (Refer clause 25 of tender document.)	
8	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	

## **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 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 contact 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.