



Citco Chandigarh

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E-Tender for the supply of D.J. Audio, Visual and Allied Items on Hire in the Hotels/ Units of the Corporation

D.J, Audio, Visual and Allied Items as mentioned in the BOQ (Financial Bid) will be provided on per function basis by approved supplier/tenderer at the respective hotel/ Units of CITCO on hire basis for further providing the same to the guests of Hotels. However, in case the guest opts to arrange any of these items on his/her own manner, then the guest will be allowed to do so against the payment of entry fees already approved for respective Hotel.

1. Eligibility Criteria

- a) The tenderer should have experience of 02 year of operating D.J, system along with related Audio, Visual and Allied Items in the Hotels and other commercial permitted areas.

For the purpose, the Tenderer may submit certificate/letter duly signed & stamped by the entity, where the tenderer had provided the said services, clearly indicating the name of the tenderer, date of issue of certificate/letter, period for which the said services were provided, nature of services provided etc. Alternatively, the tenderer may attach documents/ bills issued to the clients for performing/ operating D.J, system along with related Audio, Visual and Allied Items.

- b) The Agency should have space for office or for storage of inventory of “D.J, Audio, Visual and Allied Items” in tricity i.e. in Chandigarh, Panchkula and Mohali, which should be atleast 2 (two) years old. The agency should also have good reputation of providing the said services in various other Hotels / other commercial areas and have goodwill, name and fame, In-house inventory including Tenting, Fabric and Accessories.

For the purpose, please attach documents showing either ownership or Rent Deed. If required, Committee may also inspect the same.

- c) 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 and Conditions:

2. DJ, Audio, Visual and Allied Items will be provided on per function/event wise basis. Therefore, the hiring rates for each items function/event wise (rates per function/event wise) may be quoted in column no.5 of BOQ of financial Bid.

Selection of D.J. System will be based on its quality / demonstration. Preference will be given to agencies using reputed company DJ systems. Further the D.J. System items provided should be original as sold by the company and not duplicate / local make with company branding.

3. 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.
4. The validity of tender shall be for 90 days from the date of receipt. Tenders should only be uploaded by authorized signatory upto the date and time mentioned in the Tender Notice.

Further, the Corporation will not entertain any request for the increase of rates on account of natural calamity, other levies or any other reasons, whatsoever, during the period of contract. However, any request for increase in taxes due to increase in Govt. taxes/levies or any new tax imposed by the Govt. during the contract period will be considered.

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 and Technical capabilities, as they deem fit. The Technical Bid should contain the technical details like Address and Telephone No. of place of work (Commercial) from where the supply are proposed to be made, details of EMD (DD / Pay Order No., date, amount etc.), storage / transportation arrangement, clients list and any other relevant information.

After assessing the technical details such as experience and technical expertise of the tenderers, clarification, if any, wherever necessary, will be obtained from the concerned parties/ tenderers. Thereafter, CITCO will technically evaluate the bidders based on eligibility criteria as well as on its quality / demonstration of their DJ, Audio, Visual and allied items. Accordingly technical short listing of bidders will be made.

6. The Financial Bid of only those technically short listed parties based upon assessment made of credentials etc. will be opened on suitable date after intimating such short listed parties. The decision of short listing of technical bid by M.D., CITCO will be final and binding on all.

After opening financial bid, contract will be allotted in parts or as a whole to the one or more tenderers depending upon the lowest rates quoted by the tender in the financial bid.

7. The final approved and determined rates will initially remain in force for 2 (two) years from the date of award of contract.
8. 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.
9. The successful tenderer including MSME registered agencies shall have to deposit performance security @ 3% i.e. Rs.30,000/- (Rupees Thirty 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 Hotels/Units of the Corporation shall inform telephonically/ in writing/ through email of their requirement one day in advance or the tenderer can collect the indents from the hotels/other Units personally on the previous day evening for making supplied to the concerned Hotels/Units.
11. The rates quoted in the financial bid should be per function/event basis and is inclusive of carriage/ erection and dismantling charges and F.O.R. Hotels/Units or any other destinations in Chandigarh as fixed by the Corporation irrespective of quantity ordered.
12. In case, the selected tenderer does not supply the approved items against the indent(s) of the hotels, penalty will be imposed on them on account of their failure to supply the items, as recommended by the Head of the Hotels

CITCO reserves the right to levy penalty on the tenderer on following manner:-

- 1st Time - for HMV, HSV & HPV and other units – 2000/- of the total hiring bills
- 2nd Time- for HMV, HSV & HPV and other units – 4000/- of the total hiring bills
- 3rd Time - for HMV, HSV & HPV and other units – 6000/- of the total hiring bills.

Further, in case of non-supply or inferior quality supply of DJ, Audio, Visual and allied items on hire basis, CITCO reserve the right to hire 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.

13. 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.

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 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 of DJ, Audio, Visual and allied items, 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, the contractor will be liable to be debarred from participation in the tender of the Corporation upto next 3 years.
17. 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.
18. The Corporation shall be at liberty to hire the items from Govt. approved agencies 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. 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.
21. 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:-

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

22. 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.
23. The aforementioned terms & conditions shall be binding and operative between the tenderer (supplier) and the Corporation.
24. MD, CITCO may impose additional terms and conditions as may be required in the operations interest of the Corporation.
25. 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

26. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason, whatsoever.

MANAGING DIRECTOR

NOTE :-In case of requirement, the tenderer shall have to supply the items as mentioned in the tender form 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.

Annexure "A"

PROFORMA FOR EARNEST MONEY DEPOSIT DECLARATION

Whereas I/We _____ (Name of agency) have submitted bid for the supply of **DJ, Audio, Visual and Allied Items on Hire** (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

Sr.No.	Particulars	To be submitted by the Bidder
1	Submit Proforma for Earnest Money Deposit Declaration	
2	Name, address, email id, Mobile No. of the bidder	
3	Submit copy of PAN Card, GST Registration (if as applicable)	
4	Attach Profile and Certificate experience of 02 year of operating D.J. system along with related Audio, Visual and Allied Items in the Hotels and other commercial permitted areas (Refer clause No.1 a) of tender document)	
5	Legal status of the applicant i.e. whether individual/ firm/ partnership/ company (attach copies of document defining the legal status) (Refer clause 1 b of tender document)	
6	Attach MSME Certificate (Refer clause 1 (c) of tender document.)	
7	Submit Bank details (Refer clause 20 of tender document.)	

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 contact 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.