



**Chandigarh Industrial & Tourism Development Corporation Limited**

CIN: U45202CH1974SGC003415

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**E-tender is invited for supply of Guest Toiletries & other Guest Amenities (Eco Friendly Amenities) for Hotels/Units of CITCO.**

**1. Eligibility Criteria**

- a) The tenderer must have supplied Guest Toiletries and Guest Amenities (Eco Friendly Amenities) during last 3 (three) years to any Hotel(s)/ Institutions in India (Submit the proof/documents in the Technical Bid)
- b) 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.
- c) The tenderer will provide the samples to the Technical Committee for selection and without samples the bid is not to be entertained & no reason whatsoever shall be accepted.

**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 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 like experience, valid license issued by Pollution Control Board etc. The Technical Bid should contain the technical details as mentioned in the format. Further, the selection of the items as per the enclosed list (BOQ) shall be based on the quality only. Therefore, the rates may be quoted for the best quality items alongwith details of its ingredients on the samples to be provided.

The Financial Bid will contain only the Financial Bid in BOQ to be uploaded through e-bid. In the financial; bid/ BOQ, the bidder has to submit rates without taxes. While submitting the financial bid online, the tenderers/ agency has to submit rates for Guest Toiletries and Guest Amenities (Eco Friendly Amenities) strictly as per specifications. Company/manufacturers

are required to submit brochure/ catalogue alongwith samples of Guest Toiletries and Guest Amenities (Eco Friendly Amenities) and also submit their rates in financial bid strictly as per items mentioned in the BOQ. In case of non-submission of samples for other companies, the financial bid will not be considered.

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

List of Sample submitted (Sample format)

Sr. No. as per BOQ	Name of Items as per BOQ

Signature of tenderer with seal / stamp

(Note: Sr. No. mentioned in the above table should match with the Sr. No. mentioned in the BOQ).

4. Tenderer is free to quote rates for any or all the items and related information as per the description of items & specifications. However, the Corporation reserves the right to place the order in parts or as a whole to the one or more tenderers (on aggregate basis). It is also made clear that there can be more than one supplier.
5. Tender should only be signed by the authorized signatory alongwith the seal of the firm. Correction / overwriting, if any, should be authenticated under the signature of the tenderer.
6. Conditional bid or a bid with conditions other than those specified in the tender documents or bid received without earnest money shall be summarily rejected.
7. The validity of tender for acceptance shall be for 120 days from the date of receipt.
8. The finally approved and determined rates will be for two years 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.

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 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.
11. The successful bidder is required to obtain/comply with license/permission from Central Pollution Control Board in respect of supply of Biodegradable & enviro-compostable nature of items to CITCO Hotels/Units of the Corporation as per BOQ.
12. 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.
13. 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 hotel(s) premises / units of the Corporation at their expenses on being informed of the same. In case the tenderer fails to remove the rejected quantity, the Corporation reserves the right to dispose off the same at the cost of the tenderer and no claim whatsoever shall be entertained.
14. 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.
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 Guest Toiletries and Guest Amenities (Eco Friendly Amenities), 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 risk and cost 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.

17. 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.
18. The bidder shall supply the toiletries items as per BOQ and each item shall be packed with date of manufacturing, expiry, name of manufacturer, license No. & key ingredients of the product etc. and other statutory requirements, if required.
19. The tenderer shall be duty bound to effect the supply of items contracted for to the extent indented during the contract period.
20. 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.

21. Payments will be processed on fortnightly basis i.e. in batches of 1st to 15<sup>th</sup> 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.

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 of email to Commercial Branch, H.O.

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 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.

23. 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.
24. 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.
25. The aforementioned terms & conditions shall be binding and operative between the tenderer (supplier) and the Corporation.
26. 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.
27. M.D. 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 the supply of **Guest Toiletries  
& other Guest Amenities (Eco Friendly Amenities)** (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>Sr.No.</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	Details of Tenderer- Name, Father's Name, Complete Address, Date of Incorporation, Mobile No, & Email ID.	
3	Submit /upload GST and PAN	
4	Submit/Upload the proof/documents (Refer clause 1 (a) of tender)	
5	Submit /upload MSME Certificate (Refer clause 1 (b) of tender)	
6	Submit/Upload the samples to be provided for selection by Technical Committee (Refer clause 1(c) of tender)	
7	Submit bank details (Refer clause 22 of Tender)	
8	Any other information	

### **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 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.