



Chandigarh Industrial & Tourism Development Corporation Limited

CIN: U45202CH1974SGC003415

Regd. Office S.C.O. 121-122, Sector 17-B, Chandigarh – 160017

Phone No. 0172 – 4647925 and 4647931, Fax No. 0172-4644441

Email: info@citcochandigarh.com, website: www.citcochandigarh.com

Expression of Interest for supply of Souvenirs for Chandigarh Bird Park

Expression of Interest (EOI) is invited from the interested agencies/suppliers for supply of Souvenirs for Chandigarh Bird Park (near Sukhna Lake) representing Nature, Birds, Bird Park Architecture, Cultural traditions, Bio-diversity etc.

A Pre-bid meeting will be held on 11.02.2022 at 11:00 A.M. at the Regd. Office. Interested agencies/ suppliers are requested to submit EOI/ proposal with necessary documents & samples in sealed cover describing as “EOI for Bird Park” in the office Manager (PR), 4th Floor at the Regd. Office. For more detail, please contact Ms. Deepti Trigotra, Manager(PR) at Mobile No. 98728-22201.



TERMS AND CONDITIONS:-

1. Definitions

- a. “CITCO or Corporation” means “Chandigarh Industrial and Tourism Development Corporation Ltd.”
- b. "The Agency" means the individual or firm or company supplying the Souvenirs items under the contract, alongwith list of approved samples and code assigned to them.
- c. "The contract" means the allotment letter for empanelment of the agency containing detailed terms and conditions for supply of Souvenirs items etc.

2. Any corrigendum/amendment in the terms and conditions of EOI document or any other change, if required, will be issued/ published/ uploaded on portal www.citcochandigarh.com only. It will be the responsibility of the agency to note amendments, if any on the said portal and submit proposal accordingly.

3. Interested Agency shall submit information/ documents in the format as per Annexure-1 along with the samples. The agency shall also submit list of samples alongwith code assigned to each sample and Maximum Retail Price (Including Taxes). Further each physical sample submitted alongwith format shall also bear code so that each sample can be identified with the list. The Souvenir items viz. T-Shirts, Coaster, Key Rings, Mug, Fridge Magnet, Plastic Scale, Glass Plates (Small), Scarf, Pencil, Note Book, Pictures, Clock or any other innovative item of glass, wood, metal plastic etc, can be supplied.

CITCO being a Govt. Undertaking, has to sell highest quality of souvenir items to public/visitors at Bird Park. Therefore, the agency must ensure to submit samples of only those souvenir items which are of highest quality.

After scrutiny of the information received, clarifications, if any, wherever necessary, will be obtained from the agency. After necessary appraisal of the agency expertise and selection of samples, agencies will be selected for empanelment. In case of non-selection of samples, the agency will not be considered for empanelment.

It is further clarified that one or more agency(s), whose samples are selected and approved by CITCO, can be empanelled with CITCO.

The agency submitting EOI/ proposal should not be blacklisted by any Central or State Government's Department/Board/Corporation/Institute/ Autonomous body.

4. The agency will be empanelled initially for a period of 3 years which may be further extended, unless empanelled is terminated by the Corporation.
5. After the empanelment, the empanelled agency is required to deliver souvenir items (F.O.R Bird Park, Near Sukhna Lake) as per requisitions given by CITCO in writing at its own discretion. The empanelled agency will be given 20 days (on first requisition) from the date of issue of requisition for delivery of souvenir items. The said period can be extended by MD, CITCO if there are genuine reasons for the same.

On next or further requisitions, the agency is required to deliver souvenir items within 20 days only. Any damaged/ spoiled/ broken, item shall be returned back to the agency. The quantity of Souvenirs items shall vary as per requirement of the CITCO.

The empanelled agency will stock transfer the souvenir items to CITCO (F.O.R Bird Park, Near Sukhna Lake). All expenses for transportation F.O.R Bird Park, Near Sukhna Lake shall be borne by the agency. The responsibility for lodging/boding and other insurance freights shall be solely of the agency.

The souvenirs items must carry the branding of CITCO or Chandigarh Administration or Bird Park.

6. The agency shall deposit interest free security amounting to Rs.20,000/- after the empanelment.
7. The Corporation shall sell souvenir items of the empanelled agencies from its premises at Bird Park. The sale proceeds of souvenir items will be shared with the empanelled agencies in the ratio of 50(CITCO):50(agency). Manpower and Electricity & other Maintenance Expenses will be borne by the CITCO.

All the billings for the sale of souvenir items shall be done by CITCO. After the billing, the revenue shall be shared with the empanelled agencies depending upon sale of their souvenir items on monthly basis. CITCO will deposit their share of GST/ taxes with govt. authorities on their revenue share (i.e 50%) and simultaneously, agency shall also deposit their share of GST/ taxes with govt. authorities, on their revenue share (i.e 50%).

8. The price of the products shall be fixed in consultation with empanelled agencies. Further any revision in prices shall be done in consultation with empanelled agency.
9. The agency shall place their bill books mentioning "authorized dealer of the CITCO" for sale of souvenir items of "Chandigarh Bird Park" and the billing will be done by CITCO on the bill book of the concerned agency. However, this system will be in force only till automation of billing process.
10. The agency whose souvenirs are finalized shall be duty bound to supply the items.
11. Any material supplied by the firm/supplier which is not as per sample approved shall be rejected and will not be displayed at Sales Counter.
12. CITCO reserves the right to remove any obsolete or non-moving item/ souvenir(s) from premises/counter, if considers necessary and the empanelled agency shall have to accept the same at its own cost.
13. CITCO reserves the right to add/remove any souvenir(s) from the list of agency for next orders.
14. CITCO reserves the right to terminate the contract, without assigning any reason, whatsoever by giving 30 days notice.
15. TDS will be deducted as per rules.
16. In the event of any dispute or difference arising out of or in any way touching or concerning this contract, whatsoever, the same shall be referred to the Sole Arbitrator, i.e M.D, CITCO or his/her nominee whose decision thereon shall be final and binding on the parties thereto.
17. The Courts of Chandigarh alone shall have the jurisdiction to try any matter of dispute or reference between the parties, arising of the contract.

Managing Director

Format

Sr. No.	Particulars	To be filled in by the agency
1.	Name:- Address:- Contact no:- E-mail:- Mobile: - Website (if any):-	
2.	PAN No., GST No.	
3.	Profile of the agency	
4.	Submit undertaking regarding status of blacklisting by any Central or State Government's Department/ Board/ Corporation/ Institute/ Autonomous body.	
5.	List of samples in the format as per Annexure -2	
6.	Any other information.	

Annexure - 2

Sr. No.	Name of the Sample Item	Particulars of Sample Item	Sample Code	MRP (Including Taxes)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				