



## **Chandigarh Industrial & Tourism Development Corporation Limited**

CIN: U45202CH1974SGC003415

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### **E-Tender for the supply of Packaged Drinking Water and Natural Mineral Water Items to Hotels/Units of the Corporation**

E-bids are invited for supply of Packaged Drinking Water and Natural Mineral Water Items to Hotels/Units of the Corporation. The interested Agencies/Bidders have to quote rates in the financial bid/ BOQ, strictly as per specifications, brand, packing, weight mentioned in the BOQ. While quoting rates in the BOQ Tenderers/Agencies are requested to be careful while quoting the same.

#### **1. Eligibility Criteria**

- a) The tenderer/agency must have valid Food Safety License issued under Food Safety and Standards Act,2006 and shall also ensure compliance of the provisions of the Food Safety and Standards Act,2006, as amended and applicable from time to time during the contract period.
- b) The tenderer / bidder must have valid GST No. & PAN No.
- 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 & CONDITIONS**

2. The tender must be accompanied by earnest money of Rs.30,000/-(Rupees Thirty Thousand Only) in the shape of Bank Draft / Pay Order only of any Scheduled Bank drawn in favour of "CITCO", payable at "Chandigarh" and no cheque will be accepted. The amount of earnest money, if any, lying with the Corporation or any other pending payment will not be adjusted against the present tender as EMD. The earnest money of the successful tenderer(s) shall be converted into interest free performance security and shall be refunded only after the faithful execution / completion of the contract. Tender without earnest money shall not be entertained.
3. Tenderer is free to quote rates for any or all the items strictly as per Description, Manufacturer / Marketed by and packing as mentioned in the BOQ. The criteria for allotment of tender are on the basis of lowest quoted by the respective tenderers / parties, i.e. the contract could be allotted to multiple parties. Accordingly, the contract will be allotted in parts or as a whole to the one or more tenderers depending upon the lowest rates quoted by the tenderer.

4. The validity of tender shall be for 90 days from the date of receipt. Tender(s) should be uploaded upto the date and time as indicated in the Tender Notice.
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 like Experience, FSSAI License etc. The Technical Bid should contain the technical details like Address and Telephone No. of premises from where the agency is operating, details of EMD (DD/Pay Order No., date, amount etc.) and any other relevant information.

The Financial Bid will contain only the Financial Bid in BOQ to be uploaded through e-bid. Before opening the Financial Bid, the technical details or any clarification, if any wherever necessary will be obtained from the concerned tenderer. Thereafter, those agencies found suitable technically and shortlisted will be considered for opening of Financial Bid. The decision of short listing of Technical Bid by M.D, CITCO will be final and binding on all.

6. Tenderers/Agencies are requested to go through the terms and conditions of tender documents and contents of Financial Bids and then submit their e-bid and Financial Bid accordingly.

In the Financial Bid/BOQ name of Packaged Drinking Water and Natural Mineral Water items has been mentioned. The bidder has to quote the rates/financial bid without including tax as the GST/ taxes will be extra as applicable. Further, the bidder has to quote the rate/Financial Bid of Packaged Drinking Water and Natural Mineral Water items strictly as per Description, Manufacturer /Marketed by and Packing detail as mentioned in the BOQ. In case the bidder has submitted basic rate/Financial bid including taxes, then CITCO will neither responsible for it nor entertain any request for the same.

7. 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 contract is valid for a period of (2) Two years. 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. Packaged Drinking Water and Natural Mineral Water / Packaged Drinking Water and Natural Mineral Water Company Items supplied by the tenderer will conform to the relevant provisions of the Food Safety and Standards Act, 2006, as amended and applicable from time to time.

10. 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.

11. The tenderer will supply the Items as per indented to the Hotels/Units from 11.00 A.M. to 1.00 P.M. and 2.00 P.M. to 4.00 P.M.

The supply of all indented items must be made within 48 hours from the date/ time of indent given telephonically or in writing. Indents /purchase orders to be issued to the approved agency should be without any overwriting. In case of failure to supply the material within the prescribed time limit, the Hotels / Units shall be at liberty to make purchase of the items as per the requirement from the open market at the risk and cost of the tenderer without further intimation.

For the purpose, the agency has to provide dedicated e-mails to all the hotels/units for issue of purchase order or for making all sort of correspondence with the agency.

12. 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.

13. In case of non-supply / short supply / inferior quality supply of approved item(s), CITCO reserve the right to purchase the material from open market at the tenderer's risk and cost. In that eventuality, contract may also be cancelled and security deposit may also be forfeited and the tenderer will be debarred from participation in the tender of the Corporation upto next 3 (three) years.

14. The Corporation shall be at liberty to purchase the items from Govt. approved agencies and the tenderer shall have no objection to it.

15. The tenderer shall be duty bound to affect the supply of items contracted for to the extent indented during the contract period.

16. 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.
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 3 (three) years and the security deposited shall be forfeited in whole.
18. All the 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.
19. 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 A/c .	
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 A/c 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.

20. The Corporation can terminate the contract, if awarded, for specific period, at any time without assigning any reason, whatsoever, even before the expiry of the contract period.

21. The aforementioned terms & conditions shall be binding and operative between the tenderer (supplier) and the Corporation.
22. The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
23. 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.

**MANAGING DIRECTOR**

**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 the valid FSSAI License (Refer clause 1 (a) of eligibility criteria )	
4	Submit GST, PAN and Aadhar Number (Refer clause 1 (b) of tender)	
5	Submit MSME Certificate (Refer clause 1 (c) of eligibility criteria)	
6	Submit/upload bank details (Refer clause 19 of tender document)	

## **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 contract 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.

