



Chandigarh Industrial & Tourism Development Corporation Limited

CIN: U45202CH1974SGC003415

Regd. Office: SCO – 121-122, Sector 17-B, Chandigarh – 160017

Phone No. 0172 – 4647925, 4647931, Email: info@citcochandigarh.com,

Website: www.citcochandigarh.com

E-TENDER NOTICE

CITCO invites e-tender for Cash Management Services (CMS) i.e. cash pick-up/ collection of cash on daily basis (including Saturday & Sunday) from the 7 CITCO Petrol Pumps & Chef Lakeview (Sukhna Lake), Sector 1, Chandigarh

E-tender document is available on <https://etenders.chd.nic.in>. Any corrigendum/ amendment in the terms and conditions of the tender document or any other change will be published/ uploaded on <https://etenders.chd.nic.in> only. A pre-bid meeting will be held on 25.08.2022 at 11.00 A.M. to clarify any concerns, bidders may have regarding the tender document. Any corrigendum/ amendment in the terms and conditions of the tender document or any other change will be published / uploaded on <https://etenders.chd.nic.in> only.

Last date of submission of e-bid is 12.09.2022 upto 5:00 P.M. M.D reserves the right to reject any or all tenders without assigning any reason.

Chief General Manager



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- a) CITCO Petrol Pump, Sector 9, Chandigarh
- b) CITCO Petrol Pump, Sector 17, Chandigarh
- c) CITCO Petrol Pump, Sector 38W, Chandigarh
- d) CITCO Petrol Pump, Sector 56, Chandigarh
- e) CITCO Petrol Pump, Dhanas, Chandigarh
- f) CITCO Petrol Pump, Industrial Area–1, (Near Hallomajra Light Point) Chandigarh
- g) CITCO Petrol Pump, Industrial Area – 3 (Near Raipur Kalan), Chandigarh
- h) Chef Lakeview (Sukhna Lake), Sector -1, Chandigarh.

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Terms and Conditions:-

1. Abbreviations: Throughout this tender documents”, the word/ term:

- a) “CITCO” means Chandigarh Industrial & Tourism Development Corporation Limited
- b) If context so requires, “singular” means “plural” and vice versa.
- c) “EMD” means Earnest Money Deposit.
- d) “SD” means Security Deposit.
- e) “FDR” means Fixed Deposit Receipt
- f) “OD” means Overdraft Limit.
- g) “Account” means Bank Account.
- h) “CMS” means cash collection and management services.
- i) “Company “ means CITCO.

- j) "Bid" means the document and financial details submitted by bidder.
- k) "Bidder" or "Tenderer" means the eligible and qualified Bidder.

2. Minimum Eligibility Criteria

- a) Any Public and private sector banks listed in the second schedule of Reserve Bank of India Act, 1934 and which are operational in Chandigarh (U.T) i.e having its office in Chandigarh are eligible to apply.

The banks shall submit the certificate accordingly.

- b) The bidder shall submit an undertaking regarding blacklisting/ non-blacklisting by any Government Department, Board or Govt. Corporation.
- c) Submit valid GST No. and PAN No.

3. Scope of Services

- i). CITCO is a premier tourism organization of Chandigarh, involved in promotion of Industrial, Tourism related activities and managing Petrol Pumps & Chef Lakeview in Chandigarh.

On an average, the daily cash collection in the above said 7 Petrol Pumps would be Rs.120 Lakhs to Rs.140 Lakhs and daily banking transaction (other than cash) would be Rs.40 Lakhs to Rs.60 Lakhs. The collected cash will consist of currency notes of 2000, 500, 100, 50, 20, 10, excluding coins.

- ii). The interested banks shall submit their e-bid for providing CMS Services for all the 7 petrol Pumps and Unit - Chef Lakeview at Sukhna Lake.
- iii). The CMS Services are to be performed strictly as per prevailing guidelines issued by Government/RBI and as applicable.
- iv). The cash is to be collected from the Petrol Pumps and Chef Lakeview on every day (timings jointly decided by both CITCO & Bank) latest by 2:30 PM on each day (excluding bank holidays) and should deposit the cash in CITCO's Bank on same day including Saturday & Sunday.
- v). The bank shall provide services of picking up cash from the respective Petrol Pumps (Retail Outlet) of CITCO and Unit - Chef Lakeview at Sukhna Lake for depositing the same at Collection Account maintained with the said Bank. The bank shall be liable for any default in deposit.
- vi). The bank shall share the flow chart (the process shall be accessed through application/software) for all the steps involved in whole collection process starting from verification of identity of the collecting person till the deposit of the cash into the CITCO bank account. The whole process shall be made full proof from the security point of view and bank shall take all

steps at its own risk and cost to avoid any occurrence of any theft, robbery or unforeseen circumstances. Security measures as per prevailing norms of Government/ RBI shall be responsibility of bank.

- vii). The entire collection process shall be so devised through the application /software to ensure that the CITCO gets the credit of cash collection of the same day and reflected in the bank statement for the reconciliation purposes.
- viii). The cash is to be counted at the handing over location of respective petrol pump and chef Lakeview. The cash will be counted at the pickup point and will be treated as final amount for deposit in Bank. After this, The bank will not be claim any difference of cash once collected at collection point at any later stage on the account of fake/soiled/damaged notes etc . The responsibility of proper counting and rejection of notes at collection point shall at the risk and cost of bank.
- ix). The Bank will also provide receipt of the cash collected to Petrol Pump Supervisor and Supervisor or Manager (Chef Lakeview) and one copy to CITCO Head Office (Petrol Pump Branch).
- x). The Negative difference between cash collected from Petrol Pump and that deposited in bank will be made good by the bank on the same day as per cash shortage report.
- xi). In the event of cash shortage or loss of entire cash due to any theft, robbery in transit or such other unforeseen circumstances, the same is to be deposited and credited to the CITCO's Bank account on the same day by the bank.
- xii). The selected Bank will install 2 number of POS (Point of Sale) machines each and 2 number of UPI/ QR Scanner each for every one dispensing station along with 3-4 spare POS machines and UPI/ QR Scanners at each petrol pump and atleast 10 Nos. of POS (Point of Sale) machines and 10 Nos of UPI/ QR Scanners for Unit - Chef Lakeview at its own cost and expense (for acceptance of card (Both Debit & Credit) payments and UPI payments, free of cost and charges i.e without any extra charges from selected bank for CMS services. It is again reiterated that selected Bank will not charge any kind of charge/ expenses/ price/ fee for installation and operations of POS (Point of Sale) machines and UPI/ QR Scanner during the tenure of the Contract.

The banker will submit an undertaking that the banker shall not charge kind of charge/ expenses/ price/ fee for installation and operations of POS (Point of Sale) machines and UPI/ QR Scanner during the tenure of the Contract, other than submitted in financial bid as per tender document.

The collection/L-I Bank will not levy any kind of hidden/unhidden charges with respect to Cash collection services. In case the same is levied and

then that will be treated as violation of the terms and conditions of the contract and the necessary action will be taken.

4. In lieu of the said services, CITCO will :-

- i). Shift all its existing Current Accounts pertaining to 7 petrol pumps & Chef Lakeview to the selected bank (for CMS).
- ii). Open/ create Fixed Deposit of Rs. 2.00 Crores with the L-I Bank for the following period: -

- 5 year

5. **Bid security:**

EARNEST MONEY DEPOSIT (EMD) amounting to Rs. 50,000/- should be submitted in the form of a Crossed Demand Draft or pay Order, drawn in favour of "CITCO" and payable at Chandigarh by the due date. If original EMD is not submitted, the tender will be rejected. Payment of EMD by Cheque or any other form except by Demand Draft/pay order will not be acceptable. No interest will be paid on the Earnest Money Deposit. The earnest money shall be refundable to the unsuccessful bidder. In the case of successful allotment it shall be adjusted against the interest free security as mentioned herein.

If the Bidder back out from the tender after opening of technical or financial bid, the EMD of the tenderer shall stand forfeited.

EMD of Rs.50,000/- will be converted into Interest free security and will be refunded after successful completion/ termination of the contract and after adjusting all dues.

6. **Performance Security Deposit: -**

Performance Security Deposit amounting to Rs. 30.00 Lakhs in the shape of DD/ RTGS or fixed deposit receipt from the commercial bank or bank guarantee issued /confirmed from any of the commercial bank in India, safeguarding CITCO's interest in all aspects, with the validity of 6 (six) years from the date of allotment of Contract in the favour of "CITCO", should be submitted within 15 days of allotment of Contract.

The security deposit will be refunded after 6 months after satisfactory completion of contract and after deducting the dues from the bank if any. No interest to be paid by CITCO on the security deposit.

The Security Deposit (SD) shall stand forfeited or appropriately adjusted in full in the event of:

- The services in part or in full are not affected in accordance with the scope of work or terms and conditions of the Contract.
- In the event of deliberate loss to CITCO due to any type of unethical practice of the Bank or its employees.
- Any act of breach of trust.

7. Duration of tender:

The contract shall be for a period of 5 years. The Corporation/ CITCO has the right to cancel the contract with the selected Bank at any time during the tenure of the contract period without assigning any reason, whatsoever.

8. Penalty Clause:

- i). The collection Bank has to collect cash from each Petrol Pump on all days including Saturday & Sunday (but excluding Bank holidays). In case the cash is not collected on any day from any Petrol Pump or Chef Lakeview, the collection Bank will have to pay a penalty @ Rs.10,000/- per petrol Pump/ Unit.
- ii). The collection Bank, if defaults for more than 5 consecutive days. The penalty will be doubled for each additional day beyond 5 days.
- iii). In case, the Bank fails to restore the services of cash collection of any Petrol Pump beyond 15 days, the contract will be cancelled, security will be forfeited and Bank will be debarred for dealing with CITCO for next 3 years. Unless there are circumstances leading to such non-compliance, which are beyond the control of the Bank, for which the Bank has to submit request with sufficient evidence in writing.
- iv). Further, failure to comply with the contractual obligations by the Tenderer, will lead to blacklisting of the firm for future tendering in the Corporation upto three years and the security deposit shall be forfeited.

9. Commercial and priced bids

E-bids are invited online under two bid tendering process i.e. Technical Bid and Financial Bid Separately. After scrutiny of the information received in Technical Bid, clarifications, if any, wherever necessary, may be obtained from the bidder. After necessary appraisal of the bidders experience and technical expertise, technical short-listing will be done. The bidders should give desired information in the technical bid and as per eligibility criteria.

In the Financial Bid, the Bidders has to quote: -

- Lump sum rates on monthly basis for providing CMS Services for 7 (Seven) Petrol Pumps & Chef Lakeview in Chandigarh including Taxes/ GST, and
- Rate of Interest to be paid to CITCO on FDR of Rs.2 Crores for the following period: -
 - 5 year

(Lowest rates = Cash collection charges to be paid to the lowest quoted bank for 7 petrol pumps and Chef Lakeview on annual basis

Less

Net of interest income earned on FDR of Rs.2 Crore on annual basis)

Note: - Interest charged on OD is not considered as the same is being opened to comply with the requirements of RBI Circular.

The Bank quoted Lowest Rates will be awarded the contract.

Consequently, Financial Bid will be opened in respect of only those Bidders who are found technically suitable, and the bidder quoting lowest rates/ bid will be awarded the Contract.

10. Termination of Contract

- i). In case of any default by the Bank and in any of the terms & conditions (whether General or Special), Corporation may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 7 clear working day's notice in writing to the Bank.

In that case, CITCO has the discretion to discontinue or pre-maturely terminate the Fixed Deposit, then the bank will not charge any penalty for premature withdrawal by CITCO.

- ii). All instructions, notices and communications etc. under the contract will be given in writing.
- iii). Notwithstanding anything contained herein, Corporation also reserves the right to terminate the contract at any time or stage during the period of contract, by giving two days' notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Bank.

11. Payment Terms

- i). The Bank shall prepare monthly bills for providing the CMS Services in triplicate and submit on or before by 10th of each month for works done in previous month.
- ii). The Bank shall be responsible to submit the bills, which are prepared accurately, and giving all details to facilitate early payment as below.
- iii). The details of Collection on daily basis and details of deposit in bank with proof will be submitted to Accounts Branch, Head Office.
- iv). 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:-

Sr. No.	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 Bank.

12. The Managing Director of the Corporation may impose additional terms and conditions as may be required in the best interest of the Corporation.
13. In the event of any question, dispute, or difference arising out of this contract or in any manner touching this contract and the solution of which is not expressly provided in the Contract, the same shall be referred to the sole arbitration of Managing Director, CITCO or any other person appointed by him. The award of

MD of the Corporation or his/her nominee shall be final and binding on the parties.

14. Subject to the arbitration clause, the Courts at Chandigarh shall have the exclusive jurisdiction.

Managing Director

TECHNICAL BID

1. Detail of Earnest Money Deposit
2. Name, address, email id, Mobile No. of the bidder
3. Upload certificate
(Refer clause 2 (a) of eligibility of tender document.)
4. Upload undertaking
(Refer clause 2 (b) of eligibility of tender document.)
5. Submit valid PAN, GST
(Refer clause 2 (c) of eligibility of tender document.)
6. Submit Bank Details
(Refer clause 11 (iv) of eligibility of tender document.)