



## Chandigarh Industrial & Tourism Development Corporation Limited

CIN: U45202CH1974SGC003415

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### **E-Tender for the supply of Fresh Vegetables to Hotels/Units of the Corporation.**

CITCO invites e-tenders for the supply of Fresh Vegetables to Hotels/Units of the Corporation for the following period: -

- From the date of allotment to 30.09.2023 (Summer Season)
- For the period from 01.10.2023 to 31.03.2024 (Winter Season)

Tenderer is free to quote rates for any or all the item as specified in the BOQ of the tender form for the aforesaid periods.

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

- a) The tenderer which have not been blacklisted by any State or Central Government Department or PSU in the past will be eligible to participate.

For the purpose, the tenderer should upload an affidavit/undertaking to the effect with bid more than one month old from the date of 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 tender must be accompanied by earnest money of Rs.1,00,000/- (Rupees One Lac 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.

EMD will be refunded within 90 days from the date of expiry of contract. In case if, the Commercial Branch fails to release EMD payment within that period, then he will send written note on 91<sup>st</sup> day to W/CGM with reasons.

#### **Terms & Conditions**

2. The validity of tender shall be for 90 days from the date of receipt.
3. Tender should be uploaded upto the date and time as indicated in the Tender Notice.
4. 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.

5. Any corrigendum/ amendment in the terms and conditions of the tender document or any other change, if required, will be issued/ published/ uploaded on <http://etenders.chd.nic.in> only. It will be the responsibility of the bidder to note amendments and submit in his bid accordingly.
6. 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 Technical Bid should contain the technical details like Address and Telephone No. of Shop / Factory from where the supplies are proposed to be made, details of EMD (DD / Pay Order No., date, amount etc.), and any other relevant information.

Financial Bid shall only contain rates as per the BOQ/ financial bid. In the BOQ/ financial bid, the bidder has to quote basic rates excluding tax as the tax will be extra as applicable. Further, the bidder has to quote the rate in the BOQ/Financial Bid strictly as per detail given therein. In case the bidder has submitted basic rate in the BOQ/ Financial bid including taxes, then CITCO will neither responsible for it nor entertain any request for the same.

After assessing the technical details, CITCO will short list the parties fulfilling the technical criteria laid down for the purpose. The Financial Bid of only those technically short listed parties will be downloaded on suitable date after intimating such short listed parties. The decision of short listing of Technical Bids by MD, CITCO will be final and binding on all.

7. The rates will remain in force:-

- From the date of allotment to 30.09.2023 (Summer Season)
- For the period from 01.10.2023 to 31.03.2024 (Winter Season)

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 in rates due to increase in Govt. taxes/levies or any new tax imposed during the contract period will be considered.

8. The prospective supplier/vendor must have a GST registration and indent to pay tax and issue valid invoice under GST, if applicable.
9. 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.
10. The allotment of contract to the successful tenderer will be made on the basis of lowest rates per item quoted by the respective tenderers/ parties, i.e. the contract can be allotted to more than one agency on the basis of lowest rates per item.
11. 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.
12. The tenderer will supply the Fresh Vegetables to the Hotels / Units between 08.00 A.M. to 11.00 A.M.  
In case the supply is delayed beyond the time given above, the tenderer will have to pay Rs.200/- per hour as demurrage charges for delay upto 2.00 P.M. subject to the condition that the penalty will not exceed the value of supplies Thereafter, the Hotels / Units shall be at liberty to make purchase of these items as per the requirement from the open market at the risk and cost of the tenderer without further intimation.

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 hotels premises / 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.
14. The number of items mentioned in the Tender Form BOQ is tentative / indicative and can be increased/ decreased as per requirement of the Corporation. The Corporation also reserves the right to withdraw any item mentioned in the Tender Form BOQ and no compensation shall be payable for the same.
15. In case of non-supply or inferior quality supply, CITCO reserve the right to purchase the material from open market at your risk and cost.

Further for continuous non supply of fresh Vegetables for 3 instances or failure to discharge the contractual obligations, the contract is liable to be cancelled and security deposit may also be forfeited. This may also lead to debarring of tenderer from participation in the tendering of the Corporation upto the next 3 years.

16. 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.
17. The tenderer shall be duty bound to supply the items to the extent of indented quantity during the contract period.
18. 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.

In case if, the concerned Manager Accounts or Accounts Branch of respective Hotel/ Unit fails to release the payment within 15 days, then he will send written note on 16<sup>th</sup> day to GM/ DGM (Hotel/Unit) General Manager/Dy. General Manager will call a meeting to resolve the issue and ensure timely payment in next 15 days and send report to CGM in this regard.

19. 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.
20. 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 through email or in writing. 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.

Further, Manager Accounts of concerned Hotel/Unit/Head office will issue payment advice in the in the following format:-

**Sub:**                    **Bill Payment for the supply\_\_\_\_\_ for the**  
                                  **month of \_\_\_\_\_, 20\_\_\_\_\_**

Sir,

We are making payment for Bill of \_\_\_\_\_, 20\_\_\_\_, as per details below:-

Sr. No	Particulars	Remarks
1.	Bill No.	
2.	Unit	
3.	Total Bill Amount	
4.	Amount paid through RTGS/ Cheque No. (details)	Rs. _____
5.	Amount Hold Back	Rs. _____
6.	Reasons for holding the said amount	
7.	Any adjustments/in Bills or attendance	

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:-

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 contractor agency.

22. The aforementioned terms & conditions shall be binding and operative between the tenderer (supplier) and the Corporation.
23. M.D., CITCO reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
24. In the event of any question, dispute or difference arising out of the 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.

Managing Director

**TECHNICAL BID**

1. Submit Earnest Money Deposit  
(Ref. Clause ‘C’ of the Eligibility Criteria)
2. Name, address, email id, Mobile No. of the bidder
3. Copy of PAN Card
4. Copy of GST Registration (if as applicable)
5. Submit Undertaking  
(Refer Clause ‘a’ of the eligibility Criteria)
6. Attach MSME Certificate  
(Refer Clause ‘b’ of tender document.)
7. Submit Bank details  
(Refer Clause 21 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>.
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.