



Chandigarh Industrial & Tourism Development Corporation Limited
CIN: U45202CH1974SGC003415
Regd. Office: SCO – 121-122, Sector 17-B, Chandigarh – 160017
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E-Tender for the Supply of LPG (Commercial and Domestic) Cylinder to Hotels/Units of the Corporation.

SCOPE OF WORK

CITCO, a UT Govt. Undertaking is engaged in the promotion of Tourism and Hospitality related activities in Chandigarh. The Corporation is managing Hotels viz. Mountview, Sec - 10, Shivalikview, Sec - 17, Parkview, Sec - 24 & Chef Lakeview (F&B Outlet) at Sukhna Lake and other units/outlets.

The Corporation invites e-tenders for the supply of **LPG (Commercial and Domestic Cylinder)** in Mountview, Sec - 10, Shivalikview, Sec - 17, Parkview, Sec – 24, Chef Lakeview at Sukhna Lake and other units/outlets of CITCO, on item rate contract. The rates for Supply of LPG (Commercial) and Domestic Cylinder are invited at all above outlets for the period of **Three Year**.

The **approx.4000 quantity** of **LPG (P.A) Commercial and Domestic Cylinder** of is required in CITCO hotels as detailed in BOQ (i.e. Financial Bid.) Column in Tentative Qty. The Tenderer is free to quote rates for any or all the item as specified in the BOQ of the e-tender for the aforesaid period CITCO reserves the right to allot contract for supply LPG (Commercial and Domestic Cylinder) of as its own discretion and in the interest of the Corporation.

FALL CLAUSE

The BIDDER undertakes that it has not supplied/is not supplying similar product/systems or subsystems at a price lower than that offered in the present bid in respect of any other Ministry/Department of Government of India or PSU and if it is found at any stage that similar products/systems or sub systems was supplied by the BIDDER to any other Ministry/Department of the Government of India or a PSU at a lower price, then that very price, with due allowance for elapsed time will be applicable to the present case and the difference in the cost would be refunded by the BIDDER to the BUYER, if the contract has already been concluded.

1. ELIGIBILITY CRITERIA

- a) The tenderer/ bidder should be the Government Oil Company.
- b) The Tender must be accompanied by earnest money of Rs.2.00 Lakh/-(Rupees Two Lacs 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.

Pre-Bid Meeting:

A pre-bid meeting will be held on **29.05.2023** at **11:30 AM** at the **Regd. Office at SCO – 121-122, Sector 17-B, Chandigarh–160017** 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 uploaded on the portal only.

TERMS & CONDITIONS

1. Tender(s) should be uploaded upto the date and time as indicated in the E-Tender Notice.
2. 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.), storage and hygienic arrangements, clients list, experience and any other relevant information.

Financial Bid shall only contain rates as per the BOQ. 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.

3. The validity of tender shall be 120 days from the last date of receipt of bids.
4. The prospective agency shall have a GST registration and indent to pay tax and issue valid invoice under GST, if applicable.
5. The finally approved and determined rates will remain in force for a period of **Three (03) Years** from the date of allotment. The Corporation will not entertain any request for increase of rates on account of natural calamity, strike or other reasons during the contract period.
6. 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.
7. The letter of award and its terms and conditions shall be accepted within Five(05) days from its issuance. Further, agreement shall be signed within 15 days of the acceptance of terms & conditions.
8. The successful bidder/seller shall submit the performance security of Rs.2.50 Lakhs (Rupees Two Lakh and Fifty Thousand Only) to the buyer in the form of Demand Draft/Bank Guarantee from a scheduled Commercial Bank within 10 days from the date award of contract.

The payments to the seller shall become due only after receipt of Performance Bank Guarantee by the buyer and verification of its genuineness.

If the seller fails or neglects to observe or perform any of his obligations under the contract it shall be lawful for the buyer to forfeit either in whole or in part, the performance security furnished by the seller.

9. The allotment of contract to the successful tenderer will be made **on highest percentage discount on prevailing rates** as announced by the Government of India for CHANDIGARH from time to time.
10. 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.
11. The agency has to issue computerized invoices directly to the CITCO Hotels/ Units as the case may be 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 sent 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.

12. The tenderer will supply of LPG (Commercial and Domestic) Cylinder to the Hotels / Units between 8.00 A.M. to 11.00 A.M, 2.00 P.M. to 4.00 P.M and as and when required in case of emergency by the Storekeeper of the respective hotel/Unit whose contact number and procedure shall be conveyed separately to the approved agency at the time of allotment of said contract.
13. The successful bidder is required to supply the indented quantity of LPG (Commercial and Domestic) Cylinder on FOR basis to CITCO hotels at their proper address with proper mentioning of GST Number of relevant hotel in the invoices separately issued, as per detail given below:-

Sr.No	Unit	GST No.
1	Hotel Mountview, Sector 10, Chandigarh	04AAACC6783H7ZI
2	Hotel Shivalikview, Sector 17, Chandigarh, ISBT-17	04AAACC6783H8ZH
3	Hotel Parkview, Sector 24, Chandigarh, MPICC	04AAACC6783H6ZJ
4	Chef Lakeview, Rock Garden	04AAACC6783H4DU

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. 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. The tenderer shall be duty bound to supply the items to the extent of indented quantity during the contract period.
17. Payments will be processed on fortnightly basis i.e. in batches of 1st to 15th 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.

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 16th 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.

18. 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	

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:-

Sr. No.	Particulars	Information to be filled by Tenderer
1.	Name of the party	

Sr. No.	Particulars	Information to be filled by Tenderer
	(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.

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.

20. In case of installation/supply of piped lined Gas (PNG) in the Hotels/Units of the Corporation, the contract shall be withdrawn with immediate effect 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. M.D., CITCO 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 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

Sr. No.	Submit the following documents	Yes/ No.	Page No.
1.	Name, address, email id, Mobile No. of the bidder		
2.	Name of the bidder, Bidder Authorized Signatory, Address, Email id, Mobile No. of authorized person.		
3.	Submit Earnest Money Deposit (Ref. Clause 'b' of the Eligibility Criteria)		
4.	Copy of PAN Card & GST Registration		
5.	Submit Bank details (Refer clause 19 of tender document)		
6.	Acceptance of all terms & conditions of Tender documents on the letter head of the Company duly signed by the authorized signatory alongwith stamp.		
7.	Financial Bids separately submitted as per prescribed Performa		

