



Chandigarh Industrial & Tourism Development Corporation Limited

CIN: U45202CH1974SGC003415

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

Phone No. 0172 - 4647925 & 4647931, Fax No. 0172-4644441

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

E-TENDER NOTICE

E-bids are invited for running/ managing two canteens i.e. one at New Chandigarh Secretariat Building (GF) and another at Old Chandigarh Secretariat Building (GF), Sector 9, Chandigarh, on monthly rental and on “As is where is basis”.

E-tender document is available on <http://etenders.chd.nic.in> for online participation.

A pre-bid meeting will be held on **30.05.2023** at **11:00 AM** at CITCO's Head Office to clarify any concerns of bidders.

Last date of submission of bids is **19.06.2023** upto **05:00 PM**.

CHIEF GENERAL MANAGER



Chandigarh Industrial & Tourism Development Corporation Limited

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E-TENDER

E-Tender is invited for running / managing two canteens i.e. one at New Chandigarh Secretariat Building (GF) and another at old Chandigarh Secretariat Building (GF), Sector 9, Chandigarh, on monthly rental basis and on “As is where is basis”.

Interested parties are advised to visit both the Canteens/ Cafeterias at New U.T. Secretariat and Old U.T. Secretariat, Sector 9, Chandigarh before submitting the bid.

For more details, please contact Mr. Pawan Kapoor, Manager (Canteens), CITCO at Mobile no. 98141-00020.

Brief description of both the canteens is as under: -

1. New Secretariat Canteen, Sector 9, Chandigarh

Sr. No.	Description	Area (in Sq. Ft - approx)
1.	Kitchen	850.00 Sq.ft.
2.	Sitting Area Open to sky area	2272.00 Sq.ft. 638.00 Sq.ft.
3.	Counter Area	124.00 Sq.ft.
4.	Washrooms	318.00 Sq.ft.
Total		4202.00 Sq.ft.

2. Old Secretariat Canteen, Sector 9, Chandigarh

Sr. No.	Description	Area (in Sq. Ft - approx)
1.	Kitchen	738.00 Sq.ft.
2.	Sitting Area	1328.00 Sq.ft.
3.	Counter Area	239.00 Sq.ft.
4.	Washrooms	316.00 Sq.ft.
Total		2621.00 Sq.ft.

A pre-bid meeting will be held on **30.05.2023** at 11:00 AM at CITCO's Head Office to clarify any concerns of bidders.

1. ELIGIBILITY CRITERIA: -

- a) The agency should have experience of at least three (3) year in running any Canteen / Mess / F&B outlet in any commercial area.

For the purpose, the bidder shall submit relevant documents regarding the said experience. For Canteen or Mess, the bidder shall submit performance certificate issued by 3rd party regarding proper of Canteen or Mess.

- b) Annual Turnover of the bidder should not be less than Rs.1 Crore annually in each year in the preceding three financial year i.e. F.Y 2019-20, 2020-21, 2021-22.

For the purpose, CA certificate showing turnover alongwith Audited Balance Sheet duly certified by Statutory Auditors or Practicing Chartered Accountant.

2. MONTHLY RENTAL BASIS DETAILS: -

- a) The agency will have to prepare and sell the following items at the rates fixed by CITCO as follows: -

Sr. No.	Items	*Amount (in Rs.)
1	Tea (one)	Rs. 15/-
2	Tea (Set)	Rs. 45/-
3	Coffee (Plain)	Rs. 20/-
4	Fresh Lime Water (Per Glass)	Rs. 20/-
5	Samosa	Rs. 15/-
6	Bread Pakora	Rs. 15/-
7	Any Sweet	Rs. 15/-
8	Veg Soup	Rs. 20/-
9	Veg Sandwich	Rs. 50/-
10	Thali (Vegetarian)	Rs. 100/-
11	Channa Chawal (Rice)	Rs. 50/-
12	Rajmah Chawal (Rice)	Rs. 50/-
13	Kadhi Chawal (Rice)	Rs. 50/-

* Prices (MRP) for the above food stuff will be fixed by CITCO.

In addition, the agency will also be allowed to prepare and sell any other food stuff. However, the prices for the same shall be fixed by the agency in consultation with CITCO.

3. The annual sales volume of Old UT Secretariat Canteen, Sector 9, Chandigarh only of last five (5) years is as under: -

Sr. No.	Year	Annual sales volume
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Sr. No.	Year	Annual sales volume
1.	2018-19	₹45.65 lacs
2.	2019-20	₹46.21 lacs
3.	2020-21	₹27.76 lacs
4.	2021-22	₹38.29 lacs
5.	2022-23	₹45.83 lacs

Note:- The New Secretariat Canteen was inaugurated in January, 2023.

TERMS AND CONDITIONS: -

4. E-bids are to be submitted under two ways tendering process i.e. Technical Bid and Financial Bid separately. After scrutiny of the information received in Technical Bid, clarifications, if any, wherever necessary, will be obtained from the party. After necessary appraisal of the party's experience and technical expertise, technical short-listing will be done.

Consequently, Financial Bid will be opened in respect of only those tenderers, who are found technically suitable, based upon assessment made of credentials etc. of the tenderer based upon information given in Technical Bid. The persons/agencies/ parties giving Technical Bid should give maximum information regarding them and Technical capabilities as they deem fit. The decision of the Management in this regard shall be final and binding.

In the financial bid, the agency has to quote the monthly rent to be paid to CITCO. The agency quoted maximum monthly rent to CITCO will be allotted the tender.

5. The e-bid must be accompanied by the scanned copy of Pay Order/Demand Draft of an earnest money of Rs.1,00,000/- (Rupees One Lakh only) of any Scheduled Bank drawn in favour of "CITCO" and payable at "Chandigarh". Original Pay Order/ Demand Draft should be physically submitted by the tenderer before the last date to office of Manager (Industrial Wing), 4th Floor, Registered Office at S.C.O. 121-122, Sector 17-B, Madhya Marg, Chandigarh. Earnest money shall not be accepted through cheque. Any amount lying with the Corporation on any other account will not be allowed to be adjusted against the EMD for the present tender.
6. 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, if any on the said portal and submit in his bid accordingly.
7. The agency will have to deposit interest free security of Rs. 2,00,000/- within 15 days from the date of allotment letter. Failure to deposit the interest free security within 15 days of allotment of premises, the amount of earnest money deposited by Agency shall stand forfeited.

The earnest money shall be refundable to the unsuccessful bidder. The earnest money shall, however, stand forfeited in case the bidder withdraws his offer after opening of the bid but prior to the final allotment.

OTHER TERMS AND CONDITIONS: -

8. The premises will be given on “as is where is basis” which includes, furniture, chair, tables, sofas etc.
9. The Contract shall be for a period of 5 years. The same will be started after the completion of rent free period (as per clause no. 11).
10. The premises/premises are and shall be deemed to be “public premises” as defined in the Public Premises (Eviction of Unauthorized Occupants) Act or any amendment thereof.
11. The Agency will be given 90 days for making operational both the Canteen/ Cafeteria from the date of possession/ deemed possession. Therefore, the possession of the allotted premises/ area will have to be taken by the agency within 10 days from the date of allotment letter. On the expiry of 10th day from the date of allotment letter, it is presumed that the possession has been taken by the Agency (deemed possession) without any intimation.

In case the agency failed to start the operations within 90 days, the contract will be liable to be terminated by the Corporation.

12. OBLIGATIONS OF THE AGENCY: -

As the tender is on monthly rental basis basis, therefore the agency is required: -

- Bring and deploy all necessary infrastructure (Chimney, Fridge, LPG, Gas, Cylinder, all cooking utensils etc) manpower, equipments, utensils, raw material for preparation of all kind of food & Beverages etc stuff at its own cost.
- To not to spill the waste in open.
- Will deploy manpower for serving of food & Beverages etc to staff/ visitors in the sitting area of both the canteens at its own cost. However, serving of food & Beverages etc to officers/ officials sitting in the Secretariat will be done by the Corporation.
- To ensure that salaries given to manpower deployed by you will be as per the provisions of Labour laws including deposit of PF/ ESI etc.
- Timings are as per Secretariat Timings.
- To ensure that Manpower deployed should be neat, clean and in proper uniform provided by the agency at its own cost
- To ensure that Manpower deployed should be free from any kind of disease or heath Problem.
- To apply for FSSAI licensee for the operations of the canteens.
- To obey the directions and instructions of Canteen Head, CITCO.
- To maintain the premises (kitchen area, sitting area, counters, washrooms etc) and ensure the cleanliness at its own cost.
- To clearly display the rates of food and beverages items etc at both the canteens.

13. The Agency will occupy only the allotted area in both the canteens for selling of food/ eatables. In case, if the agency make any kind of violation on this account, then the contract will be liable to terminate immediately without any further notice.
14. It will be the responsibility of the agency at all times to keep and maintain the hygienic and cleanliness of the Canteen/ Cafeteria and the material to be sold at the Canteen/ Cafeteria i.e. Food/ Eatables and also the nearby area should be kept in a proper state of cleanliness to the satisfaction of the Corporation or his officers and employees duly authorized by CITCO in this behalf. In case of failure to do so, a penalty of Rs.1000/- per day will be levied.
15. The agency will be liable to pay all such fees, taxes etc. in respect of the premises as the Government may levy from time to time under any law.
16. The CITCO shall not be liable to pay any compensation or damages to the agency on account of breakdown of water supply, electricity and any other service beyond the control of the Corporation.
17. The Agency will not employ for work or otherwise allow any person at the said premises who is not of good character and behavior and/or suffering from any contagious/ infectious disease or if not suitably attired or otherwise unsuitable to be seen at the location of the premises.
18. The CITCO shall not be liable to pay any compensation or damages to the agency on account of breakdown of water supply, electricity and any other service beyond the control of the Corporation.
19. The Agency will not store any empty packing cases or baskets or any goods or any other material on any projection or the building or on the Covered Premises in front of the same. Agency will not make any addition or alteration on any part of the premises without the prior permission in writing of the Corporation.
20. The Agency shall manage, operate and conduct the authorized trade in the premises so as to preserve the reputation of the Corporation and its units and to abide by the rules and regulations framed by the Corporation or the Chandigarh Administration from time to time and that nothing shall be done, permitted or committed contrary to any provision made by or under any statute or law for the time being in force or rules and regulations framed by the Corporation or the Chandigarh Administration and in particular not to use or permit the said premises to be used for any form of unlawful activities.
21. The Agency shall not sublet, assign or part with possession of the said premises or any part thereof for said premises.
22. The Corporation may through his officers and officials, at all reasonable times and in a reasonable manner enter in an upon any part of the said premises for the purpose of ascertaining that the agency is duly observing the conditions of the contract, ordinarily, 24 hours notice will be deemed to be a reasonable notice.

23. In the event of any damage/or injury being caused to the said premises or any property of the Corporation by the agency or his servants or agents or any one upon the said premises with the acceptance or implied consent of the Agency shall at its own expense make good all such damage or injury and in the event of his failure to do so within seven days after occurrence of the such damage, the Corporation may make good such injury/damage and the Agency shall indemnify the Corporation against all such costs and charges and expenses in respect thereof.
24. Procedure for termination
- CITCO will serve show cause notice for any violation of terms and conditions of contract. The Corporation shall consider the reply of the agency before taking any action as per terms and conditions of the Contract. Thereafter, the Corporation reserves the right to terminate the contract at any time by giving 3 months notice in writing. The agency shall also surrender the allotted space by giving 03 months notice.
- In the event of termination or completion of the contract, the agency will hand over the vacant possession of the premises in the same conditions as it was there at the time of taking possession of the premises.
- Further, failure to discharge the contractual obligations by the agency will lead to debarring of the firm for future tendering in the Corporation upto three years and the security deposited shall be forfeited in whole.
25. On the termination of contract under any of the terms and conditions of the contract document:-
- i) The Agency will deliver the vacant possession of the premises its original state to the Corporation, failing which the premises shall be got vacated in accordance with the provisions contained in the Public Premises (Eviction of unauthorized Occupants) Act, 1971. The cost of damages, if any, to the premises or fixtures shall be recovered from the agency.
 - ii) The amount of interest free security lying at the credit of the agency after adjusting all the dues shall, however, be refunded to him.
26. The Managing Director of the Corporation may impose additional terms and conditions as may be required in the best interest of the Corporation.
27. In the event of any question, dispute or difference arising out of this license or in any manner touching the license and the solution of which is not expressly provided in the license agreement, the same shall be referred to Sole Arbitrator, mutually agreed by both the parties. The proceedings shall be conducted as per the Arbitration and Conciliation Act, 1996. The award of the Arbitrator shall be final and binding on the parties. Subject to the arbitration clause, the Courts at Chandigarh shall have the exclusive jurisdiction.

MANAGING DIRECTOR

TECHNICAL BID

Sr. No.	Particulars	
1	Earnest Money Deposit details like (DD No., Date and Amount)	
2	Name, Address, Contact no., Email, of the Applicant	
3	PAN No., GST No.	
4	Submit experience document (Refer eligibility criteria)	
5	Submit Financial details (Refer eligibility criteria)	
6	Any other information, if any.	

PROCEDURE FOR E-TENDERING

1. The Bids shall be received electronically only through the website **etenders.chd.nic.in/nicgep**.
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 with 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 Industrial Wing(4th floor), 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 Industrial Wing (4th floor), CITCO. The failure of the Agency to furnish the said original documents will entail summarily rejection of its tender.
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, 5th floor, Sector-9, Chandigarh or email at **etender@chd.nic.in**, Phone No 0172-2740641. 0172-2740003.