



Chandigarh Industrial & Tourism Development Corporation Limited

CIN: U45202CH1974SGC003415

Regd. Office: SCO – 121-122, Sector 17-B, Chandigarh – 160017 Phone No. 0172 – 4644430-31-32-33-34, 2704761, Fax No. 0172-4644441

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

E-tender for the supply of Charcoal Items to Hotels/Units of CITCO.

SCOPE OF WORK

CITCO, a U.T 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 Charcoal Items_ 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 Charcoal Items are invited at all above outlets for the period of Two Years.

The approx.9500 Kg. quantity (monthly) of Charcoal Items of is required in CITCO hotels/Units of CITCO 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 of Charcoal Items 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.

Pre-Bid Meeting.

A pre-bid meeting will be held on **22.09.2023** at **11:00 AM** in the office of **CGM, CITCO at the Regd. Office at SCO – 121-122, Sector 17-B, Chandigarh(UT)** to clarify any concerns, bidders may have regarding the tender document, if pre-bid meeting date happens to be holiday then on next working day meeting shall be held. Any corrigendum/ amendment in the terms and conditions of the tender document or any other change will be uploaded on the portal only.

1. **ELIGIBILITY CRITERIA**

- a. The Tenderer should have its shop/ store/ showroom in tricity i.e., in Chandigarh, Panchkula or Mohali from where is doing the business of sale/supply of Charcoal item having **storage capacity of 9500 Kg approx.** The Monthly supply of Charcoal to the Hotels shall be approx.9500Kg which can be increased or decreased.

For the purpose, the tender has to submit the copy of ownership of said space or rent deed or any other document evidencing the above criteria.

- b. The tenderer will also submit MSME certificate, in case registered under MSME, failing which it will be considered that the tenderer is not registered under MSME.
- c. The tenderer must submit an undertaking that he or his firm is not blacklisted by any of the Government Department or PSU (Annexue-1).
- d. The tenderer should be Trader for the supply of Charcoal Items.

For the purpose, the tenderer has to submit the copy of trading or any other document evidencing the above criteria.

TERMS & CONTIDTIONS

2. The tender must be accompanied by earnest money of Rs.1,60,000/-(Rupees One Lac Sixty 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.

EMD of unsuccessful bidders shall be returned upon the allotment of work to the successful bidder.

EMD of successful bidder shall be retained till the submission of performance bank Guarantee/security as per clause 9 of the DNIT.

3. The tenderer must be uploaded by the tenderer upto the date and time indicated in the Tender Notice.
4. The validity of tender shall be for 120 days from the date of receipt.
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 regarding technical capabilities as per technical bid format.

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 taxes as the taxes 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. Financial Bid of only those technically short listed parties will be downloaded. The decision of short listing of Technical Bids by MD, CITCO will be final and binding on all. The basis of allotment will be the lowest quoted rates quoted by the tenderer.

If more than one bidder quotes the same rates then Managing Director, CITCO reserves the right to allot the bid by calling physical bids from such bidders and if again more than one bidder quotes the same rate then the bid shall be allotted by draw of lots.

6. The period of contract will be 2 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. However, any requests 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.

7. The Goods and Service Tax (GST) as applicable should be indicated clearly in the BOQ/Financial Bid as percentage of GST as applicable against each and every item failing which it will be treated that the rates quoted by the tenderer are inclusive of GST. 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 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 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.

The successful bidder is required to supply the indented quantity of Charcoal 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 |

9. The successful tenderer including MSME registered agencies shall have to deposit performance security @ 5% of total contract value, in the shape of DD/ RGTS in favour of "CITCO" and payable at Chandigarh alongwith e-tender.
10. 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.
11. In case of late supply, CITCO reserves the right to levy penalty as follows in addition to other recourse:-

| Sr.No. | Delayed Period (after normal supply period of 1 day) | Rate of percentage of Penalty(As of Bill Amount) |
|---------------|---|---|
| 1. | Up to 7 days | 5% |
| 2. | Above 7 days to 15 days | 10% |
| 3. | Above 15 to 30 days | 15% |

For delay beyond reasonable time, CITCO reserves right to cancel the contract, forfeit the security, and blacklist the tenderer upto next three years.

12. The Corporation shall not be in any manner concerned with the internal affairs of the tenderer i.e. dispute and dissolution etc. or affairs concerning any other third party that the tenderer may be having including injury to employee.
13. 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 providing inferior quality supply continuously for 3 times, contract may be cancelled and security deposit may be forfeited and you will be liable to be debarred from participation in the tender of the Corporation upto next 3 years.

14. The Corporation shall be at liberty to purchase the items from Govt. approved agencies and the tenderer will have no objection to it.
15. The tenderer will be duty bound to effect the supply of items contracted for to the extent indented during the contract period.
16. 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.
17. Payment will be processed within 15 days from the date of receipt of Invoice.
18. 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 | |

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.

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 (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/ NEFT details, all the payment will be made through RTGS/NEFT to the contractor/ agency.

20. 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.
21. The Corporation can terminate the contract at any time without assigning any reason.
22. The Managing Director of the Corporation may impose additional terms and conditions as may be required in the best interest of the Corporation.
23. The aforementioned terms & conditions will be binding and operative between the tenderer (supplier) and the Corporation.
24. 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. Chairperson, 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.
25. 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.
26. M.D., CITCO reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.

Managing Director

Annexure-I

**NON-BLACKLISTING DECLARATION
(TO BE GIVEN ON COMPANY LETTER HEAD)**

To

Subject Declaration of Non-Blacklisting

Tender Reference No. _____

Name of the Tender/Work:-

Dear Sir/Madam,

We hereby declare as under:

1. We are not blacklisted by any Central/State Government/agency of Central/State Government of India and other country in World/Public Sector Undertaking /any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.
2. No incident has been raised against our Firm or any of our partners

Yours faithfully,

(Signature of the Bidder,
with Official Seal)

**TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)**

To,

Date:

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender/Work:-

—

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above-mentioned tender/ work from the web site(s) namely:

_____ as per your advertisement, given in the above mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organisations too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) /corrigendum(s) in its totality / entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred/terminated/banned by any Govt. Department/Public sector undertaking.
6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully

(Signature of bidder with official seal)

TECHNICAL BID

| <u>Sr. No.</u> | <u>Particulars</u> | <u>To be submitted by the Bidder</u> |
|-----------------------|---|---|
| 1 | Submit Earnest Money Deposit (Refer clause 2) | |
| 2 | Name, address, Email-id, Mobile No. of the bidder | |
| 3 | Upload scanned copy of PAN Card, GST No. | |
| 4 | Upload Document Refer clause 1 (a) | |
| 5 | Upload MSME certificate Refer clause 1 (b) | |
| 6 | Upload Declaration for Non-Blacklisting (as per prescribed format Annexure-1, Refer clause 1 (c)) | |
| 7 | Attach Document Refer clause 1 (d) | |
| 8 | Attach Bank details Refer clause 19 | |
| 9 | Upload Acceptance of Terms & Conditions of Tender (Annexure – 2 as per prescribed format) | |
| 10 | Any other information | |

PROCEDURE FOR e-tendering

1. The Bids shall be received electronically only through the website 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, 5th Floor, Sector-9, Chandigarh, or email at etender@chd.nic.in, Phone No.0172-2740641, 0172-2740003.