



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, Email: info@citcochandigarh.com

Website: www.citcochandigarh.com

E-TENDER

E-Tender for the supply of Linen Items including Duvet & Duvet Cover

CITCO invites e-tenders for the supply Linen Items including Duvet & Duvet Cover 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.

The Corporation invites e-tenders for the **supply of Linen Items** in Mountview, Sec - 10, Shivalikview, Sec - 17, Parkview, Sec – 24 of CITCO, on item wise rate and quantity mentioned in the BOQ. The quantity mentioned in the BoQ has been estimated tentatively only for 2023-24 and can be increased or decreased as per requirement of Hotels. The rates for Supply of **Linen items** are invited at all above outlets for the period of **one year** extendable for another period of one year subject to satisfactory performance.

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 Linen Items as its own discretion and in the interest of the Corporation.

ELIGIBILITY CRITERIA

1. Experience & Past Performance

- a) The bidder should be for the last two years ending 31st March 2023 manufacturer or supplier of the linen items with the same or higher specifications to any Govt/Private entity.
- b) The bidder should have manufactured or supplied at least 40% of the quantity of the main linen items from Sr. No. 1 to 9 of the Financial Bid/ BOQ (as given below) in at least one of the last five years ending 31.03.2023: -

Sr. No.	Item Description	Tentative Quantity
1	2	3
1.00	Bath Towel, 100% Cotton, White (with logo of concerned CITCO Hotel Duly Woven) 635 grams +550 GSM)	800.00

2.00	Hand Towel, 100% Cotton, White (with logo of concerned CITCO Hotel duly Woven) (132 Grams., 550 GSM)	800.00
3.00	Bath Mat- 100% Cotton, White (with logo of concerned CITCO Hotel Duly Woven) (300 Grams.- 735 GSM)	700.00
4.00	Single Bed Sheet white –1 cm Satin Stripes, 100% cotton, 60's x 80's, Compact Yarn 400TC Fabric	2000.00
5.00	Double Bed Sheet-White -1 cm Satin Stripes, 100% cotton, 60's x 80's, Compact Yarn 400TC Fabric	1350.00
6.00	Duvet Cover- Single, white – 1 cm Satin Stripes, 100% cotton, 60's x 80's, Compact Yarn 400TC Fabric	1100.00
7.00	Duvet Cover- Double, white –1 cm Satin Stripes, 100% cotton, 60's x 80's, Compact Yarn 400TC Fabric	1550.00
8.00	Pillow Cover white –1 cm Satin Stripes, 100% cotton, 60's x 80's, Compact Yarn 400TC Fabric	3600.00
9.00	Pillow Cover white –1 cm Satin Stripes, 100% cotton, 60's x 80's, Compact Yarn 400TC Fabric	4900.00

The Bidder is required to submit following supporting documents:-

All copy of supply/work order, respective completion certificate and contact details of clients; documents issued by the relevant Industries Department/National Small Industries corporation/manufacturing license in support of experience, past performance etc.

2. Financial Standing

The average financial turnover of the bidder during the last three years ending 31.03.2023 should be at Rs.50Lakh as per the annual report (audited balance sheet and profit & loss account) of the relevant period, duly authenticated by a Chartered Accountant.

3. **Authorized Representatives:** Bids of bidders quoting as authorized representative of a Manufacturer or Supplier would also be considered to be qualified provided they submit authorization in their favour on the Letter Head of the manufacturer /supplier.
4. The tenderer / bidder must have valid GST No. & PAN No.
5. 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.

6. The tenderer must have to submit Earnest Money of Rs.1.50,000/- (Rupees One Lakh Fifty Thousand Only). However, after the allotment of contract, successful bidder is required to deposit performance security of 10% of contract value. In case the award is extended for another year, fresh performance security of proportionate increase in contract amount in the form of FD, DD from Commercial Bank or online payment shall also be submitted. The performance security shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the supplier including warranty obligations, if any.
7. Tenderer/bidder must submit Declaration for Non-Blacklisting as per prescribed format as per Annexure - 1
8. Tenderer/bidder must submit tender acceptance letter/acceptance of terms & conditions of tender as per prescribed format as per Annexure - 2.
9. **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 the Government of India or PSU and if it is found at any stage that similar product/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 CONFERENCE:-

Pre-Bid Conference shall be held on 22.09.2023 at 11.00 AM in the office of Chief General Manager, CITCO to clear doubts of prospective bidders and clarifying and issues about the specifications and other allied technical or any other details related with the tender document.

TERMS & CONDITIONS

1. 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 as per eligibility criteria.
2. 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 GST and mention GST (%age) extra as applicable. Further, the bidder has to quote the rate in the BOQ/Financial Bid strictly as per detail given therein.
3. After assessing the technical details, CITCO will short list the parties fulfilling the technical criteria laid down for the purpose. The reason for acceptance/rejection of the bid shall be conveyed to all the bidders by email. The Financial Bid of only those technically short listed parties will be downloaded on suitable date after intimating such short listed parties. Technical Bids of that bidder shall be opened who will submit sample and Govt approved Lab Test Report. The decision of short listing of Technical Bids by MD, CITCO will be final and binding on all.

4. Financial bids of only that bidder shall be opened who fulfill the Technical Criteria. While submitting financial bid online, the tenderer/ agency has to submit rates for Linen items strictly as per specifications.
5. The validity of tender shall be for 120 days from the date of receipt.
6. The finally approved and determined rates will initially remain in force for the financial year 2023-24 and for another one year subject to subject to satisfactory performance. The firm will not have any option to withdraw the contract before expiry of one year failing which contract shall be cancelled and performance security shall be forfeited besides blacklisting the firm as per provisions of GFR.
7. 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/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.
8. The successful tenderer including MSME registered agencies shall have to deposit performance security @10% of contract value in the shape of DD/ RGTS in favour of "CITCO" and payable at Chandigarh within 15 days from the date of allotment of contract.
9. The prospective supplier/vendor must have a GST registration and indent to pay tax and issue valid invoice under GST, if applicable.
10. The rates quoted should be F.O.R. Stores of the Hotels or any other destinations in Chandigarh as fixed by the Corporation irrespective of quantity ordered.
11. The allotment of contract to the successful tenderer will be made at the sole discretion of the CITCO as under:-
 - i) On the basis of item-wise lowest rates quoted by the respective tenderers/ parties, i.e. the contract can be allotted to more than one agency on the basis of lowest rates.
 - ii) If, more than one bidder quotes the same rate then Managing Director, CITCO reserves the right to allot the bid by calling the 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.
12. 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/ its units eligible to avail the input credit.

13. The agency has to issue computerized invoices to CITCO Hotels. No handwritten invoices/ bills will be issued unless allowed by MD, CITCO in writing, if there are genuine reasons for the same.
14. The successful bidder is required to supply the indented quantity of Linen Items 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 upon receipt of written indent from GM/ DGM of the Hotel of the Corporation:-

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

15. The respective Accounts Branches of Hotels will make bill wise payments to the agency. In case, the consolidated cheque/ NEFT were 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 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	

16. In the eventuality of continuous non-supply of items or violations of terms & conditions, contract may be cancelled, performance security shall be forfeited, and the approved tenderer/ agency may be debarred from participation in the tender of the Corporation as per provisions of GFR.
17. **Liquidated Damages:** If the Seller fails to deliver any or all of the linen items within 15 days from the confirmed and written orders, CITCO Hotels will be entitled to deduct/recover the Liquidated Damages for the delay, unless covered under Force Majeure conditions aforesaid, @ 0.5% per week or part of the week of delayed

period as pre-estimated damages not exceeding 10% of the contract value without any controversy/dispute of any sort whatsoever.

18. **Force Majeure Conditions** : If at any time during the continuance of the Contract, the performance in whole or in part by either party of any obligation under this Contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God provided notice of happening of such event duly evidenced with documents is given by one party to the other within 10 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate the Contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the CITCO as to whether the deliveries have been so resumed or not, shall be final and conclusive, Provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 10 days, either party may at its option terminate the contract provided also that the Buyer shall be at liberty to take over from the Seller at a price to be fixed by CITCO, which shall be final, all unused, undamaged and accepted material, bought out components and Goods in course of manufacture in the possession of the Seller at the time of such termination or such portion thereof as the Buyer may deem fit excepting such materials, bought out components and Goods as the Seller may with the concurrence of the Buyer elect to retain.
19. 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.
20. The number of items mentioned in the Financial Bid (BOQ) are tentative for the year 2023-24 only and can be increased/decreased as per requirement of the Corporation. The Corporation also reserves the right to withdraw any item mentioned in the Financial Bid and no compensation shall be payable for the same. However, Linen Items shall be purchased by the hotels according to the sizes of Linen Items as well as requirement of items.
21. 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.
22. Failure to discharge the contractual obligations by the tenderer, will lead to cancellation of contract besides debarring of the firm for future supplies / tendering in the Corporation as per provisions of GFR alongwith forfeiture of performance security.

23. 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 hotels as per requirement and the tenderer shall have no objection to it.
24. The tenderer shall be duty bound to supply the items to the extent of indented quantity during the contract period.
- 25. Payments will be made by respective Hotels of the Corporation within 15 days from the receipt of material in good condition alongwith Test Report from designated AHSP/NABL/ILAC accredited or Central Government Laboratory to prove conformity of linen items to the specifications.**
26. 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.

27. The aforementioned terms & conditions shall be binding and operative between the tenderer (supplier) and the Corporation.
28. M.D., CITCO reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
29. 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. 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.

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 EVALUATION PROFORMA

S.N.	Particulars	Upload information with relevant annexures
1	Submit Earnest Money Deposit as per eligibility criteria.	
2	Name of the bidder, Bidder Authorized Signatory, Address, Email id, Mobile No. of authorized person.	
3	Upload supporting documents (Refer clause 1 (a) of. Eligibility Criteria)	
4	Upload supporting documents (Refer clause 1 (b) of. Eligibility Criteria)	
5	Upload supporting documents (Refer clause 2 of. Eligibility Criteria)	
6	Upload supporting documents (Refer clause 3 of. Eligibility Criteria)	
7	Upload valid GST No. & PAN No (Refer clause 4 of. Eligibility Criteria)	
8	Upload MSME Certificate, if any (Refer clause 5 of. Eligibility Criteria)	
9	Upload Declaration for Non-Blacklisting (as per prescribed format) (Refer clause 7 of. Eligibility Criteria)	
10	Upload tender acceptance letter /acceptance of Terms and Conditions of tender (as per prescribed format). (Refer clause 8 of. Eligibility Criteria)	
11	Undertaking of Fall Clause on the letter head of the firm duly signed and stamped by authorized signatory. (Refer clause 9 of. Eligibility Criteria)	
12	Submit Bank details (Refer clause 27 of the tender)	

