

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 Tentage and Allied items on Hire basis for Banquet functions/events of CITCO

E-Tender for the supply of Tentage and Allied items on Hire basis for banquet functions/events in the Hotels/Units of the Corporation. For the purpose, the Tentage and Allied Items are mentioned in the BOQ (Financial Bid) and the same will be provided on per function/event basis by approved supplier/tenderer at the respective hotel/ Units of CITCO on hire basis for further providing the same to the guests of Hotels quality items to be supplied by the supplier.

1. Eligibility Criteria

- a) The Agency should have space for office or for storage of inventory of Tentage and Allied Items on Hire” in tricity i.e. in Chandigarh, Panchkula and Mohali, which should be at-least 5 (yrs) years old from the date of submission of bid.

OR

Successful bidder shall have to open its office in UT, Chandigarh with 10days of issuance of letter of allotment of work, failing which penalty for another 10 days @ Rs.1000/- Per day for delay in opening of office in UT, Chandigarh shall be charged. If, office in Chandigarh is not opened then EMD/Security Deposit/Bank Guarantee shall be forfeited and allotment letter shall be cancelled and firm shall be debarred for further participation in CITCO tenders.

The agency should also have good reputation of providing the said services in various other Hotels/Other Commercial Areas/ Govt. Semi Govt. Organization and have goodwill, name and fame, in-house inventory including Tenting, Fabric and Accessories.

For the purpose, please attach documents showing either ownership or Rent Deed. If required, Committee may also inspect the same.

- b) Out of 10Years experience should have provided services for Tentage & Allied items for atleast 5 yrs. in various hotels, commercial areas/Govt. /Semi Govt. Organization

For the purpose, the Tenderer may submit certificate/letter duly signed & stamped by the entity, where the tenderer had provided the said services, clearly indicating the name of the tenderer, date of issue of certificate/letter, period for which the said services were provided, nature of services provided etc. Alternatively, the tenderer may attach documents/ bills issued to the clients for providing Tentage and Allied Items on Hire in the Hotels and other commercial permitted areas.

- c) Turnover from services related to Tentage and Allied items on Hire in the Hotels/Hospitals/Hospitality Sector/Other Commercial Areas/ Govt. Semi Govt. Organization, should not be less than Rs.02 Crores (Rupees Two Crores Only) per annum in the immediate preceding each of the last 3 financial years ended 31.03.2023.

For the purpose, tenderer shall attach Profile and a certificate showing turnover from services related to providing of Tentage and Allied items on Hire in the last 3 years, duly certified by Practicing Chartered Accountant.

- d) The Tender must be accompanied by earnest money of Rs.4,50,000/- (Rupees Four Lakh Fifty Thousand Only) in the shape of Bank Draft/ Pay Order only of any Scheduled Bank drawn in favour of "CITCO", payable at "Chandigarh" and cheque will not 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. Micro and Small Enterprises as defined in MSE Procurement Policy issued by the Department of Micro Small & Medium Enterprises or/NSIC are registered with Central Purchase organization or concerned Ministries/Departments are exempted from submission of EMD/ bid security.

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 security as per clause 8 of the DNIT.

- e) The tenderer shall supply the tentage equipments in duly washed & presentable condition and to the entire satisfaction of hotel authorities/banquet staff and guest who is hiring the tentage equipments for their function in hotel.
- f) Tenderer have not been blacklisted by any State or Central Government Department or PSU in the past will be eligible to participate in the tendering process

For the purpose, the bidder is required to submit an undertaking in the e-bid.

- g) 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.

PRE-BID MEETING

1. Pre-Bid Meeting:

Pre bid meeting shall be called on 7th day from the date of publishing on the portal and bids shall be opened after 21st day from the date of publishing, if, these days happen to be holiday then next working day shall be that day.

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

2. Tentage and Allied Items on Hire will be provided on per function/event wise basis. Therefore, the hiring rates for each items (per function/event wise) may be quoted in column no.5 of BOQ of financial Bid.
3. The validity of tender shall be for 180 days from the date of receipt.
4. Tenders should only be uploaded online on e-tenders portal of Chandigarh Administration, by authorized signatory upto the date and time mentioned in the Tender Notice. Tender(s) should be uploaded upto the date & time as indicated in the Tender Notice.

The tender will be in two parts i.e. Technical Bid and Financial Bid. The Technical Bid and Financial Bid should be uploaded on the e-bid as indicated in the Tender Notice. The tenderer submitting Technical bid should give maximum information regarding themselves and Technical capabilities, as they deem fit. The Technical Bid should contain the technical details like Address and Telephone No. of place of work (Commercial) from where the supply are proposed to be made, details of EMD (DD / Pay Order No., date, amount etc.), storage / transportation arrangement, clients list and any other relevant information.

After assessing the technical details such as experience and technical expertise of the tenderers clarification, if any, wherever necessary will be obtained from the concerned parties/ tenderers. Thereafter, 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 based upon assessment made of credentials etc. will be opened on suitable date after intimating such short listed parties. The decision of short listing of technical bid by M.D., CITCO will be final and binding on all.

5. Tenderer is free to quote rates and taxes thereon for all the items. However the allotment of contract to the successful tenderer will be made on the basis of aggregate of lowest quoted rates (Overall).

The decision of the management in this regard will be final and binding on all.

6. 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.

7. The final approved and determined rates will initially remain in force for 3 (three) years from the date of award of contract with the provision to extend further for a period of 2 years at the same rates as approved by the CITCO.

Further, the CITCO will not entertain any request for the increase of rates on account of natural calamity, other levies or any other reasons, whatsoever, during the period of contract. However, any request for increase in taxes due to increase in Govt. taxes/levies or any new tax imposed by the Govt. during the contract period will be considered.

8. Successful bidder shall be issued LOI and he shall submit his acceptance of LOI alongwith security deposit of Rs.10,00,000/- (Rupees Ten Lacs only (with in 10 days of issuance of LOI. The EMD will be forfeited, if bidder withdraw or unable to give e security deposit
9. 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.
10. The rates quoted in the financial bid should be as per items mentioned therein and is inclusive of carriage/erectioning and dismantling charges and F.O.R. Hotels/Units or any other destinations in Chandigarh as fixed by the Corporation irrespective of quantity ordered.
11. 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.

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. 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	

12. The supply of all indented items must be made as per the date/ time of indent given telephonically / email or in writing.

For the purpose, the agency has to provide dedicated e-mails to all the hotels/units for issue of purchase order or for making all sort of correspondence with the agency.

13. In case, the selected tenderer does not supply or inferior quality the approved items against the indent(s) of the hotels, penalty as detailed below will be imposed on them on account of their failure to supply the items, as recommended by the Head of the Hotels,

CITCO reserves the right to levy penalty on the tenderer on following manner:-

- 1st Time - for HMV, HSV & HPV and other units – 1Lakh+ Cost of hiring material from other agency
- 2nd Time- for HMV, HSV & HPV and other units – 2Lakh+ Cost of hiring material from other agency
- 3rd Time - for HMV, HSV & HPV and other units – 4Lakh+ Cost of hiring material from other agency

CITCO reserve the right to hire the material from open market at the risk and cost of the approved agency besides levy of penalty as above. The amount of penalty imposed will be recovered from the bills of the contractors/ performance security.

- After 3rd instance, contract will be terminated, Performance Security shall be forfeited, and firm shall be blacklisted

14. 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.

15. The successful bidder is required to supply the indented quantity of Tentage and Allied 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:-

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

16. 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.
17. The tenderer shall be duty bound to effect the supply of items contracted for to the extent indented during the contract period.
18. Failure to discharge the contractual obligations by the tenderer 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.
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	

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

- 20.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.
- 21.The aforementioned terms & conditions shall be binding and operative between the tenderer (supplier) and the Corporation.
- 22.MD, CITCO may impose additional terms and conditions as may be required in the operations interest of the Corporation.
- 23.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., Chair Person, 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.
- 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.
- 24.The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason, whatsoever.

MANAGING DIRECTOR

**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.

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

1. Scan/Submit copy of Earnest Money Deposit (Pay Order/DD)
(Refer clause 1(d) of eligibility of tender document.)
2. Name, address, email id, Mobile No. of the bidder
3. Copy of PAN Card, GST Registration (if as applicable)
4. Attach Proof
(Refer clause 1(a) of eligibility of tender document.)
5. Attach Experience certificate
(Refer clause 1(b) of eligibility of tender document.)
6. Attach Turnover
(Refer clause 1(c) of eligibility of tender document.)
7. **Selection of Tentage & Allied Items will be based on its quality/
demonstration (Refer clause 1 (e) of eligibility of tender document)**
8. Attach undertaking
(Refer clause 1(f)/Annexure-I of eligibility of tender document.)
9. Attach MSME Certificate
(Refer clause 1(g) of eligibility of tender document.)
10. List Clients
11. Submit Bank Details
(Refer clause 19 of tender document.)
12. Upload Acceptance letter/Acceptance of all terms and conditions.
(Refer Annexure-II)

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.