



## **Chandigarh Industrial & Tourism Development Corporation Limited**

CIN: U45202CH1974SGC003415

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

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**CITCO invites E-Tenders** for Providing of Polishing & Buffing (of Brass, Copper and Stainless Steel Items etc.) Services in Hotel Mountview, Hotel Shivalikview & Hotel Parkview for a period of 2(Two) years.

### **1. Eligibility Criteria**

- a) The tenderer should have experience of 03 years for providing of Polishing & Buffing (of Brass, Copper and Stainless Steel Items etc.) Services in Hotels or in Hospitality Industries during the last three years upto 31.03.2024.

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 name of the tenderer, date of issue of certificate/letter, period during which said services were provided, nature of services, etc.

Any obligations and /or formalities which are required to be fulfilled under the Contract Labour (Regulations & Abolition) Act, 1970 as amended from time to time or any other Act for the purpose of entering into and/or execution of the contract so as to be awarded shall be carried out by the tenderer at his own expenses. A compliance report will be submitted to CITCO. The tenderer will solely be responsible for violation of any provision of the said Act or any other Act.

- b) The tenderer/bidder must have GST No /PAN No. if applicable. The Corporation will not be responsible for any liability on this account, whatsoever.
- c) An affidavit to be given by the tenderer that they have not been blacklisted by any State or Central Government Department or PSU in the past. Only those agencies will be eligible to participate in the tendering process.
- d) 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.

The Technical Committee may seek any clarification /obtain documents, if required for the purpose.

### **Terms & Conditions**

- 2) The Tender must be accompanied by earnest money of Rs.10,000/- (Rupees **Ten Thousand** Only) ) in the shape of DD/ RTGS in favour of "CITCO" and 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 9 of the DNIT.

- 3) Tender(s) must be uploaded online upto the date 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 premises from where the agency is operating, details of EMD (DD/Pay Order No., date, amount etc.), clients list and any other relevant information. Experience, present jobs in hand with latest performance certificate, etc. should invariably be submitted alongwith the Tender (as a part of Technical Bid). The tenderer must submit all the scanned copies of all the supporting documents like EMD and eligibility conditions, etc. to be uploaded with the Technical Bid itself. If any such document is not attached, the offer will summarily be rejected.

The bidder has to quote the rates in financial bid exclusive of taxes or Tax will be extra as applicable strictly as per detail as mentioned in the Tender Documents at Annexure-I, II, III.

- 4) 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 technically shortlisted parties will be opened. The decision of short-listing of Technical Bids by MD, CITCO will be final and binding on all.
- 5) The validity of tender shall be for 180 days from the date of receipt
- 6) The contract awarded shall be a commercial agreement and not one of creating any employment.
- 7) Tender should only be uploaded by the authorized person of the firm/company etc. Tenderer is free to quote rates for above said services. However, the Corporation reserves the right to place the order in parts or as a whole to one or more Tenderers.
- 8) The rates should be quoted in lump-sum considering the specified area and frequency as referred to in the **Annexure-I, II & III** for a particular hotel and not for area wise. However, allotment of contract will be made on the basis of lowest aggregate rates quoted by the tenderer.
- 9) The Successful Tenderer will submit the performance Security of Rs.25,000/-(5% of the tender value) with CITCO within 10 days from the allotment of contract
- 10) The Goods and Service Tax (GST) as applicable shall be extra. However, the prospective bidder 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 bidder shall have to produce challans for the payment of GST in order to make CITCO eligible to avail the input credit.

- 11) The contract is valid for a period of 2 years from the date of allotment.
- 12) The contractor will arrange of all machinery/ equipments/materials required for providing of Polishing & Buffing (of Brass, Copper and Stainless Steel Items etc.) Services alongwith manpower.
- 13) The work of Polishing & Buffing (of Brass, Copper and Stainless Steel Items etc.) Services of the Lobby Areas of the Hotels shall be carried out upto the entire satisfaction of the Head of the Department of the respective unit/Hotel.
- 14) Interested tenderer may visit the Hotels for inspection of the scope of work prior to bid for the tender
- 15) The area mentioned in the **Annexure- I, II, III** is tentative and can be increased/decreased as per the requirement at site. The Corporation also reserves the right to withdraw any area/unit mentioned in the BOQ and no compensation is payable for the same.
- 16) 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.

- 17) The Management reserves the right to hire the services for providing of Polishing & Buffing (of Brass, Copper and Stainless Steel Items etc.) Services at Hotels/units of the Corporation from other sources at the risk & cost of the Contractor, if the services provided by the Contractor are not found as per the prescribed standard wholly or partly.

The continues non-providing/short for providing of Polishing & Buffing (of Brass, Copper and Stainless Steel Items etc.) Services, CITCO reserve the right to cancel the contract. In this eventuality, the security deposit will be forfeited and the tenderer will be liable to be debarred from participation in the tendering in the Corporation upto next 3 years.

- 18) In case, the selected tenderer does not supply the approved items against the indent(s) of the hotels, heavy penalty 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:-

- 1<sup>st</sup> Time - for HMV, HSV & HPV – 500/- of the total bills
- 2<sup>nd</sup> Time- for HMV, HSV & HPV – 1000/- of the total bills
- 3<sup>rd</sup> Time - for HMV, HSV & HPV – 1500/- of the total bills.

Further, in case of non-supply or inferior quality for providing of Polishing & Buffing (of Brass, Copper and Stainless Steel Items etc.) Services, 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.

- 19) 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 Contractor may be having.
- 20 All the payments will be made by Hotels/units through RTGS/ NEFT alongwith payment advice through e-mail and hard copy to the approved contractor/ agency
- 21 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:-

<b>Sr. No.</b>	<b>Particulars</b>	<b>Information to be filled by Tenderer</b>
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.

- 22 The contract, if awarded, for specific period, can be terminated after giving one month notice on either side.
- 23 The aforementioned terms & conditions shall be binding and operative between the tenderer (Contractor) and the Corporation.
- 24 The undersigned reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
- 25 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., Chairman, 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.

**MANAGING DIRECTOR**

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

To

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Subject Declaration of Non-Blacklisting

Tender Reference No. \_\_\_\_\_

Name of the Tender/Work:-

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Dear Sir/Madam,

We hereby declare as under:

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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Subject: 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/ organizations 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/ organization 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**

<b><u>Sr. No.</u></b>	<b><u>Particulars</u></b>	<b><u>To be submitted by the Bidder</u></b>
1	Detail of Earnest Money Deposit (Ref. Clause -2 of tender document )	
2	Name, address, email id, Mobile No. of the bidder	
3	Submit/Upload copy of Performance/experience certificate.(Ref. clause 1(a) of eligibility criteria)	
4	Upload the copy of GST No /PAN No. if applicable. (Refer clause 1 (b) of eligibility criteria)	
5	Upload Declaration for Non- Blacklisting (as per prescribed format as Annexure 1) (Refer Clause 1 (c) of eligibility criteria)	
6	Attach MSME Certificate (Refer clause 1 (d) of eligibility Criteria)	
7	Submit Bank details (Refer clause 21 of tender document)	

## **PROCEDURE FOR E-TENDERING**

1. The Bids shall be received electronically only through the website [etenders.chd.nic.in](http://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 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 contact IT Cell, The Department of Information Technology (DIT), Additional Deluxe Building, 5<sup>th</sup> Floor, Sector-9, Chandigarh, or email at [etender@chd.nic.in](mailto:etender@chd.nic.in), Phone No.0172-2740641, 0172-2740003.



**Scope of works for providing of Polishing and Buffing (Brass Copper and Stainless Steel items etc.) Services at Hotel Mountview (Annexure – I), Hotel Shivalikview (Annexure – II), Hotel Parkview (Annexure – III) are as under:-**

**Hotel Mountview**

**Annexure – I**

<b>Sr. No</b>	<b>Items Description</b>	<b>Tentative Quantity</b>	<b>Frequency</b>
	<b>JOB-I - BUFFING AND POLISHING</b>		
1.	Brass Handles	36	Daily
2.	Lobby Table frame	3	Once in a week
3.	Immigration Board on Gate No.2	1	Once in a week
4.	Alphabets of Hotel Mountview on Gate NO.2	1	Once in a week
5.	Brass Planter	7	Once in a week
6.	Menu Stand	1	Once in a week
7.	Push Plates	8	Daily
8.	Fish Plates	10	Daily
9.	Brass Plates behind doors	20	Twice in a week
10.	Console Plate in Rooms	155	Daily
11.	Brass Dustbin	40	weekly
12.	Standing Lamp in Rooms	115	weekly
13.	Wall fitting	72	weekly
14.	Brass Strip on Language Rack	86	weekly
15.	Room Numbers	155	weekly
16.	Guest Stair Brass Pipe ground to 2nd Floor, A Block	335 ft	Daily
17.	Guest stair Brass railing B, Block	742 ft	Daily
18.	Floor Passage B Block Brass Railing	358 ft	Daily
19.	Brass Railing in Bar	24 ft	Daily
20.	Room No's Sign Board	7	Daily
21.	Rustle Letters	1	Daily
22.	<b>BANQUET</b> Chaffing Dishes (SS)	Per pcs	As per requirement
23.	Bar Trolley/Snacks Trolley (SS)	Per pcs	As per requirement
24.	Tea Urn (SS)	Per pcs	As per requirement
25.	Soup Trolley with containers (SS)	Per pcs	As per requirement
26.	<b>B BLOCK LOBBY CEILING</b> Brass Items unapproachable	110'x2'	Once in three months

**Hotel Shivalikview**

**(Annexure II)**

<b>Sr. No</b>	<b>Items Description</b>	<b>Tentative Quantity</b>	<b>Frequency</b>
	<b>JOB-I BUFFING POLISHING MAIN PORCH AND LOBBY</b>		
1	Door Handles	16	Daily
2	Fish Plates	5	Daily
5	Push Plates	6	Daily
6	Name Plates/Letters	1	Daily
7	Ash Tray Strip (SS)	3	Daily
8	Sign Board (SS)	3	Daily
9	Guest Lift (SS)	3	Daily
10	Brass Planter	2	Daily
11	IN and OUT Gate letters	20	Daily
12	IN and OUT Gate	2	Daily
13	Shivalikview Words with Bird	13	Daily

14	6th Floor Door Handles	12	Daily
15	Signage	3	Daily
16	Push Plates	12	Daily
17	Ash Tray Corridor/Smoking Room	1	Daily
18	All Lifts Doors/Groovs (inside and outside)	3	Daily
19	Fish Plates	12	Daily
20	Stool Bar	6	Daily
21	Pipe Bar	18 feet	Daily
22	Shopping Area Door Handles	40	Daily
23	Push Plates	12	Daily
24	Lobby stairs Brass pipe Lobby to 6th floor and service stairs Brass Pipe from basement to 7th floor		Daily
25	<b>GUEST ROOMS</b> Brass strips on Luggage Rack	27 Rooms	Once in a month
26	Room Numbers	81	
27	Brass Dustbin	As per requirement	Thrice in a week
28	Standing Lamp	As per requirement	Twice in a month
29	Bed Side Lamp	As per requirement	Twice in a month
30	<b>COFFEE SHOP &amp; BAZM</b> Bazm Letters	4	Once in a week
31	Push Plates	12	Once in a week
32	<b>FOOD AND BEVERAGE</b> Chaffing Dishes (round/Rectangular)	Per pcs	As per requirement
33	Additional Food Pans	Per pcs	As per requirement
34	Plates	Per pcs	As per requirement
35	Tea Urns	Per pcs	As per requirement
36	Display Stand Snacks Warmers	Per pcs	As per requirement
37	Plate Warmers	Per pcs	As per requirement
38	Clearance Trolley	Per pcs	As per requirement
39	Bar Trolley	Per pcs	As per requirement
40	Snacks Trolley	Per pcs	As per requirement
41	FRONT OFFICE Front Office Trolley	Per pcs	As per requirement

**HOTEL PARKVIEW****Annexure – III**

<b>S. No</b>	<b>Items Description</b>	<b>Tentative Quantity</b>	<b>Frequency</b>
<b>JOB-I - BUFFING AND POLISHING</b>			
1.	BRASS/SS Brass/Copper Pots in	3	Once in a week
2.	Brass Door Plates in Lobby Toilets	2	Once in a week
3.	Stainless Steel Room Numbers	157	Once in a week
4.	Brass Standing Lamp in Suit Rooms	1	Once in a week
5.	Brass Plates of Bedside tables in Rooms	18	Once in a week
6.	Name Plates/Letters	9	Once in a week
7.	F&B ITEMS Chafing Dish (SS)	Per pcs	As per requirement
8.	Hollowware's	Per pcs	As per requirement
9.	Soup Trolley	Per pcs	As per requirement
10.	Snack Warmer	Per pcs	As per requirement