



CHANDIGARH INDUSTRIAL & TOURISM DEVELOPMENT CORPORATION LIMITED

CIN:U45202CH1974SGC003415

Regd. Office: SCO-120-121, Sector 17-B, Chandigarh-160017

Phone No. 0172-4644430-31-32-33-34. 2704761. Fax:0172-4644441

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

E-Tender for the supply of Stitched Uniform for operational Employees (Male & Female)

E-tenders are invited from reputed agencies for supply of Stitched Uniform to the operational Employees (Male & Female) of the Hotels/Units of the Corporation There are about 407 Operational Staff for which 814 Sets of Stitched Summer Uniforms i.e two uniform for each employee, may be required on approximate basis. Timely delivery of Stitched Uniform as per approved samples, colour, design, fabric is the essence of the tender.

The tender will be in two parts i.e. Technical Bid (Part A) and Financial Bid (Part B).

The Technical Bid and Financial Bid should be uploaded through electronic mode only, on the website (www.etenders.chd.nic.in) separately upto the date and time indicated in the Tender Notice. The Technical Bid should contain the technical details in the enclosed Performa at Part-A viz. Name, Complete Address, details of experience in supplying Stitched Summer Uniform, turnover details, detail of EMD, etc. and any other information, tenderer may like to give. All these documents have to be uploaded on e-tender in the form of scanned copies and samples of fabric to be submitted at Registered Office for approval of Committee.

Financial Bid (Part-B) will contain only the Financial Bid (Rates of the each type/ category of stitched uniform) as per the BOQ. Financial Bids (Rates) as per the enclosed annexure have also to be uploaded through electronic mode

Eligibility Criteria

1. The tenderers must have an experience of supply of stitched uniform in the last 3 financial years ending 31.03.2024. For the purpose, attach documents like Contract Letter/ Allotment Letter issued by the clients for supply of Stitched Uniform or copy of bills for supply of stitched uniform or any other proof as may be necessary.
2. Turnover from Services related to supply of uniform/ Stitched Uniform to Hotels/ institutions etc. should not be less than Rs.20 Lacs annually in each year in the immediate preceding last 3 financial years ended 31.03.2024. For the purpose, attach Profile and a certificate showing turnover from services related to supply of uniform/ Stitched Uniform duly certified by Practicing Chartered Accountant.
3. The tenderer should provide its address alongwith adequate facilities of communication viz. telephone, mobile, email etc.
4. The brands / code of the brands in **Annexure-I** are for reference only. Bidder can provide samples of fabric of any brand confirming to the specifications of the fabric mentioned at **Annexure – I**.

In case of non-submission of samples, bid received will be rejected and will not be entertained or opened. The samples of fabric submitted by the eligible companies/ agencies will then be scrutinized by the technical committee constituted by the CITCO. During scrutiny of the Technical Bids and samples received, clarification/information, if any wherever required, will be obtained from the respective tenderers.

5. Unapproved/ rejected samples will be returned back to the bidders after the completion of tender process.
6. After necessary clarifications, necessary appraisal/evaluation will be done by the Technical Evaluation Committee. Based on the technical report, Financial Bids (Part 'B') will be opened in respect of those tenderers, whose technical bids are found fulfilling eligibility criteria of the tender as well as selection of samples.
7. The decision of the Managing Director, CITCO, in respect of short listing of tenderers for the purpose of opening of their financial bids will be final and binding on all.
8. After the opening of financial bids of eligible tenderers, the tender will be allotted. Initially Letter of intent (LOI) will be issued with the condition that the selected agency will have to submit one set each of

stitched uniform of all categories of employees strictly as per, colour, design, fabric as approved by the Corporation.

9. The Corporation may direct the approved agency to re-submit the existing samples of uniform with revised specifications i.e colour, design at its own discretion.
10. The Corporation reserves the right to increase or decrease any category of Stitched uniform in Annexure – I as may be deemed fit.
11. The cost of samples of Stitched uniform will be paid by the Corporation to the allotted agency only if the said stitched uniforms of all categories would be in consonance with, colour, design, fabric etc as approved by the Corporation.
12. After reviewing and finalizing the colour, design, quality, specifications of all stitched uniforms, the contract will be allotted and then the agency will supply/provide the complete order of supply of stitched uniforms as per approved samples based on allotment terms.

General Terms and Conditions

1. Tender should only be uploaded by the authorized representative of the firm alongwith the seal of the firm.
2. The approved and determined rates will remain in force initially for 1 (one) years from the date of award of contract with a provision to extend by further period of 1 (one) year depending upon the satisfactory performance and adherence to the time schedule of supply of stitched uniforms as indicated in the contract letter. The assessment of performance shall be at the sole discretion of the Managing Director and no representation/request for extension of contract for next year shall be entertained.
3. The tenderer/agency may quote their competitive rates for all the categories of employees in the Financial Bid. The bid shall be awarded to overall lowest bidder.
4. Tenderer has to quote rates for all the items. Any bidder not submitting rates for all items or submitting ZERO rate for any item then its bid shall be rejected However the corporation reserves the right to place the order in parts or as a whole to the one or more tenderers. It is also made clear that there can be more than one supplier.

If more than one tenderer quotes the same lowest rate then such lowest tenderers shall be required to resubmit their rates and if again they quote the same rates then draw of lot shall be held for awarding the contract to the lowest bidder.

5. The number of uniforms mentioned in the Annexure-I of the Tender (814 sets approximately) are tentative and can be increased/decreased as per requirement of the Corporation. The Corporation reserves the right to withdraw any type of uniform mentioned in the annexure and no compensation shall be payable for the same.
6. The tender must be accompanied by the scanned copy of Pay Order/ Demand Draft only of an earnest money of Rs.40,000/- (Rupees forty thousand Only) of any Scheduled Bank drawn in favour of CHANDIGARH INDUSTRIAL & TOURISM DEVELOPMENT CORPORATION LIMITED, CHANDIGARH. The amount of earnest money shall not be accepted through cheque. The amount of earnest money, if any, lying with the Corporation or any other pending amount will not be adjusted against the present tender. The earnest money of the successful tenderer(s) shall be retained as security till the faithful execution/completion of the contract and shall be refunded without interest on successful completion of entire allotted work of supplying stitched uniforms.
7. The earnest money/ performance security shall, however, stand forfeited in case the bidder withdraws his offer after the last date of receipt of tender and if the successful bidder does not abide by the terms & conditions of the contract letter.
8. Conditional/telegraphic tender, tenders without scanned copy of earnest money & without sample tenders not submitted in the prescribed manner above and not on the prescribed form shall be rejected.
9. The rates quoted in the Financial Bid should be F.O.R. stores of the hotels/units of the corporation in Chandigarh and inclusive of all taxes and other Govt. levies.
10. The tenderer is required to furnish an irrevocable bank guarantee of Rs.1.00 lacs(Rupees one Lac Only) valid for 26 months. The Security deposit will not carry any interest and will be refunded after 3 (three) months of the satisfactory completion of the contract and after submission of no dues/no claim certificate. The tenderer will have no claim for any interest with regard to any delay in the

settlement of final bill or refund of security deposit or in respect of amounts which may be in the hands of CITCO owing to any dispute between CITCO or its outlets and tenderer.

11. The tenderer shall be duty bound to execute the job (of providing Stitched Uniform of all the employees of Hotels/Units of the Corporation) within a period of 120 days commencing from the date of allotment of tender, which includes the time taken for measurement of employees and delivery F.O.R. at the Hotels/Units of the Corporation. In case of valid/justified grounds, the above said period of 120 days for executing the job of providing Stitched Uniform may be extended at the sole discretion of M.D., CITCO.
12. a) In case of inferior quality of supply/unmatched size (improper fitting) of Uniform etc., the agency will have to replace/alter the said Uniform at its own cost and expense immediately within 10-20 days.
b) In case of late supply of Uniform beyond 120days, CITCO reserves the right to levy penalty as follows :-
 - 1) Up to 10 days Rs.1000/- per day per set
 - 2) From 11-20 days Rs.2000/- per day per set
 - 3) Beyond 21-30 days Rs.3000/- per day per setc) For delay beyond 30 days, CITCO reserves right to cancel the contract and forfeit the security as well as Bank Guarantee and debar the firm/agency for further participation in the tender of the Corporation upto three years.
d) In case agency backed-out from the contract then in that case CITCO reserves right to cancel the contract and forfeit the security as well as Bank Guarantee and debar the firm/agency for further participation in the tender of the Corporation upto 3 (three) years.
13. Any delay or failure in the performance by either Party hereunder shall be excused if and to the extent caused by the occurrence of a Force Majeure. For purposes of this Agreement, Force Majeure shall mean a cause or event that is not reasonably foreseeable or otherwise caused by or under the control of the Party claiming Force Majeure, including acts of God, fires, floods, explosions, riots, transporters strike, wars, hurricane, sabotage terrorism, vandalism. Accident, restraint of government, governmental acts, injunctions, labor strikes etc. In such event, mutual agreement shall be followed to resolve the issue.
14. There can be no change in colour/shade /design/pattern etc. without prior approval of the Corporation.
14. Alteration work in the stitched uniforms, wherever required, shall be got done by the tenderer free of cost in respect of any Officials/Officers of the Corporation.
15. The stitching of the uniform shall be firm and strong so that it does not pull or tear easily for which the tenderer shall be required to use best quality/material
16. Measurement of the employees will be held at the respective hotels/units of the Corporation within 10 days from the date of issue of allotment letter as per the list of employees to be provided by in-charge of respective CITCO Unit. The measurement will be got confirmed by the tailor from In-charge of respective Units of CITCO by taking his signatures. In case,-any employee does not give measurement to the tailor as per the schedule fixed, then In-charge of that Unit shall be personally responsible for giving the measurement at the business premises of the tailor at his own expense.
17. The Management reserves the right to reject the Stitched Summer Uniforms for which the contract is awarded, if it is not found as per prescribed standard quality/ specifications wholly or partly, and the rejected uniforms shall be lifted/ removed by the firm immediately from the hotels premises of the Corporation at their own expenses on being informed of the same. In case the firm fails to remove the rejected uniforms, the Corporation reserves the right to dispose of the same at the cost of the firm and no claim whatsoever shall be entertained.
18. 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.
19. Failure to discharge the contractual obligations by the tenderer/firm, will lead to debarring of the firm/ agency for tendering in the Corporation upto 03 years and the Security deposited including bank guarantee shall also be forfeited.
20. The payment shall be released by the In-charge of concerned unit within 15days from the receipt of uniforms subject to its stitching of fine quality and upto the satisfaction of the Incharge of the unit concerned, subject to deduction of tax at source (TDS) and submission of copy of PAN card.

21. The aforementioned terms & conditions shall be binding and operative between the tenderer (firm) and the Corporation.
22. The Corporation can terminate the whole contract of Stitched Uniforms at any time without assigning any reason whatsoever, even before the expiry of the contract period for non-compliance of terms and conditions.
23. M.D. CITCO may impose additional terms and conditions in the interest of the Corporation.
24. In the event of any dispute subject to the jurisdiction of U.T., Chandigarh only, the same shall be referred for arbitration of the Chairperson. CITCO or any other person appointed by him/her and the award of the arbitrator shall be final and binding on both the parties.
25. The undersigned reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.

MANAGING DIRECTOR

Chandigarh Industrial & Tourism Development Corporation Limited

CIN: U45202CH1974SGC003415

Regd Office: SCO-120-121, Sector 17-B, Chandigarh-160017

Phone No. 0172-4644430-31-32-33-34. 2704761. Fax:0172-4644441

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

**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:

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/ 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

Sr.No.	Submit the following documents	Yes/ No.	Page No.
1.	Name, address, email id, Mobile No. of the bidder		
2.	Submit Earnest Money Deposit or MSME Certificate		
3.	Attach/Upload the experience (Reference Clause 1 of Eligibility Criteria)		
4.	Attach/Upload Annual Turnover Reference Clause 2 of Eligibility Criteria)		
5.	Upload the Documentary Proof of Local Address Reference Clause 3 of Eligibility Criteria)		
6.	Copy of PAN Card & GST Registration		
7.	Submit Bank details for NEFT/RTGS		
8.	Upload Declaration for Non-Blacklisting (as per prescribed format Annexure-2)		
9.	Acceptance of all terms & conditions of Tender documents on the letter head of the Company duly signed by the authorized signatory alongwith stamp.(as per Annexure-3)		

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.

THE BRANDS / CODE OF THE BRANDS AS PER ANNEXURE-1

Sr. No	Position/Category	Number of employees	Fabric recommended by Committee	Quality Code of Company Fabric	Color Code or Color	Pattern	Gender
1	GM/DGM	3	Raymond	4040015235	40	Suit	Male
			Mafatlal	57836/6018317	Sky Blue	Shirt	
			Readymade			Tie	
2	Jr. Bill Asstt.Bill Clerk (Hotels) JE/AE /Sr. Sports Officer/ Supervisor (Elect. & Civil), Lift Operator , Jr. Programmer, Driver	30	Raymond	4770395912	3	Trouser	Male
			Mafatlal	57836/6018317	Ivory	Shirt (embroidery of name on the Pocket)	
3	Darban	2	Raymond	4770395912	8	Achkan -name embroidered on pocket left side on chest in sky color Belt Churidar Blue with chest patch(SKY) Red Band on the Neck and Arm Red Button Red with Embroidry Sky Blue	Male
			Raymond	4770395912			
4	Sr. Bell Boy & Bell Boy	5	Raymond	7138	25	Waist Coat Vshape	Male
			Raymond	7138	25	Pant	
			Mafatlal	57836/6018317	White	Shirt	
5	Bell Captain	3	Raymond	7138	25	Suit	Male
			Mafatlal	57836/6018317	White	shirt	
			Tie Readymade			Tie	
6	Darban- cum Driver	1	Raymond	7138	9(Navy Blue)	Pant	Male
			Mafatlal	57836/6018317	Sky Blue	Shirt	
7	Security Guard Security supervisor	14	Raymond	7138	9(Navy Blue)	Pant	Male
			Mafatlal	57836/6018317	Sky Blue	Shirt with Flaps and 2 pockets	
8	Floor Supervisor, Sr. Linen Keeper, Linen Keeper, Desk Controller, Kitchen Supervisor	12	Raymond	4770395912	3(Gray)	Suit	Male
			Mafatlal	57836/6018317	White	Shirt	
			Tie Readymade			Dark Gray Tie	
9	Assistant Floor Supervisor, Room Attendant	10	Raymond	4770395912	3 Gray	Pant	Male
			Mafatlal	57836/6018317	Fawn	Shirt	
10	RE, Business Coordinator Assistant (F&B) CC Receptionist Telephone Operator. Assistant House Keeper Security Officer	20	Raymond	7138	10 Black	Suit	Male
			Mafatlal	57836/6018317	Ivory	shirt	
			Tie Readymade			Jacquard Tie	
11	Houseman, Head Houseman, Jamadar, Sweeper-Cum- Chowkidar	29	Raymond	7138	24 Dark Brown	Pant	Male
			Mafatlal	57836/6018317	Fawn	Shirt (collar with strip inside the collar)	
12	Peon - cum- Binder Helper General/ Kitchen Linen helper Skilled Operator Jr. Skilled Operator Jr. Salesman	35	Raymond	4770395912	3Gray	Pant	Male
			Mafatlal	57836/6018317	White	Shirt (name embroidery on the pocket)	
13	Waiters Trainee waiter Assistant Steward	64	Grasim Grado	333001	48 Maroon	Jacket- Vshape	Male
			Raymond	7138	10Black	Pant	
			Mafatlal	57836/6018317	white	white	
			Readymade Bow		Black	Bow	

14	Assistant Barman Kitchen Stewarding sup Steward, Asstt. Captain.	19	Grasim Grado	333001	48 Maroon	Jacket- Vshape - Coat Style	Male
			Raymond	7138	10 Black	Pant	
			Mafatlal	57836/6018317	white	white	
			Tie	Readymade	Black	Tie	
15	Sr. Captain Captain Barman	13	Grasim Grado	333001	48 Maroon	Coat	Male
			Raymond	7138	10 Black	Pant	
			Mafatlal	57836/6018317	white	Shirt	
			readymade Tie	Readymade Tie	Black	Tie	
16	GRE Housekeeper Banquet Manager F&BCC	3	Raymond	395912	8 Navy Blue	Suit	Male
			Mafatlal	57836/6018317	Sky Blue	Shirt	
			ReadymadeTie	Readymade	Navy Blue	Tie	
17	Sr. Manager (F&B) Manager (F&B) Front Office Manager Sr. Housekeeper	3	Raymond	4040015235	23 Steel Gray	Suit	Male
			Mafatlal	57836/6018317	White	Shirt	
			Readymade Tie	Readymade Tie	Steel Gray	Tie	
18	Executive Chef	0	Grasim Grado	3282	403 Black	Coat-Collar, button & piping Red	Male
			Grasim Grado	3282	403 Black	Pant	
			Grasim Grado	1494	301White	Apron	
19	Chef	0	Grasim Grado	1494	301 White	Coat-Collar, button & piping Black	Male
			Grasim Grado	3282	403 Black	Pant	
			Grasim Grado	1494	301 White	Apron	
20	Chef De Parte	5	Grasim Grado	1494	301 White	Coat-Collar, button & Piping Blue	Male
			Grasim Grado	3282	403 Black	Pant	
			Grasim Grado	1494	301 White	Apron-Full Size with Pocket	
21	Commis-I,	5	Grasim Grado	1494	301 White	Coat-Collar, button & Piping Green	Male
			Grasim Grado	3282	403 Black	Pant	
			Grasim Grado	1494	301 White	Apron- white with Green Piping Full Size with Pocket	
22	Commis -II Commis -III	77	Grasim Grado	1475	301 Check	Coat -White with Green Piping & Button	Male
			Grasim Grado	1475	301 Check	Pant	
			Grasim Grado		white	Apron-White with Green Piping and Pocket	
23	Utility worker/ Kitchen worker	32	Raymond	7138	6 Gray	Safari -Gray -Strip inside collar of Green Colour	Male
			Raymond	7138	6 Gray	Pant	
			Raymond	395212	9 Black	Apron	
24	Boiler Attendant Mason Electrician/ Electrician-cum- Generator Opt. Music Opt. Mortar Mate Plumber Carpenter A.C. Mech. Helper Mtc. Sewer-man Life Guard Jr. Technician, Sub station attendant	25	Raymond	7138	24 Brown	Safari -Brown	Male
			Raymond	7138	24 Brown	Trouser-Cargo	

25	Head Mali	4	S.Kumar	Sample attached	Army Green	Pant	Male
			Mafatlal	57836/6018317	Light Green	Shirt- Name embroidery on Pocket	
26	Mali	4	S.Kumar	Sample attached	Army Green	Pant	Male
			Mafatlal	57836/6018317	Light Green	Shirt -Collar Neck Strip and cut of Army Green	
27	Peon Helper General Linen helper Mntc.	8	Mafatlal	57836/6018317	Gray	Shirt	Female
			Mafatlal	57836/6018317	White	Salwar	
			Chiffon	Readymade Dupatta	white	Dupatta	
28	House Women	1	Mafatlal	57836/6018317	Fawn	Shirt	Female
			Mafatlal	57836/6018317	Dark Brwon	Salwar	
			Chiffon	Readymade Dupatta	Dark Brwon	Dupatta	
29	Room Attendant Asstt. Floor Supervisor	3	Mafatlal	57836/6018317	Fawn	Shirt	Female
			Mafatlal	57836/6018317	Gray	Salwar	
			Chiffon	Readymade Dupatta	Dark Gray	Dupatta	
30	Lobby-cum-Restaurant Hostess	3	Raymond	395212	9 Black	Business Suit	Female
			Mafatlal	57836/6018317	White	Shirt	
31	Boat Man	6	Mafatlal	57836/6018317	Grey	Safari	Male

