



Chandigarh Industrial & Tourism Development Corporation Limited

CIN: U45202CH1974SGC003415

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E-Tender for the supply of Fresh Vegetables.

CITCO invites E-Tenders for the supply of Fresh Vegetables to Hotels/Units of the CITCO for the following period: -

- From the date of allotment to 31.03.2025 (Winter Season)
- For the period from 01.04.2025 to 30.09.2025 (Summer Season)
- For the period from 01.10.2025 to 31.12.2025 (Winter Season)

Tenderer is free to quote rates for any or all the item as specified in the BOQ of the tender form for the aforesaid periods.

1. Eligibility Criteria

- a) The tenderer which have not been blacklisted by any State or Central Government Department or PSU in the past will be eligible to participate.

For the purpose, the tenderer should upload an affidavit/undertaking to the effect with bid more than one month old from the date of bid

- b) 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.
- c) The tender must be accompanied by earnest money of Rs.1,00,000/- (Rupees One Lakh 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. Tender without earnest money shall not be entertained.
- d) Local Vendor: Successful Bidder shall put up local office within 10 (ten) days of being successful bidder. Otherwise EMD shall be forfeited and action as deemed according to this DNIT shall be initiated.

Terms & Conditions

2. The validity of tender shall be for 180 days from the date of receipt.
3. Tender should be uploaded upto the date and time as indicated in the Tender Notice.
4. 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.
5. Any corrigendum/ amendment in the terms and conditions of the tender document or any other change, if required, will be issued/ published/ uploaded on <http://etenders.chd.nic.in> only. It will be the responsibility of the bidder to note amendments and submit in his bid accordingly.
6. 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 like Address and Telephone No. of Shop / Factory from where the supplies are proposed to be made, details of EMD (DD / Pay Order No., date, amount etc.), and any other relevant information.

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 tax as the tax 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. The Financial Bid of only those technically short listed parties will be downloaded on suitable date after intimating such short listed parties. The decision of short listing of Technical Bids by MD, CITCO will be final and binding on all.

7. The rates will remain in force :-

- From the date of allotment to 31.03.2025 (Winter Season)
- For the period from 01.04.2025 to 30.09.2025 (Summer Season)
- For the period from 01.10.2025 to 31.12.2025 (Winter Season)

The period of contract can be extended on the satisfactory performance of the contractor and with the approval of MD, CITCO.

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 in rates due to increase in Govt. taxes/levies or any new tax imposed during the contract period will be considered.

8. The prospective supplier/vendor must have a GST registration and indent to pay tax and issue valid invoice under GST, if applicable.
9. 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.
10. The allotment of contract to the successful tenderer will be made on the basis of lowest rates per item quoted by the respective tenderers/ parties, i.e. the contract can be allotted to more than one agency on the basis of lowest rates per item.
11. If more than one bidder quotes same rates then MD 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 rates, 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 eligible to avail the input credit.
13. Successful bidder shall have to deposit performance security of Rs.1,00,000/ (Rupees One Lakh Only) and refunded after the faithful execution of the contract.
14. The tenderer will supply the Fresh Vegetables to the Hotels / Units between 08.00 A.M. to 11.00 A.M.

In case the supply is delayed beyond the time given above, the tenderer will have to pay **Rs.2000/-** per hour as demurrage charges for delay upto 2.00 P.M. subject to the condition that the penalty will not exceed the value of supplies. Thereafter, the Hotels / Units shall be at liberty to make purchase of these items as per the requirement from the open market at the risk and cost of the tenderer without further intimation.

15. 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.

16. 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.

17. 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 continuous non supply of Fresh Vegetables for 3 instances or failure to discharge the contractual obligations, the contract is liable to be cancelled and security deposit may also be forfeited. This may also lead to debarring of tenderer from participation in the tendering of the Corporation upto the next 3 years.

18. 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 units / hotels as per requirement and the tenderer shall have no objection to it.

19. The tenderer shall be duty bound to supply the items to the extent of indented quantity during the contract period.

20. Payments will be processed on fortnightly basis i.e. in batches of 1st to 15th and 16th to 30th / 31st of each month. Payment of each batch will be released within 15 days of close of each batch. Thus, while payment of bills from 1st to 15th of a month will be made upto 30th of the same month, payment of bills in the batch of 16th to 30th / 31st will be released before 15th day of next month.

In case if, the concerned Manager Accounts or Accounts Branch of respective Hotel/ Unit fails to release the payment within 15 days, then he will send written note on 16th day to GM/ DGM (Hotel/Unit) General Manager/Dy. General Manager will call a meeting to resolve the issue and ensure timely payment in next 15 days and send report to CGM in this regard.

21. 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.

22. 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.

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/ ChequeNo. (details)	Rs. _____
5.	Amount Hold Back	Rs. _____
6.	Reasons for holding the said amount	
7.	Any adjustments/in Bills or attendance	

23. 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.

24. The aforementioned terms & conditions shall be binding and operative between the tenderer (supplier) and the Corporation.
25. A Force Majeure (FM) i.e. extraordinary events or Circumstances beyond human control such as an event described as act of God (like a natural calamity) or events such as a war, strike, riots, crimes but not including negligence or wrong doing, predictable/seasonal rain and any other event specifically excluded in the Clause. The firm has to give notice of FM as soon as it occurs and cannot be claim Ex-Post Facto. If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of FM for a period exceeding 90(Ninety) days, either party may at its option terminate the contract without any financial repercussion on either side.
26. Penalties: All the penalties have been mentioned in tender document. MD, CITCO reserves the right to impose penalties of blacklisting and debarring firm further participation in tender as per terms & conditions of GFR /other Govt. Purchase instructions prevalent at that time.
27. M.D., CITCO reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
28. 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.
29. All legal disputes out of this tender shall be dealt within the jurisdiction of UT Chandigarh

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:

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

1. Detail of Earnest Money Deposit
(Refer Clause 1(c) of eligibility of tender document.)
2. Name, address, email id, Mobile No. of the bidder
3. Copy of PAN Card, GST Registration (if applicable)
4. Attach undertaking as per (Annexure-1)
(Refer Clause 1(a) of eligibility of tender document.)
5. Attach MSME Certificate
(Refer Clause 1(b) of eligibility of tender document.)
6. Upload address
(Refer Clause 1(d) of eligibility of tender document.)
7. Attach acceptance of Terms & Conditions of tender document
(Refer Annexure-2.)
8. Submit Bank Details
(Refer Clause 23 of tender document.)

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>.
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. In case last date of submission of bid is declared as holiday then physical EMD shall be accepted on next working day but tender has to be submitted online by the last date of closing of the Tender.
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.