



Chandigarh Industrial & Tourism Development Corporation Limited

CIN: U45202CH1974SGC003415

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E-TENDER

CITCO invites E-tender for the supply Linen Items 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-tender 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 for Rs.75 lac** 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 and extendable for another period of one year subject to satisfactory performance.

The Tenderer is free to quote rates for any or the entire 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.

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.

Eligibility Criteria

a) Authorized Representatives:

The bidder should be manufacturer or supplier/Trader of the linen items.

Bids of bidders quoting as authorized representative of a Manufacturer or Supplier or Trader would also be considered to be qualified provided they submit authorization in their favour on the Letter Head of the manufacturer /supplier/trader.

b) Financial Standing

The average financial turnover of the bidder during the last three years ending 31.03.2025 should be at **Rs.30 Lakh** as per the annual report of the relevant period & a certificate duly authenticated by a Chartered Accountant.

- c) The tenderer / bidder must have valid GST No. & PAN No.
- 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.
- e) **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 5% 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 90 days beyond the date of completion of all contractual obligations of the supplier including warranty obligations, if any.**
- f) Tenderer/bidder must submit tender acceptance letter/acceptance of terms & conditions of tender as per prescribed format as per Annexure - 1.
- g) Bidders have to submit sample of all products. Any bid without sample shall be rejected.

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 web site :<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 Financial Bid strictly as per detail given therein.

3. After assessing the technical details, CITCO will shortlist the parties fulfilling the technical criteria laid down for the purpose. The Financial Bid of only those technically short listed parties will be opened/downloaded on suitable date after intimating such short listed parties. Technical Bids of that bidder shall be opened who will submit sample. 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 180 days from the date of receipt.
6. The finally approved and determined rates will initially remain fixed for the period of **one year** with provision to extend further for a period of one year on the satisfactory performance with mutually agreed terms & conditions. If the firm withdraws the contract before completion of one year then the firm's performance security shall be forfeited besides blacklisting the firm as per provisions of GFR & instructions of Govt. of India/Chandigarh Administration.
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 @5% 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.**
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 on the basis of item wise lowest rate.
 - a) If more than one bidder quotes same rates, then such quoters shall be required to resubmit their sealed rates. If again they quote the same rates, then a draw of lot will be held
12. The Goods and Service Tax (GST) as applicable shall be extra and TDS will be deducted as per rules. 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 detailsbelow:-

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. Period of supply/Liquidated Damages: If the Seller fails to deliver any or all of the linen items within 60 days from the confirmed and written orders, CITCO Hotels will be entitled to deduct/recover the penalty as per clause herein for the delay, unless covered under Force Majeure conditions. At delivery time Hotel may take test report.
17. 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.
18. The penalty for the delayed period i.e delay beyond the delivery period is 2% per week or part of the week of delayed period. After delay of 4 weeks (28 days), the supply order shall stand cancelled and performance security shall be forfeited apart from imposing other penalties **as per** GFR/ other govt. instruction prevalent at that time.
19. The Management reserves the right to get material tested from Government Labs & 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 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 specification 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. 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.

26. The aforementioned terms & conditions shall be binding and operative between the tenderer (supplier) and the Corporation.
27. 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.
28. 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
29. M.D., CITCO reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever.
30. 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 for mediation to appointee of MD CITCO or mutually agreed appointee and fee of such Mediator shall be borne equally by CITCO and Successful Bidder and the parties shall agree to abide by the decision of the Mediator. The Courts at Chandigarh shall have the exclusive jurisdiction.
31. Any bidder in conflict with CITCO legal if any, shall be disqualified from participation in this bid.

MANAGING DIRECTOR

Annexure-1

TENDER ACCEPTANCE LETTER/UNDERTAKING FOR NON BLACK LISTING

(To be given on Company Letter Head)

To,

Date: _____

Sub: Acceptance of Terms & Conditions of Tender and undertaking for non blacklisting.

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/ organisations 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 (Refer Clause 1(e) of eligibility criteria of tender document.)	
2.	Name of the bidder, Bidder Authorized Signatory, Address, Email id, Mobile No. of authorized person. (Refer Clause 1(a) of eligibility criteria of tender document.)	
3.	Upload Annual Turnover (Refer Clause 1(b) of eligibility criteria of tender document.)	
4.	Upload valid GST No. & PAN No (Refer Clause 1(c) of eligibility criteria of tender document.)	
5.	Upload MSME Certificate, if any (Refer Clause 1(d) of eligibility criteria of tender document.)	
6.	Upload tender acceptance letter (as per prescribed format).(Refer Clause 1(f) of eligibility criteria of tender document.)	
7.	Submit Bank details (Refer Clause 25 of eligibility criteria of tender document.)	
8.	Submit sample of all products alongwith its list. Refer Clause 1(f) of eligibility criteria of tender document.)	