



DEPARTMENT OF FORESTS & WILDLIFE CHANDIGARH ADMINISTRATION

Off: Paryavaran Bhawan Building [2nd Floor], Sector-19B, Madhya Marg, Chandigarh-160019
E-mail Address: forestchandigarh@gmail.com [Tel:0172-2700284](tel:0172-2700284)

No.

Dated:

EXPRESSION OF INTEREST

Expression of Interest is invited from the eligible and interested agencies/suppliers to supply the Souvenirs representing Chandigarh Bird Park, Nature, Forests for the period from 01.04.2024 to 31.03.2026. The detailed terms & conditions can be downloaded from the official website <https://www.chandigarhforest.gov.in> or shall be taken from the office at the address given above. The interested parties are requested to submit their EOI with documentary proof in a sealed cover describing "Expression of Interest for Souvenirs" in the office of Chief Conservator of forest, Chandigarh, 2nd Floor, Paryavaran Bhawan, Sector-19 B, Madhya Marg, Chandigarh upto 21.03.2024. The Expression of Interest will be opened in the office room of the Chief Conservator of forest, Chandigarh, which shall be intimated separately. The Chief Conservator of forest, Chandigarh reserves the right to reject any/all the Expression of Interest without assigning any reason, whatsoever.

**Deputy Conservator of forest (HQ),
Chandigarh Administration**

Terms and Conditions

1. Expression of Interest (EOI) for Supply of Souvenirs/Gift items

Important Instructions Terms and Conditions for the Suppliers:

Definitions

(i) "The bidder" and "tenderer" means the individual or firm who participates in this tender and submits bid.

(ii) "The supplier" means the individual or firm supplying the goods under the contract.

(iii) "The contract" means the contract valid upto 31.03.2026 from the date of award of the contract.

2. This EOI form along with Annexure-"I" should be returned intact, with the samples. Infringement of this condition shall render the EOI liable to be rejected. The EOI must be sealed and bear stamp of the supplier/firm on the face of the envelope.

3. The tenderer shall inscribe with "Expression of Interest for Souvenir" on the face of the envelope. Documents once rendered shall be final and any lapse/deficiency in rendering of documents will be liable for rejection of EOI.

4. Unsealed EOI will not be entertained. In case sample is not submitted, the EOI will be rejected. The approved sample shall be retained by the Department for two years.

5. The price of the products for those supplier(s) whose samples are approved the best by the committee, shall be finalised in consultation with the Department.

6. No price revision of the souvenirs/Gifts items will be accepted by the Department during the financial year. However, in case of decrease in prices, the benefit shall be passed on to the purchaser. Revision of price will be allowed on the beginning of financial year only.

7. The contract can be allotted to more than one firm/agency(s), whose samples are adjudged best and approved by the Department for sale of the souvenir items. Products must be different from each other.

8. The cost of the Stocks/Inventory shall be borne by the supplier/tenderer. However, all the billings for the sale of souvenir items shall be at the behest of suppliers/tenderers.

9. In the firm/agency bills, authorised dealer of the department will be mentioned and the billing will be done by the employees of the Department on the behalf of the concerned vendor.

10. In case of credit sale, the vendor shall issue billing to the Department and the Department will further issue bill from the bill book of the Department or it can be done made from bill book of authorised vendor which will be decided in due course of time.

11. The vendor will be solely responsible for payment of any taxes on full amount of the souvenir. The Department will not be liable to pay tax on sale in any case.

12. The vendor shall deposit interest free security amounting to Rs. 1,00,000/- (refundable) before placing of souvenir at souvenir shops.

13. The receipt/cash will be taken by the concerned dealer/vendor after giving proper cash receipt at souvenir shop and a copy of the same in the office of CHIEF CONSERVATOR OF FOREST, UT, CHANDIGARH.

14. The authorised dealer/vendor shall deposit the fees on sale of the Department by 20th of the next month.

15. The souvenirs/products must carry the branding of Chandigarh Bird Park.

16. The sale proceeds of approved souvenirs on behalf of supplier will be shared in the ratio of 75:25 i.e. sale proceeds before taxes 75% will be given to the supplier and 25% shall be given to the Department in order to compensate cost of Rental Value, Manpower and Electricity & other Maintenance Expenses, being provided by the Department only.

17. The quantity of Souvenirs in supply order shall vary as per requirement of the Department.

18. The tenderer whose souvenirs are finalised shall be binding to supply the items for two years.

19. The Supplier shall be given soft copy of art work to be printed on the items by the Department to the supplier.

20. The Supplier will furnish certificate to the effect that all the canvas paintings supplied are Colour Fade Resistant and Colour Water Resistant with each supply of canvas paintings.

21. Each item shall be given an item code by the Department after finalization of souvenirs and henceforth the demand shall be placed to firm/agency by quoting that item number.

22. Any material supplied by the firm/supplier which is not as per sample approved shall be rejected and will not be displayed at Sales Counter.

23. The firm/supplier shall supply the items FOR at the destination to be intimated by the Department. The responsibility for lodging/bodging and other insurance freights shall be solely of the supplier.

24. The existing stock of the Souvenirs if any lying with the department shall also be displayed for sale at the Souvenirs and the total sale proceeds of these items will be the receipts of the Department.

25. The firm/supplier applying for EOI should not be blacklisted by any Central or State Government's Department/Board/Corporation/Institute/Autonomous Body.

26. The Department reserves the right to remove any obsolete or non moving item/souvenir(s) from premises/counter, if considers necessary.

27. The Department reserves the right to add/delete any souvenir(s) from any other source(s).

28. The Department reserves the right to terminate the contract/agreement, without assigning any reason, whatsoever.

29. TDS will be deducted as per rules.

30. In the event of any dispute or difference arising out of or in any way touching or concerning this Contract/Agreement, whatsoever, the same shall be referred to the Sole Arbitrator, the Chief Conservator of forest, Chandigarh , Chandigarh Administration or his/her nominee, whose decision thereon shall be final and binding on the parties thereto.

31. The Courts of Chandigarh alone shall have the jurisdiction to try any matter of dispute or reference between the parties, arising of this Contract/Agreement.

32. Any violation of copy right, vendor is responsible for it who will supply the items.

33. The Department can prematurely terminate the contract, if the service of the bidder is forced to unsatisfactory, with a prior show cause notice of 15 days.

**Deputy Conservator of forest (HQ),
Chandigarh Administration.**

Annexure-"I" Affidavit

I/We(Name) _____
____ Director/Partner/Sole Proprietor (strike out which is not applicable) of _____ do hereby declare and solemnly affirm that the I/We in the capacity of Individual/ Firm(s)/Company(s) am/are neither Blacklisted nor my/our Tender/Contract Agreement has been cancelled by the Union or State Government or Government Body and any Director/Partner/Proprietor or Shareholder thereof is/are not directly or indirectly connected with or has any substantial interest in business of the Department, other than this Contract.

DEPONENT

Address: _____

I/we do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my /our knowledge and belief. No part of it is false and nothing has been concealed, therein.

Dated: _____ DEPONENT

(Note:- To be furnished on non judicial stamp paper duly attested by the Notary Public)