

Procedure for e-Tendering for Allotment of Retail Sale Liquor Vends (L-2/ L-14A) in U.T., Chandigarh for the year 2019-20

The process of allotment of retail vends of L-2/L-14A in U.T., Chandigarh for the year 2019-20 has been set in by inviting e-tenders. The e-tenders shall be invited separately for each vend in U.T., Chandigarh.

In order to participate in the process of allotment, the applicant shall have to sign up and get himself registered through the Chandigarh Administration's e-tender portal i.e. <https://etenders.chd.nic.in> by following the steps listed here under:

Sign up Process

First, the prospective bidder will have to visit the departmental website www.etdut.gov.in/exciseonline and click on the [e-tender Website](#) link to initiate the process of e-tendering Registration sign-up.

For e-tendering Registration:-

A valid e-mail id and mobile number are the basic requirements for signing up.

The applicant will go through the process of registration by using the unique user id (email id of the user) provided during the e-tendering Registration sign up process and by using his own password. For more information/detail please visit at "[Bidder Registration Process](#)".

Now the applicant can visit the Chandigarh Administration's website at <https://etenders.chd.nic.in> to proceed with the e-tender for allotment of L-2/L-14A (Indian Made Foreign Liquor /Country Liquor). The applicant has to login by using the registered user ID and password along with Digital Signature (DSC).

After successfully login at <https://etenders.chd.nic.in>, the applicant has to click on "Search Active Tenders". Thereafter the applicant shall have to **select the tender for allotment of vends in Excise & Taxation Department, U.T., Chandigarh**. It can be any vend within U.T., Chandigarh. In case of individuals/partnership, the applicant shall have to upload the scanned copy of the documents i.e. Photograph, age proof, residence proof, proof of identity, copy of PAN of self or of all partners, copy of Aadhaar Card of self or of all partners, partnership deed of a partnership firm and eligibility affidavit under order 7 of Punjab Intoxicants License and Sales Orders, 1956 (as applicable to U.T. Chandigarh).

In case of companies, the bidder has to upload the scanned copies of the Photograph, age proof, residence proof, proof of identity of authorized person & all the Directors, Registration Certificate issued by the Registrar of Companies under the Companies Act, 1956, a copy of PAN Card in the name of company as well as of authorized person and all the Directors, list of Board of Directors, Director Identification Number (DIN), copy of Aadhaar Card of authorized person & all the Directors, a

resolution passed by the Board of Directors authorizing any person to apply on behalf of the company and eligibility affidavit under order 7 of Punjab Intoxicants Licence and Sales Orders, 1956 (as applicable to U.T. Chandigarh) of authorized person & all the Directors

Note:- In all the cases whether individuals/Partnership firm or company, the bidder will have to submit demand drafts of participation fee amounting to Rs. 3 lacs for each vend, along with requisite Earnest Money Deposit (EMD) as mentioned in the Excise Policy for the year 2019-20 in the office of AETC, U.T. Chandigarh. The Department will issue an acknowledgment receipt for both the payments. The bidder will have to upload the scanned copy of the same at the time of submission of his/her technical bid along with other required documents. Non submission of above documents will result in rejection of the bid at the time of evaluation of technical bid.

Process to submit Participation Fee and Earnest Money Deposit (EMD)

The participation fee will be Rs. 3,00,000/- for each vend which is non-refundable and non-adjustable and the earnest money as mentioned in the Excise Policy for the year 2019-20 to be submitted through demand drafts only in the office of the AETC, U.T., Chandigarh, at any time during the office working hours on or before 20.03.2019 (5:00 PM). The Demand drafts for participation fee and earnest money deposit (EMD) may be drawn in favour of the “Assistant Excise and Taxation Commissioner, U.T., Chandigarh”, payable at Chandigarh..

Non submission of demand drafts on account of Participation Fee and Earnest Money Deposits (EMD) on or before 20.03.2019 till 5:00 PM, will result in Rejection/Cancellation of Bid at the time of Opening of Technical Bid. The amount of EMD is refundable and adjustable. The amount of EMD shall be adjusted towards the security when the e-bid is successful upon evaluation. The EMD shall be refunded in case of all unsuccessful e-bids, provided it is not forfeited. The EMD required for placing the e-bids shall be as under:

Sr. No.	Reserve Price of Licensing Unit	Earnest Money Deposit (EMD)
(i)	Rs.1,00,00,001/- to Rs. 2,00,00,000/-	Rs 25,00,000/-
(ii)	Rs.2,00,00,001/- to Rs. 3,00,00,000/-	Rs 40,00,000/-
(iii)	Rs.3,00,00,001/- to Rs. 4,00,00,000/-	Rs 50,00,000/-
(iv)	Rs.4,00,00,001/- to Rs. 5,00,00,000/-	Rs 60,00,000/-
(v)	Rs.5,00,00,001/- and above	Rs 70,00,000/-

However, the bids can be placed only as per the schedule, i.e. after the commencement of the time for placing the bids and up to the last date and time as given in the schedule. No bid shall be accepted, either before the opening time or after the closing time that is

specified in the schedule for accepting the bids. The bids shall be accepted in accordance with the server time of NIC. The bid will be accepted after evaluation of documents and the requisite fee paid by the bidder.

Process for Submission of Bids

For the purpose of placing the bid, the registered bidder shall visit the Chandigarh Administration e-Tender website <https://entenders.chd.nic.in>. The bidder shall log in using his user id and password. The bidder shall first select the vend he/she intends to participate and can add into his favorite. Thereafter, the list of Vends shall be displayed by the system from which he can select the vend for which the bid is to be placed. The details of the vends like name, Vend code, area, quota of CL/IMFL, reserve price etc shall also be automatically displayed by the system to the applicant/bidder in Bill Of Quantity (BOQ). The bidder shall submit his bid, in figures, in the specified column **(visible in blue)** and the system shall display the same amount in words for his convenience and confirmation. Only that bid amount shall be accepted by the system which is equal to or above the reserve price. The bid quoted by the bidder shall be completely secret, safe and secure, as it will be encrypted and hashed, and will not be visible to any other person. No bid shall be accepted by the department if the requisite amount of Participation Fee and EMD is not submitted by the bidder. The bidder shall be issued an acknowledgment receipt on successful submission of his e-bid, containing the acknowledgment number and date and time of submission of bid.

The bidder shall be eligible to enter the designated hall for evaluation of bids on the date of evaluation, on the strength of this acknowledgment receipt/pass.

After the evaluation of technical bid, the vend wise list of all the bidders shall be displayed in the office of the AETC, U.T., Chandigarh. The evaluation of the bids shall be carried out by a committee comprising of Collector (Excise), Sud-Divisional Magistrate and Assistant Excise & Taxation Commissioner. The Chandigarh Administration shall appoint Senior Officer from the Administration, as observer, who will supervise the proceedings. The evaluation shall be made on the scheduled date and time.

Opening of Financial Bids

All prospective bidders who choose to be present at the time of financial opening of tenders, shall be allowed to be present inside the venue (on production of the bid acknowledgment receipt/pass). The process of evaluation shall be video-graphed. The evaluation shall be done by the system, wherein the Collector (Excise), U.T., Chandigarh will log in, in the presence of the committee members and all those who are present. The bids for each vend shall be evaluated vend wise serially. The highest bidder quoting equal to or above the reserve price shall be declared the successful bidder. In case there is more than one bid of the same highest amount, the successful bidder shall be determined by a draw of lots, to be conducted by the allotment committee. A transparent jar shall be kept ready for the draw of lots, wherein slips of

paper of equal size and colour shall be used. The paper slip shall be drawn by any person from the public present and the result shall be announced on the spot. Any person found indulging in any kind of misconduct during the allotment process shall be de-barred, declared unsuccessful even if otherwise successful, shall be blacklisted for two years, and his EMD shall be forfeited. The successful bidders shall be able to adjust the unutilized amount i.e. EMD for any other unsuccessful bid, towards payment of his first installment of security (10% of his bid money) can be adjusted.

- For more information / detail about the bidding process please visit at "[Bidding Process](#)".

