

**SOCIETY FOR TOURISM AND ENTERTAINMENT PROMOTION IN CHANDIGARH  
(STEPS)  
4TH FLOOR, PARYAVARAN BHAWAN,  
SECTOR-19 B, MADHYA MARG, CHANDIGARH  
CONTACT: 0172-2700054**

EXPRESSION OF INTEREST

Expression of Interest is invited from the eligible and interested agencies/suppliers to supply the **Souvenirs of Chandigarh representing Nature, Architecture, biodiversity and cultural traditions of Chandigarh for the period from 01.04.2025 to 31.03.2026**. The detailed terms & conditions can be downloaded from the official website [www.chandigarhtourism.gov.in](http://www.chandigarhtourism.gov.in) or shall be taken from the office. The interested parties are requested to submit their EOI with documentary evidences at any time during the year in a sealed cover describing "Expression of Interest for Souvenirs" in the office of Director Tourism-cum-C.E.O, STEPS, Chandigarh, 4<sup>th</sup> Floor, Paryavaran Bhawan, Sector 19 B, Madhya Marg, Chandigarh. The **Expression of Interest will be opened in the office room of the Chief Executive Officer, STEPS-cum-Director Tourism, as per the date and time as intimated by the office**. Interested parties should attend the opening process along with the samples on opening dates as intimated by the office, The C.E.O, STEPS reserves the right to reject any/all the Expression of Interest without assigning any reason, whatsoever.

Chief Executive Officer (STEPS)  
Chandigarh Administration

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

### **Important Instructions Terms and Conditions for the Suppliers:**

#### **1. Definitions**

- (i) "The Society" means the Society for Tourism and Entertainment Promotion in Chandigarh.
- (ii) "The bidder" and "tenderer" means the individual or firm who participates in this tender and submits bid.
- (iii) "The supplier" means the individual or firm supplying the goods under the contract.
- (iv) "The contract" means the contract valid for one year 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 Society for one year.

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

6. No price revision of the souvenirs/Gifts items will be accepted by the Society during the currency of the contract. However, in case of decrease in prices, the benefit shall be passed on to the purchaser.

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

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. **The firm/agency shall place their bill books mentioning authorised dealer of the Society for Tourism & Entertainment Promotion in Chandigarh" and the billing will be done by the employees of the society on the bill book of the concerned vendor.**

10. **In case of credit sale, the vendor shall issue billing to the society and the society will further issue bill from the bill book of the society 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 Society 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. However regarding sales of books on Chandigarh, interest free security to be deposited is Rs. 25,000/- (refundable).
13. The authorised dealer will submit the bill book in the office of STEPS and further the office will issue the bill book at souvenir shops.
14. 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 STEPS.
15. The authorised dealer/vendor shall deposit the fees on sale of the society by 20<sup>th</sup> of the next month failing which 2% penalty per month will be imposed.
16. The souvenirs/products must carry the branding of STEPS Society.
17. 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 29.5% (25%+18% GST) shall be given to the society in order to compensate cost of Rental Value, Manpower and Electricity & other Maintenance Expenses, being provided by the Society only. However the books specifically on Chandigarh will be sold in the ratio of 80:20 i.e. the society will be given 23.6% (20%+18% GST) of sale proceed.
18. The quantity of Souvenirs in supply order shall vary as per requirement of the Society.
19. The tenderer whose souvenirs are finalised shall be binding to supply the items for one year.
20. The Supplier shall be given soft copy of art work to be printed on the items by the Society to the supplier.
21. 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.
22. Each item shall be given an item code by the society after finalization of souvenirs and henceforth the demand shall be placed to firm/agency by quoting that item number.
23. 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.

24. The firm/supplier shall supply the items FOR at the destination to be intimated by the Society. The responsibility for lodging/bodging and other insurance freights shall be solely of the supplier.
25. The existing stock of the Souvenirs if any lying with the society shall also be displayed for sale at the Souvenirs and the total sale proceeds of these items will be the receipts of the Society.
26. The firm/supplier applying for EOI should not be blacklisted by any Central or State Government's Department/Board/Corporation/Institute/Autonomous Body.
27. The Society reserves the right to remove any obsolete or non-moving item/souvenir(s) from premises/counter, if considers necessary.
28. The Society reserves the right to add/delete any souvenir(s) from any other source(s).
29. The Society reserves the right to terminate the contract/agreement, without assigning any reason, whatsoever.
30. TDS will be deducted as per rules.
31. 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 Executive Officer, STEPS-cum-Director, Department of Tourism, Chandigarh Administration or his/her nominee, whose decision thereon shall be final and binding on the parties thereto.
32. 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.

Chief Executive Officer (STEPS)  
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 Society, 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).