

हाउसिंग एण्ड अर्बन डेवलपमेंट कारपोरेशन लिमिटेड (हडको)
क्षेत्रीय कार्यालय, मौर्यलोक काम्पलैक्स, डाक बंगला रोड, पटना-800001

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GSTIN : 10AAACH0632A1ZS

संख्या : हडको/प0क्ष0का0/ स्टाफ कार/

दिनांक : 08/10/2021.

सेवा मे,

विषय:- कार्यालय के स्थानीय और बाहरी कार्यों के लिए टैक्सी किराये पर लेने हेतु
एजेन्सी को सूचीबद्ध करने के लिए निविदा आमंत्रित करने की सूचना।/

**Notice Inviting Tender (NIT) for hiring of vehicle(s) for local and
outstation duties.**

महोदय/ Dear Sir(s),

Housing and Urban Development Corporation Limited (HUDCO), a premier techno-financing institution under the Ministry of Housing and Urban Affairs, Govt. of India having its Regional Office at Mauryalok Complex, Block B-2, 2nd Floor, Dak Bunglow Road, Patna – 800 001, **invites quotation for Empanelment of hiring of vehicle(s) for local and outstation duties**, as per requirement, from registered agencies/companies/firms (hereinafter referred to as the 'agency'), in terms of the scope of work detailed in **ANNEXURE-I**. You may also please note the following general terms & conditions applicable in regard to submission of bid/quotation for award of contract by HUDCO:

1. The quotations may be submitted in three (3) separate sealed envelopes placed in one envelope. The first envelope shall contain EMD, second envelope shall contain Technical bid and third envelope shall contain financial bid. **Technical Bid (I & II) and Financial Bid (III & IV)** should be submitted exactly as per proforma **Annexed** failing which the bid is liable to be rejected without any further notice..
2. The rates for vehicle should be quoted in the relevant column of **ANNEXURE-III**.
3. The quotation should be submitted in a sealed cover containing all the two envelopes as stated above superscribing '**Notice Inviting Tender (NIT) for hiring of vehicle(s); Date of Opening - 29/10/2021**' and should be sent either by post or deposited in Tender Box available at our office address mentioned above by **3:00 PM on or before 29/10/2021**. Technical Bid will be opened on the same day at **3:30 PM** at HUDCO Regional Office, Patna. The representative of bidders can also participate in bid opening if so desired. It is to indicate that the **Envelope containing EMD will be opened first**. If the EMD is found acceptable then Technical bid will be opened. After qualifying technically, the financial bid will be opened on the same day or at any later date. In case Financial bid will be opened on a later date, the same will be informed to the technically qualified quotationers.

Contd...2..

6. **An Earnest Money Deposit (EMD) of Rs. 1,000/- (Rupees One Thousand only) to be paid to HUDCO Ltd., Patna through NEFT in HUDCO's Axis Bank Account No.142010200000310 (IFS CODE : UTIB0000142) and proof of the same is required to be submitted in the envelope of EMD.** The EMD of unsuccessful bidder shall be returned after completion of tendering process without any interest and for successful bidder the same should be converted into Security Deposit for a contract period from the date of contract.
4. In case, you are interested, please submit your quotation / offer for rates of hiring of different models of vehicles on daily hour / kilometre basis.
5. The estimated value of work would be approximately Rs.1,00,000/- (Rupees One Lakh Only) per annum. This may vary as per actual requirement.
6. TDS will be deducted while making payment by HUDCO as per the Income Tax Act, 1961.
8. The rates quoted, should clearly specify taxes, such as, GST, VAT etc., are applicable and, if so, at what rate. In case, this information is not indicated in the quotation, it would be presumed that the rates quoted are inclusive of all type of taxes / duties. HUDCO, however, prefers price quoted are inclusive of all taxes and duties.
9. The empanelment shall be valid for a period of one year from the date of issue of the order. However, the same may be extended for further one year on same terms & conditions. Quotations with less validity are likely to be ignored.
10. Any modification in offer after the opening date, will not be considered.
11. Bidder, before submitting quotation, should clearly understand HUDCO's requirement and ascertain the condition of the car to be taken on hire basis.
12. Quotation, received late, will not be considered. HUDCO will not be responsible for any postal delay.
13. HUDCO reserves the right to accept or reject any or all quotations without assigning any reason.
14. During the tenure of empanelment with HUDCO, if any vehicle supplied by the agency is found defective, then the penalty will be levied which shall be deducted from agency bill. The decision of Regional Chief , Hudco, Patna will be final in such cases.
15. The bidder must have an office at Patna with local GST / VAT number.

16. During Technical / Financial Bid evaluation, HUDCO may ask additional information, if required.
17. The Notice Inviting Tender (NIT) may also be downloaded from HUDCO website www.hudco.org or www.eprocure.gov.in.

सधन्यवाद,

भवदीय

दीपक कुमार झा
संयुक्त महाप्रबन्धक (परि.)

संलग्न : यथोपरोक्त

ANNEXURE-I

SCOPE OF WORK AND TERMS & CONDITIONS

- (01) The car offered should preferably be new and should not be older than two years.
- (02) All costs, such as, registration charges, insurance premium, road tax, pollution clearance certificate fees for driving license of driver etc. or any other statutory / non-statutory requirement will have to be borne by the agency. However, toll tax and parking charge shall be reimbursed on actual basis on submission of the original bill.
- (03) The agency shall provide well-behaved, pleasing, well mannered and proper Hindi or English speaking drivers in clean and proper uniform **with valid driving license of minimum 02 years old** and should be able to read duty slip and signboards in English and Hindi. Salary, Wages and Bonuses etc. of driver will be the responsibility of the party and the corporation has no role whatsoever in this.
- (04) Maintenance of logbook / duty slip for each and every trip is mandatory. Driver has to obtain the signature of the person(s) using the vehicle after completion of journey.
- (05) The agency has to submit the bill on monthly basis to the HUDCO RO – Patna. Duty slip in original duly signed by the concerned person(s) using the car must be enclosed with the bills. The payment will be made through RTGS only.
- (06) Maintenance and servicing of the car will be the sole responsibility of the agency and HUDCO will not bear any cost, whatsoever on this account. In case of any breakdown of car or grounding of car for routine maintenance or servicing, the agency has to make alternative arrangement in advance so as to avoid any inconvenience. If the party fails to do so, the Corporation reserves the right to make arrangement of its own at the risk and cost to the party.
- (07) HUDCO reserves the right to cancel / discard the empanelment at any stage without assigning any reason, whatsoever, if the services of the agency is found to be un-satisfactory.
- (08) The vehicle should be available for throughout the day and night depending upon the travel / work exigencies.
- (09) Journey within Patna District area will be treated as local journey.
- (10) All the vehicles to be provided should have AC facility which can be used, if required. The vehicles deployed during the contractual period at any point of time should be well maintained and in perfect running condition as per HUDCO's requirement with valid pollution certificate
- (11) Drivers of vehicles must be provided and maintain mobile phones. No extra charges would be paid by HUDCO for the same.

- (12) The vehicle shall always be provided with decent upholstery, clean seat covers, comfortable seat cushions and other basic fittings / accessories like radio cassette player etc. for maximum comfort of passengers.
- (13) The driver should also have some knowledge of car mechanism so that he could attend minor repairs and should be well conversant with the roads and routes in Patna and adjacent areas.
- (14) The agency shall provide the vehicle at the place as may be intimated to the agency. The maximum dead mileage allowed towards to and fro journey from garage to place of duty will be 10 (ten) Kms. Or actual, whichever is less.
- (15) If the vehicle does not report at the requisitioned time or is not found in good condition or without proper documents, the vehicle may be rejected and sent back. No payment shall be made on account of car so rejected.
- (16) The cars sent to our office on our requisition must have all relevant documents like registration Book/Driving license/Insurance/Road tax Receipt/Permit for Passenger Taxi/Pollution certificate etc. The vehicle should be licensed and shall have valid permits for plying in local as well as out station journeys. The vehicle should conform to all Govt. rules and regulation being in force from time to time.
- (17) The driver should abide by the rules laid down by transport Authority or any Authority relevant to the subject and should always strictly follow the Traffic rules and regulations so as to ensure safety of the passenger.
- (18) Compliance of all statutory obligations viz. Industrial Dispute Act, workmen's compensation Act, Contract Labour (R&A) Act, shall be ensured by the agency. The agency shall indemnify and shall always keep HUDCO indemnified against any liability due to non-compliance of statutory obligations by the agency or any of its agents/servants/driver or for any reason whatsoever. The agency will be responsible for the conduct of their staff.
- (19) The payment to the agency will be released through e-payment directly in agency's account. The necessary details are required to be submitted by the agency to the Accounts Wing giving: Bank Account No., Name of bank & branch, MICR code, IFS code & RTGS / NEFT code for making e-payment **(ANNEXURE-IV)**.

ANNEXURE-II

HUDCO: REGIONAL OFFICE, PATNA

AGENCY PROFILE

TECHNICAL BID

(01)	Name of the agency and its authorized official with address and contact number(s):	
(02)	Address and contact number(s) of local office at Patna:	
(03)	Name and contact number(s) / e-mail ID of the owner:	
(04)	Valid Registration No.(Enclosed Copy)	
(05)	No. of years experience in the field.	
(06)	GST Number (Enclose photocopy):	

I / we hereby undertake that the above information is true to the best of my belief and for any discrepancy, I / we will be held responsible for the same.

Number of enclosures:

Signature:

Date:

Name of authorized person:

Name of the agency:

Seal:

ANNEXURE-III

FINANCIAL BID

Sl. No.	Type of Vehicle	Fixed Charges – Local		Extra per KM. over and above the fixed charges for local (beyond 80 / 40 KM) excluding taxes	Out-station charges per KM – no fixed charges payable (minimum 200 KM) excluding taxes	Patna Airport dropping or receiving (within 15 KM from Airport)
		Full Day 10 Hrs. (80 KM) excluding taxes	Half Day 5 Hrs. (40 Km.) excluding taxes			
		(a)	(b)	(c)	(d)	(e)
1.	Indica / Ambassador Non AC or equivalent					
2.	Indica / Ambassador AC or equivalent					
3.	Swift Dezire / Indigo or equivalent					
4.	Honda City / Accent or equivalent					
5.	Innova / Scorpio / Safari / Xylo or equivalent					
6.	Toyota, Corolla altis or equivalent					

1. Night halt charges _____ / Night
2. Extra charges – beyond 10 Hrs. _____ / Hour
3. Details of taxes to be limited to _____

Name of the agency:

Address & contact number(s):

Signature with stamp and date:

BANK DETAILS

The details of Bank A/c in which payment is to be transferred and other details are as follows: -

1	Name of the Agency	
2	Bank Name	
3	Bank A/c Number	
4	Branch Name	
5	Branch Address	
6	Branch Telephone No.	
7	A/c Type (SB A/c / CA/ Cash Credit)	
8	IFSC Code of the Bank	
9	MICR Code of the Bank (9 digit code number of Bank and Branch)	
10	PAN Number of the Agency	

Signature of the Authorized Person:

Name of Authorized Person:

Name of the Agency:

Seal: