Housing & Urban Development Corporation Ltd.
(A Government of India Enterprises)
HUDCO REGIONAL OFFICE PATNA
Block-B-2, 2nd Floor, Mauryalok Complex, Dak Bungalow Road, Patna-800001.
GSTIN **: 10AAACH0632A1ZS**
Phone: (0612) 2234994/ 2204432; Fax: (0612) 2221886

संख्या. हडको/प0क्षे0का0/हडको फ्लैट/ Dated : 3rd December, 2021.

विषय: हडको के आवासीय फ्लैट नं N-1302 (13 वीं मंजिल), उदयगिरी अपार्टमेंट, बुध मार्ग, पटना-1 में पेंटिंग और मरम्मत कार्य के लिए निविदा आमंत्रण के संबंध में।/

Sub: Invitation of Tender for Painting & Repairing Works at HUDCO's Residential Flat no. N-1302 (13th Floor), at Udaygiri Apartment, Buddh Marg, Patna-800 001.

महोदय / Sir,

आवास और शहरी विकास निगम लिमिटेड (हडको), भारत सरकार के आवास और शहरी मामलों के मंत्रालय के तहत एक प्रमुख तकनीकी वित्तीय संस्थान, जिसका क्षेत्रीय कार्यालय मौर्यलोक कॉम्प्लेक्स, ब्लॉक बी-2, द्वितीय तल, डाक बंगला रोड, पटना-1 और हडको के फ्लैट संख्या N-1302 (13 वीं मंजिल), उदयगिरी अपार्टमेंट, बुद्ध मार्ग, पटना -800 001 पर स्थित है जिसका **पेंटिंग और मरम्मत कार्य** के लिए कोटेशन आमंत्रित करता है ।

Housing and Urban Development Corporation Limited (HUDCO), a premier techno-financial 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 Bungalow Road, Patna-800 001, invites quotations from registered reputed professional Company/Firm of Patna specialized in the field of Civil/Interior Works with minimum 3 (three) years experience preferably works carried out with various State/Central Government departments/agencies/PSUs for carrying out **Painting & Repairing Works** at HUDCO's Flat at Flat no.N-1302 (13th Floor), Udaygiri Apartment, Buddh Marg, Patna-800 001 as per the scope of work detailed in **Annexure-I.**

You may also please note the following general terms & conditions are applicable in regard to submission of quotations 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 envelop shall contain Technical Bid and third envelope shall contain Financial Bid. **Technical Bid, Bank Details, Financial Bid and Undertaking** should be submitted exactly as per proforma annexed at **Annexure-II, Annexure-III, Annexure-IV and Annexure-V** respectively failing which the bid is liable to be rejected without any further notice.

2. The Quotation should be submitted in a sealed cover containing all the three envelopes as stated above superscribing **"Quotation for Painting & Repairing Works at HUDCO's Flat at Flat no. N-1302 (13th Floor), Udaygiri Apartment, Buddh Marg, Patna-800 001"** and should be sent either by Post or deposited in tender box available at our office address mentioned above by **15:00 Hrs.** on or before **28.12.2021**. Technical bid will be opened on the same day at HUDCO Regional Office, Patna at **15:30** Hrs. Financial bids of those vendors who qualify technically, will be opened on the same day or any later date. In case, financial bids are opened on later date, the same will be informed to the technically qualified quotationers. The representative of quotationers can participate in quotation opening, if so desired.

3. The rates quoted should clearly specify applicable GST. In case, this information is not indicated in the quotation, it would be presumed that the rate quoted are inclusive of GST.
4. The rates for item(s) should be quoted in the relevant column of **Annexure-III.** Please note that no other alternate item(s)/unit(s) will be considered. The prices quoted shall be firm and all inclusive.
5. **An Earnest Money Deposit (EMD) of Rs.3,000/-(Rupees Three 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.
6. Vendors who are registered with MSME can also participate in the bidding as notified by the Ministry of Micro, Small and Medium Enterprises, GOI. No EMD shall be payable by these vendors and other relaxation as announced by the Govt. from time to time shall be applicable to them subject to full compliance of other terms and conditions of the tender and contract. **Such vendors must submit a valid registration certificate in place of EMD.**
7. Any modification in the offer after the opening date will not be considered.
8. Quotationers, before submitting quotations, should clearly understand HUDCO's requirement and in case, any information/clarification is required, he/she may visit HUDCO office during working days **(Monday to Friday between 9.30 a.m. to 6.00 p.m.)**. It may be noted that no clarification, would be entertained after opening the quotations, unless HUDCO specifically ask for.

9. Quotations received late, will not be considered. HUDCO will not be responsible for any postal delay.
10. In case of dissatisfaction of services, HUDCO shall reserve the right to terminate the Contract at any stage without assigning any reason.
11. HUDCO reserves the right to reject any quotation without assigning any reason.
12. The contract will be valid for one year from the date of contract**.**
13. The Quotationer must have a **Local Registered office at Patna having GSTIN at Patna only**. Copy of **address proof must be submitted with the Technical Bid**.
14. The period of validity of quotations shall be for a period of one year from the date of award of contract HUDCO does not entertain requests for escalation in cost/price on account of any reasons during the period of validity of contract.
15. The estimated cost of the work is approximately **Rs.1.40 lakhs excluding applicable GST**.
16. Site inspection may be carried out by the interested bidder(s) before submitting the quotation. The authorized person(s) of the bidder(s) may meet the undersigned during office hours i.e. 9.30 A.M. to 6.00 P.M. on all working days i.e. from Monday to Friday, for queries, if any.
17. Undertaking by the Bidderis to be furnished as per **Annexure-V.**
18. This tender documents may be downloaded from the websites www.hudco.org and www.eprocure.gov.in.

Thanking you,

For & on behalf of HUDCO

(Deepak Kumar Jha)
Joint General Manager (Proj.)

Encl: As above

Copy to the Director, MSME – Development Institute, Patliputra Industrial Estate, Patna-800013.

(Deepak Kumar Jha)
Joint General Manager (Proj.)

Annexure-I

SCOPE OF WORK

The Scope of work for **Painting & Repairing** at HUDCO's Residential Flat no. 1302 (13th Floor) at Udaygiri Apartment, Buddh Marg, Patna-800 001 includes as follows. The work should be carried out as per the satisfaction/direction of Engineer-in-Charge of HUDCO, Regional Office, Patna. Estimated works Painting & Repairing Works for the same is placed as hereunder :

Sl. No.	Description of Work	Qty.
1.	Painting Works: Wall & Ceiling painting with premium acrylic emulsion paint two or more coats over a coat of primer of interior grade of approved brand and manufacture like Asian, Berger Bison, Nerolac or equivalent make, including applying additional coats wherever required putty for making surface smooth & clean to achieve even shade and color complete as per direction of Engineer-in-charge.	4680Sqft. Approx
2.	Doors Window & Grill painting work with Berger Luxol Hi Gloss synthetic enamel paint over a coat of primer of approved brand and manufacture to give an even shade after making old surface smooth & clean and complete as per direction of Engineer–in- charge.	695 Sqft. Approx
3.	Painting of Verandah of residential Flat Wall & Ceiling with premium acrylic emulsion paint two or more coats over a coat of primer of interior grade of approved brand and manufacture like Asian, Berger Bison, Nerolac or equivalent make.	890 Sqft. Approx
4.	Repairing works as per requirement of site part putty for making surface smooth &clean , Filling of plaster of Paris, Window/Door repairing works.	One Job
5.	Providing and Fixing of Two nos. of aluminum Doors with PVC Panels Aluminum beading at Verandah of residential flat after dismantling of old doors and making surface smooth & clean.	36 Sqft.

Note : TAXES/ GST @ 18% will be charged extra.

PAYMENT TERMS:

The payment will be made through NEFT after satisfactory work/service on submission of bill to HUDCO Regional Office, Patna.

ANNEXURE-II

TECHNICAL BID

1	Name of the Company/Firm & its Authorized Official with Address and Telephone/Mobile No.	
2	Copy of Registration Certificate must be submitted	Yes/No
3	Address and Telephone No. of Local Registered Office at Patna (Copy of Address proof must be submitted)	Yes/No
4	No. of years experience in the field (Minimum 3 Years)	
5	Whether documents in support of working experience submitted	Yes/No
6	PAN of the Company (Please enclose copy)	
7	GST Registration No. (Please enclose copy)	
8	Other details, if any :	

I/We hereby undertake that the above information is true and for any discrepancy, we will be held responsible for the same.

No. of Enclosures:

Date :

Signature of the Authorized Person:

Name of Authorized Person:

Name of the Agency:

Seal:

ANNEXURE-III

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 Company/Firm	
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	IFS Code of the Bank	
9	MICR Code of the Bank (9 digit code number of Bank and Branch)	

Signature of the Authorized Person:

Name of Authorized Person:

Name of the Agency:

Seal:

ANNEXURE-IV

FINANCIAL BID

Sl. No.	Description of Work	Approximate Qty.	Rate	**Applicable GST (Rs.)**	**Total Amount**
1.	Painting Works: Wall & Ceiling painting with premium acrylic emulsion paint two or more coats over a coat of primer of interior grade of approved brand and manufacture like Asian, Berger Bison, Nerolac or equivalent make, including applying additional coats wherever required putty for making surface smooth & clean to achieve even shade and color complete as per direction of Engineer-in-charge.	4680Sqft.			
2.	Doors Window & Grill painting work with Berger Luxol Hi Gloss synthetic enamel paint over a coat of primer of approved brand and manufacture to give an even shade after making old surface smooth & clean and complete as per direction of Engineer–in- charge.	695 Sqft.			
3.	Painting of Verandah of residential Flat Wall & Ceiling with premium acrylic emulsion paint two or more coats over a coat of primer of interior grade of approved brand and manufacture like Asian, Berger Bison, Nerolac or equivalent make.	890 Sqft.			
4.	Repairing works as per requirement of site part putty for making surface smooth &clean , Filling of plaster of Paris, Window/Door repairing works.	One Job			
5.	Providing and Fixing of Two nos. of aluminum Doors with PVC Panels Aluminum beading at Verandah of residential flat after dismantling of old doors and making surface smooth & clean.	36 Sqft.			

(Rupees in words_____ only)

Note: # Please quote in figures and also in words

Signature of the Authorized Person: _____

Name of Authorized Person: _____

Name/Address of the Company/Firm: _____

_____

Seal:

ANNEXURE-V

BID UNDERTAKING

1. I_____Son/Daughter/Wife of Shri _____Proprietor/ Director/ Authorized signatory of the Bidder mentioned above, am competent to sign this declaration and executed this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information/documents furnished alongwith the above application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides and forfeiture of EMD.

4. I/We……..have read the various conditions to the tender attached hereto and hereby agree to abide by the said conditions. I/We also agree to keep this tender open for acceptance for a period of 30 days from the date fixed for opening the same and in default thereof. I/We will be liable for forfeiture of my/our Earnest Money Deposit.

5. I/We also hereby agree to abide by the General Special conditions of Contract and to carry out the Contract as laid down by the HUDCO Regional Office, Patna for the present Contract.

6. I/We have not been blacklisted and no litigation is initiated by Central/State Govt. Public Sector Undertaking/Banks/Corporate or its Contracts have not been terminated on account of proof performance.

Signature of the Authorized Person:

Name of Authorized Person:

Name of the Company/Firm:

Seal: