

हाउसिंग एण्ड अर्बन डेवलपमेंट कॉर्पोरेशन लिमिटेड (भारत सरकार का उपक्रम) Housing and Urban Development Corporation Ltd. (A Government of India Enterprise)

मणिपाल सेंटर, नॉर्थ ब्लॉक, 7 वीं मंजिल, यूनिट सं 703 और 704 सं. 47, डिकेन्सन रोड, बेंगलूरु - 560 042.

दूरभाष : 080-25587009, 10 / 25582602 फैक्स : 25598748, ईमेल : hudcobro@gmail.com जी एस टी नं : 29AAACH0632A1Z9, सीआईएन : L74899DL1970GOI005276

Manipal Centre, North Block, 7th Floor. Unit 703 & 704, No.47, Dickenson Road, Bengaluru - 560 042

Tel: 080-25587009, 10 / 25582602, Fax: 25598748, Email: hudcobro@gmail.com, GST No: 29AAACH0632A1Z9, CIN: L74899DL1970GOI005276

No. HUDCO/BRO/AC/Tenders/2020-2021/

17.1.2022

Sub: Sealed Quotation for undertaking Annual Maintenance Contract of Air Conditioners for HUDCO Bangalore Regional Office.
Tender Due Date at 03.00 PM 1.2.2022.

Dear Sir / Madam,

Housing & Urban Development Corporation Limited (HUDCO), a Government of India Enterprise, intends to invite sealed tenders undertaking Annual Maintenance Contract for Air conditioners of Hudco Bangalore Regional Office for one year for the period from **1st March 2022 to 28th February 2023** as per the following terms and conditions:

PART - A

1. Sealed quotations are invited for undertaking Annual Maintenance Contract for the Air conditioners of Hudco Bangalore Regional Office for one year. The Air conditioners are Carrier make one number, LG Split seven numbers and Voltas Make seven numbers, are working satisfactorily.
2. The firms which are having minimum 3 years of experience in maintenance of Air conditioners with adequate experienced staff situated in Bangalore are eligible to participate in the tender.
3. The work involves preventive maintenance services every month. Further, comprehensive maintenance of Air conditioners involving defective components and complete on site servicing, thermostat setting, electrical spare parts, compressor, fan motor, refrigerant gas, fan blade, liquid line filters oiling of the units have to be done on quarterly basis
4. In case of breakdown, the complaint shall be attended within 6 Hrs.
5. The total approximate estimated annual value for the tender period will be INR 50,000/-

आई एस ओ 9001 : 2015 प्रामाणित कंपनी AN ISO 9001 : 2015 CERTIFIED COMPANY

पंजीकृत कार्यालय : कोर 7ए, हडको भवन, इंडिया हैबिटेट सेंटर लोधी रोड, नई दिल्ली - 110 003

दूरभाष 011-24649610-23, फैक्स : 011-24625308, ईमेल : hudco@hudco.org, Visit us at: www.hudco.org

Regd. Office: Core-7A, HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi - 110 003

Phone: (EPABX) 011-24649610-23, Fax: 011-24625308, Email: hudco@hudco.org, Visit us at: www.hudco.org

GST No: 07AAACH0632A1ZF1 CIN: L74899DL1970GOI005276



Profitability with Social Justice



PART- B

1. Submission of the bids on the prescribed format (Annexure – I, II & III) within the stipulated period shall be the responsibility of the bidder. However, the bids are liable to be rejected outright and shall not be evaluated if the bidder fails to meet the deadline. HUDCO will not be responsible for postal delay, if any.
2. Any modification in offer after the opening date will not be considered.
3. Bidder, 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 am to 6.00 pm). It may be noted that no clarification / information after closure of the date would be entertained.
4. HUDCO reserves the right to accept or reject any or all the quotations without assigning any reason.
5. The validity of the quotations will be for 3 months from the date of receipt of the quotations.
6. Once the tender is accepted, the finalized rate would be applicable normally for one year from the date of acceptance. No change in rates will be entertained.
7. In the event of failure of vendor to execute the order, the EMD amount would be forfeited.
8. Bidders under Micro Small and Medium (MSME) development act 2006 are exempted from payment of EMD deposit on enclosing of the requisite certificate issued by authorities. The participating Micro Small and Medium enterprises concern quoting the price within the band of L-1 + 15% may be allowed to supply/serve provided the MSME matches the rates of L-1 party in a situation where the L-1 rates are quoted by the company other than MSME.
9. The Security Deposit will have to be paid by the successful tenderers at the rate of 5% of the tendered value through bank draft favouring or in the shape of bank guarantee in favour of HUDCO Ltd.
10. If, at any point of time, the job so executed is found to be unsatisfactory on account of quality of service or deviation from the specifications laid down by HUDCO, the AMC would be terminated.
11. No advance payment in any case would be made. However, Quarterly payment after satisfactory completion of each quarter would be made. TDS shall be deducted as applicable under the rules.
12. Contractor/ vendor shall be required to issue tax invoice in accordance with GST Act and/or Rules so that input credit can be availed by HUDCO. In the event that the Contractor/ vendor fails to provide the invoice in the form and manner prescribed under the GST Act read with GST invoicing Rules thereunder, HUDCO shall not be liable to make any payment on account of GST against such invoice.
13. The quoted price shall be exclusive of all taxes including "Goods and Services Tax" (hereinafter called GST) i.e. IGST or CGST and SGST/UTGST applicable in case of interstate supply or intra state supply respectively and GST compensation Cess if applicable).

14. The agency shall ensure the compliance of the statutory provisions under including labour legislations, GST etc.
15. The bidder to ensure the deposition of GST liability and return filing as per the schedule dates and in case of any lapse on the part of bidder in regard to non-uploading/incorrect uploading of invoice particulars on GST Portal, in case of any non-allowance of GST input Credit to HUDCO and interest or penalty, if any levied on HUDCO due to any of the above then same will be recovered from the supplier/service provider.
16. Proper measure should be taken care to pass on by way of reduction in pricing of contract, if any arises due to changes in rate of GST and / or eligible ITC.
17. This letter is also posted on HUDCO's website www.hudco.org
18. All matter of dispute arising out of the above transaction, if any, shall be subject to courts of Bangalore jurisdiction only.

PART – C

1. Bid must accompany **EMD of Rs 1000/- (Rupees one thousand Only)** in favour of HUDCO Ltd should be remitted through the Bidders Bank Account to HUDCO's Bank Account as per the details given below :-

Name of Beneficiary	:	HUDCO Ltd.
Bank Name	:	Canara Bank
Branch	:	Trinity Circle, Bengaluru
IFSC Code	:	CNRB0000792
A/c Type & A/c No.	:	Current Account No.0792201002101

EMD remitted as above by the Bidder (before the last bank working day of Tender opening date) and the remittance particulars should be informed to HUDCO by e-mail: hudcobro@gmail.com on the date of remittance itself, to enable timely verification with our Bank receipt details, for confirmation, in this regard.

The quotation, without EMD, will be summarily rejected.

2. The quotations should be sent in a sealed cover as follows:-
 - a **Envelope-1** Sealed and super-scribed as “**Earnest Money Deposit (EMD) and Bank details**” as per **Annexure – I**.
 - b **Envelope-2** Sealed and super-scribed as “**Technical Bid**” as per **Annexure – II**.
 - c **Envelope-3** Sealed and super-scribed as “**Financial Bid**” as per **Annexure – III**.
 - d **Envelope-4** Envelopes 1, 2 & 3 shall be placed in the 4th envelope. All the above three envelopes must bear the Name and Address of the bidder. Super-scribing on top “**Sealed Quotation for undertaking Annual Maintenance Contract of Air Conditioners for HUDCO Bangalore Regional Office**”. This sealed outer envelope should be addressed to “**The Regional Chief, HUDCO Ltd., Bengaluru Regional Office, Manipal Centre, 7th Floor, Unit Nos.703 & 704, No.47, Dickenson Road, Bengaluru – 560042**” and must display clearly our

reference number, closing date and time on outside of it with name of your organization and full address.

- e Envelopes without Bidder Address / Phone number & Superscription as explained above will not be opened & liable for rejection summarily.

3. **Last date for Submission** : On or before 03.00 PM on 1.2.2022.
4. **Technical Bid Opening Date** : 1.2.2022 at 5.00PM. The representative of bidders can participate in tender opening, if so desired.

Thanking you,

For and on behalf of HUDCO

(Shivakumar S.M.)

Joint General Manager (Project)

(Proj/Admin)

Annexure – I

Source: L1 Form, Bank Details & Bidder's General Information:

Sealed Quotation for undertaking Annual Maintenance Contract of Air Conditioners for HUDCO Bangalore Regional Office”.

HUDCO/BRO/AC/Tenders/2020-2021

17.1.2022

Part – A : EMD Remittance Details :

EMD for an amount of Rs1000/- (Rupees one thousand Only) in favour of HUDCO Ltd should be remitted through the Bidders Bank Account to HUDCO's Bank Account as per the details given below :-

Name of Beneficiary	:	HUDCO Ltd.
Bank Name	:	Canara Bank
Branch	:	Trinity Circle, Bengaluru
IFSC Code	:	CNRB0000792
A/c Type & A/c No.	:	Current Account No.0792201002101

IMPORTANT : EMD remitted as above by the Bidder (before the last bank working day of Tender opening date) and the remittance particulars should be informed to HUDCO by e-mail: hudcobro@gmail.com **on the date of remittance itself**, to enable timely verification with our Bank receipt details, for confirmation, in this regard.

It is entirely the responsibility of the Bidder to ensure the receipt of EMD amount in HUDCO's Bank Account as per the Schedule published for Tender opening. Any reasons for delay, non-receipt, return, etc. of EMD amount at HUDCO's Bank account in time, shall not be accepted and Bids without EMD amount, shall be liable for rejection, summarily.

Date of EMD Remittance	Bidder's Bank through which EMD is remitted	Branch Name, Branch Code, Branch IFSC	EMD Amount (Rs.)

Part-B : Bidder's Bank Details :

Bank Name:	
Bank A/c Number	
A/C type	<i>SB / CA / OD A/c No.</i>
Branch Name	
Bank Code	
IFSC Code No	
Branch Address	
Branch Telephone No.	

Part-C : Bidder's General Information :

Name of the Bidder/Vendor Firm	
Address of Bidder	
Contact Person with Mobile No.	
PAN No. (enclose attested copy)	
GST No. (enclose attested copy)	

Before submitting this bid, I/We hereby accept all the terms and conditions mentioned in the NIT and it is certified that I/We have read and understood the terms and conditions.

**Signature of the Authorised Person with
Date & Seal**

TECHNICAL BID

1	Name of Organisation	
2	Status	Private/PSU/MSME/Others
3	Date of Establishment	
4	Address	
5	Telephone Number	
6	Fax Number	
7	E-mail	
8	Name & Telephone/Mobile Number of Contact Person	
9	Whether vendor has been undertaking similar jobs for last 3 years?	YES / NO
10	Name & Telephone/Mobile Number of CEO	
11	Turnover for last 3 years	In Words
12	Details of major clients for whom vendor has provided similar services during the last three years (enclose photocopy of job orders) with reference to Air conditioners	
13	Number Experienced Workers available with the agency to do the proposed work	
14	Number of Technical Staff available with Agency for Repairing/Serviceing Air conditioners	
	Signature with Stamp	

Annexure – III**FINANCIAL BID**

Description of Work	Rate	Taxes, if any (*)	Total Amount
Annual Maintenance Contract of 15 numbers of Air conditioners			
TOTAL			
Total Amount in Words :			

Notes:

1. Payment will be made on Quarterly basis on submission of bill and on satisfactory servicing.
2. No correction / over-writing / mis-vendoring / additions etc. is allowed in this Annexure.
3. Rates / unit & Total Amount must be quoted in words and figures.
4. The Statutory Taxes are to be indicated separately and changes if any will be considered based advance information with proof/justification. (*)