

Sub: Notice inviting quotations for Printing Services including Binding at HUDCO Bengaluru Regional Office – reg.

M/s Housing and Urban Development Corporation Limited (HUDCO), a Government of India Enterprise under the administrative control of Ministry of Housing & Urban Affairs, Government of India with its Registered Office at HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi – 110 003 and its Regional Office located in Manipal Centre, North Block, 7th Floor, Unit Nos. 703 & 704, No. 47, Dickenson Road, Bengaluru – 560 042, invites sealed quotations for engaging a Printing service provider for HUDCO Regional Office situated at the above address.

The bids may be sent by post or deposited in tender box available at Reception in HUDCO Bengaluru Regional Office.

The bid should be submitted in three (3) sealed covers for **EMD, Technical Bid and Financial Bid** and finally placed in one sealed cover super-scribing on top “**Quotations for Printing Services**” at HUDCO, Bengaluru Regional Office with the name and full address of your organization should be sent to:

The Regional Chief
HOUSING AND URBAN DEVELOPMENT CORPORATION LIMITED
Bengaluru Regional Office
Manipal Centre, North Block, 7th Floor, Unit Nos. 703 & 704
No. 47, Dickenson Road, BENGALURU – 560 042
Contact Nos :080-25550811, 9444906130, 9871715669
E-mail: bro@hudco.org, psubramanian@hudco.org , sangeetamaunav@hudco.org

The Bids must reach HUDCO, Bengaluru at the address indicated above by **4.00 p.m. on 21/3/2022**. Quotation should be complete in all respects to reach latest by the stipulated date and time. Incomplete bids/bids received later than the stipulated date and time shall be summarily rejected. The **EMD and Technical Bid** will be opened on **21/3/2022 at 5.00 p.m.** and the **Financial Bid** of the technically qualified firms will be opened subsequently. The representative of bidders can participate in tender opening, if so desired.

The scope of work and terms and conditions applicable for submission of quotations/offer and for award of contract by HUDCO, Bengaluru Regional Office are as follows :-

A. SCOPE OF WORK

The scope of work involves printing (as per given specifications) 4 copies of 61 books with 95 pages in each book. The soft copy of each book in pdf version will be made available to the printer.

B. TECHNICAL SPECIFICATIONS

1. Printing on A-4 Size Paper
2. Inner print : 100 GSM ART MATT Paper
3. Color Print
4. Cover Page: on 220 GSM
5. Perfect Binding
6. Quantity : 95 pages per book, 5 copies each of 61 books

C. BID EVALUATION METHOD

Least Cost Selection (LCS) Method will be adopted for selection of the printing agency. The Technical Bids will be opened and evaluated first. The Financial Bids of only those bidders who meet all the Technical specifications mentioned will be opened and the Bidder with the Least Cost will be selected.

D. TERMS AND CONDITIONS

1. The service provider/Printer should have **aregistered office with the Printing facility inBengaluru City**where the printing work would be taken up
2. The service provider/printer should be able to visit HUDCO's Regional office for any clarifications, **PROOF READING of reports etcas and when required by HUDCO.**
3. The service provider/printer should have successfully completed printing work of comparable nature and quantity in the last two years. Documentary proof should be attached
4. A sample of report indicated at point 3 under the terms and conditions should be appended
5. In view of the urgency, the reports are to be delivered within 10 working days time from the date of issuance of the Work Order to HUDCO's office
6. In case any non-conformity is found with respect to the specifications and other quality of the printed reports, the reports have to be re-done to the satisfaction of HUDCO
7. The payment for the services will be made by HUDCO after confirmation of satisfactory completion and acceptance of the reportsby HUDCO. **No advance shall be paid to the service.**
8. Changes in the number of copies indicated in the scope ,if required by HUDCO, would have to be provided at proportionate prices as quoted in this Bid.
9. Bids should be complete in all respects and should fulfill all requirements or else it is liable to be rejected without assigning any reasons and any communication. In addition, the bidder will be disqualified, if at any point it is found that information provided by them is incorrect.
10. Bid must accompany proof of EMD of **Rs.5,000/-**(Rupees Five Thousand only) which was deposited through RTGS/NEFT and confirmation copy/UTR number of the same may be enclosed along with Annexure-I. The bank details are given below :

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

11. EMD of unsuccessful bidder shall be refunded. No interest will be paid on EMD amount. Quotations without EMD shall be considered unresponsive and rejected.
12. The Security Deposit will have to be paid by the successful bidder at the rate of 5% of the tendered value through online mode or through a bank draft favouring HUDCO Ltd or as bank guarantee in favour of HUDCO Ltd
13. Bids should be submitted in the prescribed format (given at Annexure-I, II, II(a), III) within the above stated period.However, the bids are liable to be rejected outright and shall not be evaluated if the bidder fails to meet the deadline.
14. Any modification / change in offer after the opening date will not be considered.

15. Bidder, before submitting quotation/offer, 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). Bidder may also contact Shri P. Subramanian, Joint General Manager (Projects) (Mobile no: 9444906130, E-mail : psubramanian@hudco.org) or Smt. Sangeeta Maunav, Deputy General Manager (Projects) (Mobile No: 9871715669, E-mail: sangeetamaunav@hudco.org). It may be noted that no clarification / information after the last date of receipt of quotation would be entertained/provided. Bidders are advised to inspect the site and obtain first hand observation before submitting their quotation/offer.
16. Conditional quotation and quotations received late will not be considered. HUDCO will not be responsible for the postal delay, if any.
17. The bidder must have the experience of immediate 3 years of PRINTING service preferably in Central Government Departments / State Government Departments / Central PSUs/State PSUs/Private Sector firms and copies of three work orders of different firms to be provided along with Technical Bid.
18. The bidder should quote the rate in both figures and words, legibly in English such a way as to give no scope for misinterpretation. If there is a discrepancy between words and figures, the amount in words shall prevail. If the bidder does not accept the correction of the errors, his/her bid shall be rejected.
19. HUDCO has a right to call for clarification/evidences/supporting documents etc. during the valuation of technical bid.
20. Work Order shall be issued to the bidder who has quoted lowest amount (L1). In case of tie in the bid amount, bidder shall be considered in the order of more turnover. The copy of the audited financial statement of the agency for last three financial years to be submitted along with technical bid.
21. All taxes and levies should be clearly mentioned in the bid. No extra cost will be paid, if any.
22. The contractor will be responsible for the payment to his/her staff employed for carrying out the said work and this office shall in no event be liable or responsible for any such payment.
23. HUDCO shall have the right to terminate the contract if the services are found unsatisfactory and HUDCO's decision in this regard shall be final.
24. The matters of dispute arising out of this, if any, the final decision on such disputes would be vested with the Regional Chief of HUDCO Regional Office, Bengaluru and such decision would be binding on Agency.
25. HUDCO reserves the right to accept or reject any or all the quotations without assigning any reason.
26. The validity of the quotations will be for 3 months from the date of receipt of the quotations.
27. 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.
28. No advance payment in any case would be made.
29. 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. The GST Number of HUDCO Bengaluru Regional Office is **29AAACH0632A1Z9**.

30. The quoted price shall be exclusive of "Goods and Services Tax" (hereinafter called GST) i.e. IGST or CGST and SGST/UTGST applicable in case of inter state supply or intra state supply respectively and GST compensation Cess if applicable).
31. 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.
32. 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.
33. Bids should be submitted for whole work as per the Scope of Work indicated. Bids submitted for part work will not be accepted. Additional conditions on any account stipulated by bidders will not be accepted.

34. Documents to be enclosed for TECHNICAL BID(Annexure-II)
(All documents should be compulsory)

- a) Copy of Registration Certificate of the agency for printing, shops and commercial establishment act from Government of Karnataka.
- b) Copy of GST Registration Certificate of Karnataka State.
- c) Copy of audited balance sheet & P&L accounts for the last three years
- d) Copy of minimum 3 work orders of different firms
- e) A sample report as a documentary proof for work of similar nature under the terms and conditions

35. Bid Security :

The Bid Security may be forfeited:

- a) If the bidder withdraws his/her bid during the period or bid validity specified by the bidder in the Bid form or
- b) In the case of successful bidder, if bidder fails:
 - (i) To accept the work contract in accordance with tender documents.
- c) In the above case, i.e. 44(b)(i), the bidder will not be eligible to participate in the tender for same item for one year from the date of issue of work order.
- d) Any document is found false or forged at any stage.

36. Penalties/Liabilities:

- a) The contractor shall be responsible for faithful compliance of the terms and conditions of this agreement. In the event of any breach of the agreement, the same may be terminated and the security deposit will be forfeited and further the work may be got done from another contractor at the risk and cost of the first contractor.
- b) If the contractor violates any of the terms and conditions of this agreement or commits any fault or their services are not to the entire satisfaction of officer in charge of HUDCO, Bengaluru in this behalf, a penalty leading to a deduction upto a maximum of 10% of the total amount of bill
- c) The security deposit shall be liable to be forfeited or appropriated in the event of unsatisfactory performance of the contractor and/or loss/damage if any, sustained

by the HUDCO, Bengaluru on account of the failure or negligence of the workers deployed by him/her or in the event of breach of the agreement by contractor.

37. Compliance with Laws, Rules and Regulations :

During the performance of the works, the agency shall at his own cost and initiative fully comply with all applicable laws of the land and with any and all applicable by-laws, rules, regulations and orders and any other provisions having the force of law made or promulgated or deemed to be made or other regulatory or authorized body of persons and shall provide all certificates of compliance therewith as may be required by such applicable law, by-laws, rules, regulations orders and/or provisions. The agency shall assume full responsibility for the payment of all contributions and pay taxes as to its employees, servants or agents engaged in the performance of the work specified in the service agreement. If the agency shall require any assignee or sub-agent to whom any portion of the work to be performed hereunder may be assigned, sub-leased or sub-let to comply with the provisions of the clause and in this connection the Agency agrees as to undertake to save and hold HUDCO harmless and indemnified from and against any/all penalties, actions, suits, and losses and damages, claims and demands and costs (inclusive between attorney and client) charges and expenses whatsoever arising out or occasioned, indirectly or directly, by failure of the agency or any assignee or sub-agency to make full and proper compliance with the said by-laws, rules requisitions, laws and order and provisions as aforesaid.

38. Deductions :

Income Tax as per prevailing rules of the amount for which the bills have been passed will be deducted as Tax Deduction at Source under relevant Government rules. However, if any new legislation comes into effect for deduction of tax at source at any other rate, deduction will be made at that rate. Necessary Income Tax deduction certificate will be issued by the Accounts Officer detailing the amount so deducted as tax source at the time of payment of each bill or thereafter.

Other Statutory dues and deductions as per service agreement / clauses in tender document will be made from the bills payable to contractor.

The Security Deposit furnished will be considered for adjustment against liquidated damages only at the time of final conclusions of the service agreement and final settlement of the account.

The final settlement of the bills as refund / adjustment / appropriation of any amount retained from the running bills of the agency shall be made fully after the officer-in-charge is satisfied that all the service agreement obligations have been fully met and no amount remains due for recovery from the agency on any account. Unless there are specified reasons, all accounts are expected to be settled within a period of six months from the date of completion of the work in all respects.

39. Vendors who are registered with MSME can also participate in the bidding as notified by the Ministry of Micro, Small and Medium Enterprises, Government of India. No EMD shall be payable by these vendors and other relaxation as announced by the Government from time to time shall be applicable to them subject to full compliance of other terms and conditions of the tender and contract.

40. All the matter of dispute arising out of this contract shall be subject to Courts of Bangalore jurisdiction only.

Thanking you,

For and on behalf of HUDCO

(Regional Chief)

बी. टी. उमेश

B.T. Umesh

क्षेत्रीय प्रमुख (प्रभारी)

Regional Chief (I/C)

हाउसिंग एवं अर्बन डेवेलपमेंट कॉर्पोरेशन लिमिटेड
इसको क्षेत्रीय कार्यालय
प्रजिपाल सेंटर प्रॉजिट सं 703 और 704, नॉर्थ ब्लॉक,
7 वीं मंजिल, सं. 47, डिक्लेन्स रोड, बेंगलूरु - 560 042.
Housing and Urban Development Corporation Limited
HUDCO Regional Office
Manipal Centre 7th Floor, Unit No.703 & 704, North Block

CHECK LIST

Please ensure that all documents are full, authenticated by the authorized signatory under his/her signature with office seal.

A. Remittance of EMD :

EMD for an amount of Rs 5000/- (Rupees Five Thousand Only) in favour of HUDCO Ltd should be remitted through the Bidders Bank Account to HUDCO's Bank Account within tender due date i.e. on or before 4.00 p.m. 19/7/2021.

B. To be enclosed with Technical Bid :

- a) Copy of Registration Certificate of the agency for printing, shops and commercial establishment act from Government of Karnataka.
- b) Copy of GST Registration Certificate of Karnataka State.
- c) Copy of audited balance sheet & P&L accounts for the last three years
- d) Copy of minimum 3 work orders of different firms
- e) A sample report as a documentary proof for work of similar nature under the terms and conditions

C. The quotations should be sent in sealed covers 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 “**Tender for Printing Services for HUDCO Bengaluru Regional Office**”. This sealed outer envelope should be addressed to “**The Regional Chief, HUDCO Ltd., Bengaluru Regional Office, Manipal Centre, 7th Floor, North Block, 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.

Signature & Seal of the Bidder

Quotation for Printing Services including Bindingat HUDCO Bengaluru Regional Office

EMD Remittance Details & Bank Details
(To be submitted in separate sealed envelope)

Part – A :EMD Remittance Details :

EMD for an amount of Rs 5000/- (Rupees Five 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 & Branch	Canara Bank, Trinity Circle, Bengaluru
A/c Type & A/c No.	Current Account No.0792201002101
IFSC Code	CNRB0000792

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 (SB / CA / OD / Others)	
Branch Name	
Bank Code	
IFSC Code No	
Branch Address	
Branch Telephone No.	

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.

Date:

Signature:

Name of Authorized Person:

Name of Agency:

Seal

Quotation for Printing Services including Bindingat HUDCO Bengaluru Regional Office

TECHNICAL BID
(To be submitted in separate sealed envelope)

1	Name of Company / Bidder			
2	Address : Tel/Mobile/Fax/E-mail etc. Contact Person:			
3	Name & Telephone/Mobile Number of CEO			
4	Status (Private/PSU/MSME/Others-specify)			
5	Year of Establishment / Registration details (copy to be enclosed)			
6	Present Manpower			
5	PAN & GST Registration Details etc.			
6	The Bidder should have minimum three years experience in the field of printing services and indicate no. of years experience in the field.(if yes, submit supporting documents)			
7	Details of major clients for whom vendor has provided similar work, especially govt. office, banks during last three years. (Copy of minimum 3 work orders of different firms to be enclosed)	Nature	Period	
8	A sample of report indicated as a documentary proof for work of similar nature under the terms and conditions should be appended			
9	Annual Turnover for last 3 years (In Rupees) [Copy of audited financial statement of last 3 years to be enclosed]	2018-2019 (Amt. in Rupees)	2019-2020 (Amt. in Rupees)	2020-2021 (Amt. in Rupees)

Date:

Signature:

Name of Authorized Person:

Name of Agency:

Seal

FINANCIAL BID**(To be submitted in separate sealed envelope)****To:****The Regional Chief
HUDCO Regional Office, Bengaluru****Sir,**

I/We have read the tender documents issued by the HUDCO Regional Office, Bengaluru in connection with the **Printing Services including Binding** and understood the terms and conditions of the tender and I/we hereby quote our rates as below :-

Description	Amount (Figures) Rs. (Exclusive of GST & Other taxes)	Amount in Words	Applicable GST (Amt in figures)	Applicable GST in words
Total Cost for Printing and Binding - 5 copies of 61 books with 95 pages in each book				

Note:

1. All rates to be quoted must be both in figures and in words.
2. No correction / over-writing / mis-vondoring / additions etc. is allowed in this Annexure.
3. Evaluation will be done based on the amount quoted.
4. The rate quoted in words will be considered in case the rate in figures and words do not tally.
5. Applicable taxes are payable to the contractor at the rates declared by the Government from time to time.

Date:**Signature:****Name of Authorized Person:****Name of Agency:****Seal**