

## **NOTICE INVITING TENDER**

### **Sub: Quotation for Fabrication of Trophies for HUDCO Design Awards 2021.**

Sir / Madam,

HUDCO a Govt. of India Enterprise and a premier Techno-financial institution under the Ministry of Housing and Urban & Urban Affairs, Govt. of India proposes to procure trophies to facilitate winners of HUDCO Design Awards 2021. The following Scope of Work, general terms and conditions are applicable with regard to submission of quotation for award of contract by HUDCO for the subject work.

### **SCOPE OF WORK**

- |                             |   |                                                                                             |
|-----------------------------|---|---------------------------------------------------------------------------------------------|
| 1. No. of Trophies          | - | 12 Nos                                                                                      |
| 2. Scale of Model/trophy    | - | 1:1                                                                                         |
| 3. Material                 | - | Good quality Teakwood with Natural teak polish with metallic plates for etched text writing |
| 4. Approx. size of the base | - | 16.3cmX16.3cmX16.3cm approx. (Triangular base)                                              |
| 5. Height                   | - | 24 cm                                                                                       |

(Set of PDF drawings indicating the design is attached for reference at **Annexure IV**).

6. The drawings pertaining to the Trophy can be seen and discussed in HUDCO office (Consultancy & Planning Wing) during office hours i.e. from 11.00 am to 5.00 pm from Monday to Friday. (DGM (P) Shri Neeraj Sethi may be contacted for the same).
7. Model/trophy shall be made with good quality Teak wood and finished with natural teak polish.
8. Other features, if any, shall also be shown in detail as per the drawings/instructions of the Architect concerned.
9. Subsequent to the award of work, a sample of the Trophy shall be made first by the successful agency and the same shall be got approved from HUDCO, before undertaking further work.
10. The Trophy shall be properly packed in a jute bag and shall be delivered in HUDCO office with no extra cost. No extra amount shall be payable on account of providing the jute bag.
11. The work shall be done to the satisfaction of the Architect concerned and necessary modifications shall have to be incorporated during the making of the model/Trophy.
12. The Trophies are required to be supplied within 10 days from award of work positively.

## GENERAL TERMS AND CONDITIONS

1. The bids may be submitted in three sealed cover envelopes separately which shall be finally placed in one envelope.
  - a. The first envelope (**Superscribed as "EMD"**) shall contain the **EMD (copy of receipt of payment of EMD or MSME Registration Certificate)** and Bank details as per **Annexure-I**.
  - b. Second envelope (**Superscribed as "Technical Bid"**) shall contain the details as per **Annexure –II** and
  - c. Third envelope (**Superscribed as "Financial Bid"**) shall contain Financial quote as per **Annexure -III**
2. Envelope superscribed as 'EMD' shall contain a copy of receipt of the payment of Earnest Money Deposit of Rs. 2,400/- (Rupees Two Thousand Four Hundred only). In case of an MSME, the bidder has to enclose a copy of the MSME registration certificate (Product range mentioned in such certificate should be similar to requirements of this NIT).
3. The EMD amount shall only be accepted electronically in the current a/c of HUDCO as per details given in the following Table:  
**Current Account of HUDCO for EMD deposit**

|                     |                                |
|---------------------|--------------------------------|
| Name of Beneficiary | HUDCO Ltd.                     |
| Bank                | HDFC Bank                      |
| Branch              | KG Marg, New Delhi             |
| IFSC Code           | HDFC0000003                    |
| A/c Type & No.      | Current A/c No. 00030350017801 |
4. The quotation/tender without EMD will be considered as unresponsive and rejected. This EMD amount shall be treated as security deposit for the successful bidder and refundable (without any interest) on satisfactory execution of contract. No interest will be payable on EMD and it will normally be returned back within a period of 60 days to unsuccessful bidder.
5. Upon receipt of the EMD amount, the technical bid shall be opened and after qualifying technically, the financial bid will be opened.
6. The vendor should have done/executed atleast one work of similar/relevant type (trophies, models etc. made in metal, wood, acrylic or any other material etc.) in the last three years. Documents/Job Order in respect of the same shall be submitted in support of the same in the Technical Bid.

7. The applicant should have a valid GST Registration No. of Delhi and the copy of the same shall be submitted in the Technical Bid envelope with the tender.
8. Quotations received late, will not be considered. HUDCO will not be responsible for any postal delay.
9. Any modification in offer after the closing of tender will not be considered.
10. HUDCO reserves the right to reject any or all bids and/or alter the quantity without assigning any reason.
11. The rates should be quoted inclusive of all items / specifications mentioned in the Scope of Work and delivery at HUDCO Bhawan, India Habitat Centre, Lodi Road, New Delhi – 110058.
12. The rates quoted should be exclusive of GST.
13. No advance will be given for any work. No extra cost will be paid for transportation and delivery.
14. The period of validity of the quotation shall be one month from the date of opening of bids. HUDCO shall not entertain any request for escalation in cost/price on account of any reason whatsoever.
15. Full payment would be released through ECS / RTGS after receipt of the items provided and found to be strictly as per the specifications given by HUDCO. After successful completion of the work, the payment to the vendor will be made within one month of receipt of bill.
16. HUDCO shall make payment of bills after deduction of all applicable taxes.
17. If the vendor is not able to execute the order within the specified period, he would be liable to pay liquidated damage @ ½% per week or part thereof subject to maximum of 5% of the total cost of the price of material(s), which vendor had failed to deliver within the delivery schedule. If at any point of time, the above mentioned job is found unsatisfactory on account of quality or not matching with the specification laid down by HUDCO, the material would be returned and no further bills would be processed for payment by HUDCO and the earnest / security money would be liable to be forfeited.
18. All Annexures shall be duly signed by the authorized signatory.
19. Bidders who are registered with MSME are welcome to participate in the bidding as notified by the Ministry of Micro, Small and Medium Enterprises, Govt. of India. No EMD shall be payable by these bidders provided that they are registered on the date of opening of this tender under MSME/other documented eligibility as per concerned state. Relaxations as announced by Govt. from time to time shall be applicable to these bidders subject to full compliance of other terms and conditions of the NIT. Product range mentioned in such certificate should be similar to requirements of this NIT. Valid documentary evidence is to be submitted.

The quotations should be given in one single sealed envelope containing all three envelopes as stated in point No. 1 in the section General Terms and Conditions and should be marked **"Quotation for Fabrication of Trophies for HUDCO Design Awards 2021"**.

Quotations shall be deposited at the tender box marked "Fabrication of Trophies for HUDCO Design Awards 2021" placed at Vth Floor, HUDCO Bhawan, India Habitat Centre, Lodhi Road New Delhi – 110003, latest by **06<sup>th</sup> April 2022 at 3.00 PM** and shall be opened on the same day at 3.30 PM. HUDCO reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever, or to change the date and time of opening of the quotations without any notice.

General Manager (C&P)  
HUDCO

**EMD and Bank details**

**A EMD Details enclosed with the quotation**

A copy of receipt of the payment of Earnest Money Deposit of Rs. 2,400/- (Rupees Two Thousand Four Hundred only). In case of an MSME, the bidder has to enclose a copy of the valid MSME registration certificate.

**A Bank Details for ECS/RTGS transfer of payment of Bills**

1. Bank Name :
2. Bank A/c Number :
3. Branch Name :
4. Branch Address with Telephone No. :
5. Account type (SBA/c / CA/ Cash Credit with code) :
6. MICR Code (9 digit code number mentioned on the cheque) :
7. Branch Code :
8. IFSC/RTGS Code :
9. GST No.:
10. E Mail ID (If any) :

Authorized Signature with Seal

## Annexure II

### Technical Bid

1. Name of the Company: -----
2. Status (Private / Govt. /Others) -----
3. Address -----  
-----
4. Telephone -----Fax -----Email-----
5. Document/Job Order in respect of atleast one work of similar/relevant nature in the last 3 years, enclosed: **Yes/No**
6. Name and Phone /Mobile number of the Contact Person -----
7. GST No.:  
(The applicant should have a valid GST Registration No. of Delhi and the copy of the same shall be submitted in the Technical Bid envelope with the tender. )
8. PAN No. :

Authorized Signature with Seal

**Annexure III****Financial Bid**

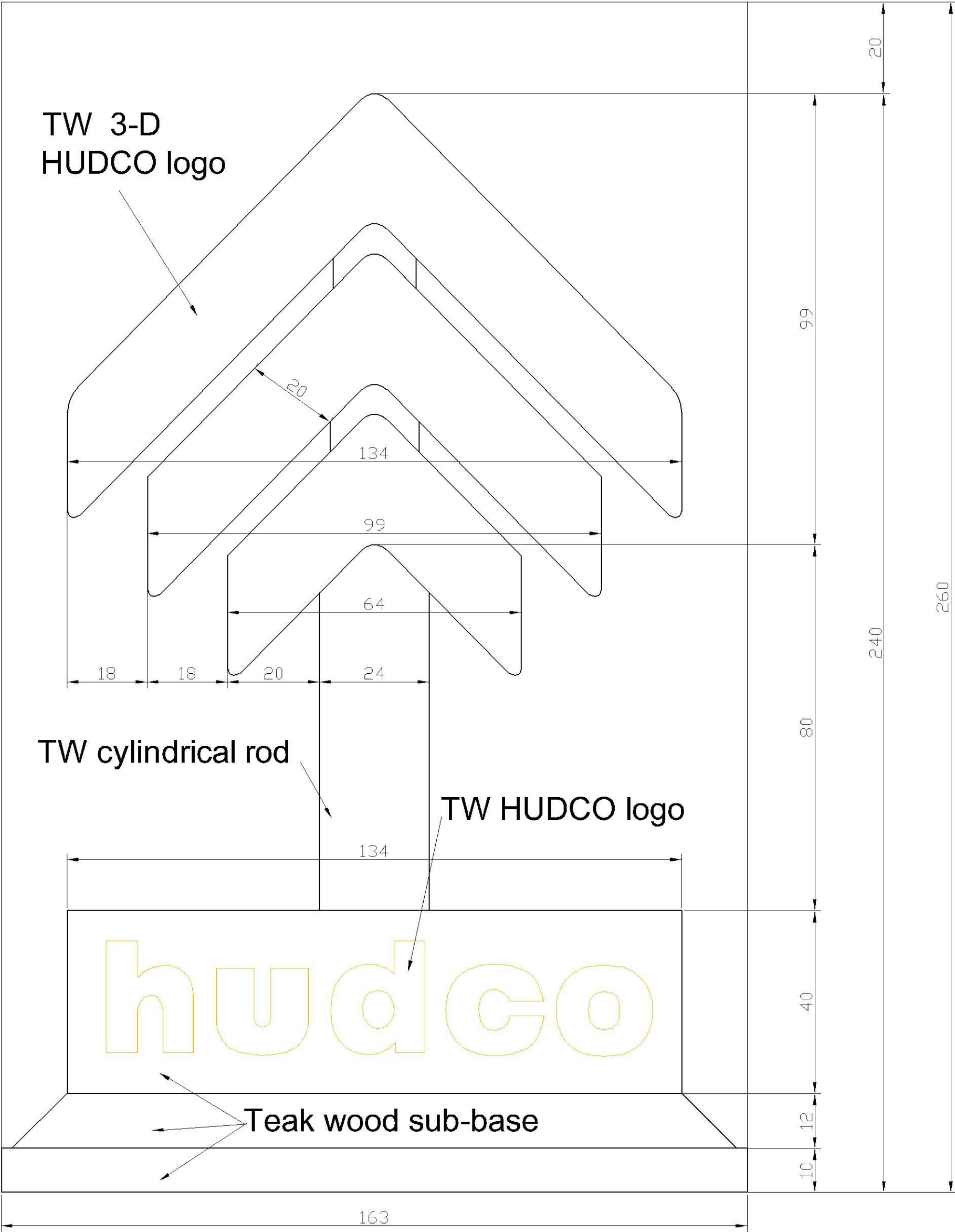
| <b>Sl. No.</b> | <b>Item</b>                                                                                          | <b>Quantity</b> | <b>Rate / unit of Item<br/>(Excluding GST)</b> | <b>Total Amount Quoted<br/>(Excluding GST)</b> |
|----------------|------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------|------------------------------------------------|
| (1)            | (2)                                                                                                  | (3)             | (4)                                            | (5)                                            |
| <b>1.</b>      | <b>HUDCO Design Awards Trophy</b><br><br><b>(Design specification as given in the scope of work)</b> | <b>12 Nos</b>   |                                                |                                                |

Notes:-

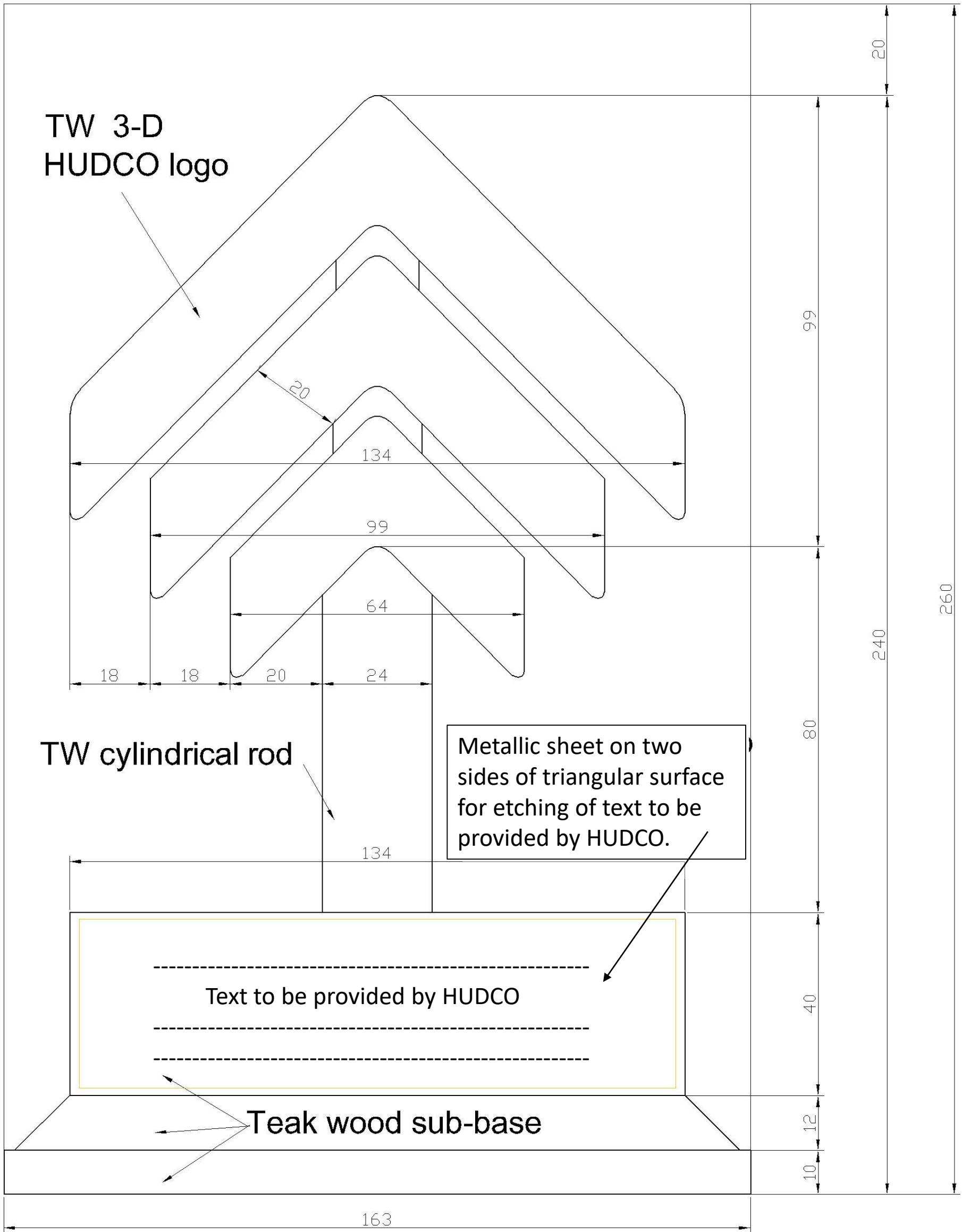
1. Column 4 & 5 are to be filled in by tenderer
2. No correction/overwriting/misprinting/additions etc. is allowed in this Annexure.
3. Rates/Unit & Total amount may be quoted in figures as well as in words.

Name of the Party  
Address & Mobile Number

Signatures with Stamp & Date



1st SIDE ELEVATION OF HUDCO TROPHY



2nd SIDE ELEVATION OF HUDCO TROPHY

