

SUB: INVITING QUOTATIONS FOR PROVIDING SERVICES OF REPAIRS WROKS OF MASONRY, PLUMBING, CARPENTRY, PETTY ELECTRICAL, HORTICULTURE, FABRICATION/WELDING WORK, PAINTING WORK AS AND RELATED MISCELLANEOUS WORK AND WHEN REQUIRED AT HUDCO REGIONAL OFFICE-REG.

Sir,

Housing & Urban development Corporation Ltd.(HUDCO), a Public Sector Enterprise of Government of India with its Registered office at HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi 110 003 and Regional Office at HUDCO Bhawan, 2nd Floor, Ishwar Bhuvan Road, Navrangpura, Ahmedabad- 380009, invites sealed quotations for providing services of repair work of plumbing, masonry, carpentry, petty electrical horticulture and fabrication/welding works on call as and when require at its Regional Office premises.

The scope of work and terms & conditions applicable for submission of bids are as follows:-

I. Scope of Work for Office Building Repairing Work.:

1. The Contractor shall be required to provide / carryout work related of plumbing, masonry, carpentry, petty electrical repairing work, painting / fabrication/welding works & Miscellaneous on call as and when required in the existing office premises and other HUDCO properties situated at Ahmedabad with following scope of work.
 - a) The contractor will have to assess the requirement of manpower and material for the work with regard to Civil works, carpentry work and plumbing work, petty electrical work, fabrication /welding / painting / related miscellaneous work.
 - b) The contractor will have to give the estimate for such work with respect to man power to be engaged, and the quantity of materials to be used.
 - c) The contractor will provide requisite manpower to provide the services
 - d) Contractor should inform to concerned officer before starting the work.
 - e) Materials for work shall be provided by HUDCO or may direct the contractor to arrange for the same, which will be reimbursed on production of original bill and invoice depending on the circumstances.

II. Terms and conditions for submitting the bid:

1. The rates should be quoted in **Annexure II**.
2. The agency should be GST Registered and copy of GST Registration Certificate along with latest GST returns to be submitted. The bills raised for the services provided should be strictly in line with GST Act. compliance of GST will also be seen at the time of payment to the contractor.
3. Agency should have an office in Ahmedabad. The proof of address to be enclosed with technical bid.
4. The agency shall provide a copy of PAN card.
5. All taxes and levies should be clearly mentioned. No extra cost will be paid, if any.
6. The quotation should be submitted with an EMD of Rs 1000/- (Rupees One Thousand only) by Demand Draft drawn in favour of HUDCO payable at Ahmedabad, failing which quotation will not be considered. The Demand Draft of unsuccessful agency shall be returned without any interest.
7. In case of bidders who are registered with MSME, no EMD shall be payable and any other relaxations, as may be 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. The bidder will have to submit the copy of registration (with MSME), certificate/document along with Technical Bid.
8. Demand Draft towards EMD of successful bidder shall be retained till the Security Deposit of same amount is remitted to HUDCO, Ahmedabad Bank Account through Digital Mode. The security deposit shall be refunded on satisfactory completion of contract of one year.
9. The payment of work carried out shall be based on the criteria as per financial bid and payment will be made by way of e-payment mode after satisfactory performance of work done after deducting applicable taxes. **The payment will be made after completion of satisfactory work certified by HUDCO official and compliance of GST Act.**
10. Quotations should be submitted for services as described in the in the financial bid.
11. Additional conditions on any account stipulated by bidders will not be accepted.

12. The technical bid (as per **Annexure-I** enclosed), EMD and financial bid (as per **Annexure -II** enclosed) should be in separate sealed covers and all three covers should be put together in one sealed envelope superscribed with words “**Offer of plumbing, masonry, carpentry, petty electrical repairing work, painting and fabrication/welding miscellaneous works**”.
13. Bid can be sent by post or deposited by you in tender box available at our Office at the following address. In any case Bid should reach Ahmedabad Regional office on the above address on or before **3.00 pm on 08.05.2023** and will be opened on the same day at 3.30 pm at our office premises, in the presence of bidders or their representatives available at that time.
- Address: The Regional Chief
 HUDCO Regional Office,
 HUDCO Bhawan, 2nd Floor,
 Ishwar Bhuvan Road,
 Navrangpura, Ahmedabad- 380009.**
14. Bidder, before submitting of quotations should clearly understand HUDCO’s requirement and may visit Office for any clarification during working days (between 09:30 hrs to 18:00 hrs on Monday to Friday).
15. Quotations received late will not be considered and HUDCO Regional Office will not be responsible for any postal delay.
16. HUDCO reserves the right to accept or reject any or all the quotations without assigning any reason.
17. HUDCO shall have the right to terminate the contract if the services are found unsatisfactory at any stage of tenure of contract.
18. The successful bidder has to enter into an agreement with HUDCO on a stamp paper of Rs.300/- (Rupees Three hundred only) with regard to the terms and conditions of Annual Maintenance Contract.
19. Any modification in the offer after the opening date will not be considered.
20. Bids should be complete in all respects and should fulfill all requirements or else it is liable to be rejected without assigning any reason & any communication. In addition, the bidder will be disqualified, if at any point of time it is found that information provided by him is incorrect.
21. HUDCO reserves the right to seek any clarification or verification of any information supplied by the bidder.

22. The period of contract shall be for one year from the date of acceptance of terms and conditions with an option of extension for one more year which will be decided by HUDCO at the end of first year contract period based on performance of contractor.
23. Agency whose services were terminated by HUDCO, Ahmedabad Regional Office are not eligible for submission of bids for AMC.
24. All the matter of dispute arising out of this contract/tender shall be subject to courts of Ahmedabad, jurisdiction only.
25. In case of any clarification the undersigned can be contacted at **Mob. 9227884424.**
26. Bidder should enclose copy of latest GST return and last two year ITR returns acknowledgement (FY 2020-21- & 2021-22) along with technical bid.

The Notice inviting bids is posted on HUDCO's website www.hudco.org. and <http://eprocure.gov.in/>

Yours faithfully,

-Sd/-

(Vimal Kumar Sharma)
Deputy General Manager (Project)

Annexure-I

TECHNICAL BID

Quotations For Providing Services Of Repairs Wroks Of Masonry, Plumbing, Carpentry, Petty Electrical, Horticulture, Fabrication/Welding Work, Painting Work As And Related Miscellaneous Work And When Required.

1	Name of the Agency	
2	Registration Number of Company / Firm	
3	Registered Address	
4	Company's Legal Status	(Limited Company / Undertaking / Joint Venture / Partnership / Others)
5	Company Category	MSME / Others
6	No of years in existence (Establishment Certificate issued by local body / Professional Tax receipt / GST Registration / Certificate of Incorporation / Partnership Deed).	
7	GST No. (Goods & Service Tax) , copy to be enclosed.	
8	Copies of GST payment challan of last F.Y, (copy to be enclosed).	
9	Copy of PAN card to be enclosed.	
10	Bank Details : Name of Bank & Branch Address & Tele. No., Fax No Type of A/c & A/c. No. MICR code of Bank IFSC Code of Bank	
11	Any other information	

Enclosures: (Copy of following documents to be enclosed)

- a. The bidder shall provide the details/ proof of following compliance.
 - (i) Copy of Goods & Service Tax Registration Certificate, copy of latest GST challan & return.
 - (ii) Copy of PAN card.
 - (iii) Copy of ITR returns acknowledgement for FY 2020-21 & 2021-22.

- b. Copy of Establishment Certificate issued by local body / Professional Tax receipt / GST Registration / Certificate of Incorporation / Partnership Deed as per Sr. no. 6 of technical bid.(Any one)
- c. Copy of MSME registration certificate, if applicable.
- d. Proof for local office address of Bidder.

Date:

Signature:

Name of Authorized Person:

Name of Agency:

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Annexure II

FINANCIAL BID

**Quotations For Providing Services Of Repairs Works Of Masonry, Plumbing, Carpentry, Petty Electrical, Horticulture, Fabrication/Welding Work, Painting Work As And Related Miscellaneous Work And When Required.
(Amount in Rupees)**

Sl. No	Particular	Type of service	Amount quoted per day (in Rs) <u>for 1 (One) worker for masonry and plumbing carpentry, petty electrical repairing work and fabricating welding services.</u>					
1	Rates of wages should be as per Minimum Wages Act as per Circular dated 03.04.2023, F.No.1/5(1)/2023-LS-II issued by The Chief Labour Commissioner(C), Ministry of Labour and Employment, Govt. of India.		Basic Rate (Rs.) Per Day	VDA (Rs.) Per Day	Total (Basic+DA) (Rs.) Per Day			
		Unskilled	523	213	736			
		Skilled	637	260	897			
2	Manpower working period per day		Unskilled Skilled		<4 hours 368 449	>4 hours 736 897		
3	Masonry, plumbing, carpentry, petty electrical repairing work, fabrication/welding work and painting work	Unskilled						
		Skilled						
4	Service Charges of Agency (as percentage of Basic Rate+ VDA)	Percentage						
A	Sub Total amount (2+3)	Unskilled						
		Skilled						
B	GST @ 18%	Unskilled						
		Skilled						
C	Total (A +B)- Amount in Rupees	Unskilled						
		Skilled						

Date:

Signature:

Name of Authorized Person:

Name of Agency:

Seal