

Subject: Rate Quotation for Printing of Office stationery.

Sir,

Housing and Urban Development Corporation Limited (HUDCO) a Government of India Enterprise invites sealed quotations from registered firms/agencies for printing of stationery items and supply for its Regional Office located at **House No.221 United Colony, Near Govt Hr. Secondary School Gate, Half Nagarjan, Dimapur-797112, Nagaland**. Interested parties may submit the Technical and Financial Bids at enclosed in ANNEXURE-1 & 11 respectively, to this Office within minimum 15 (Fifteen) days from the date of publication of the advertisement in the system. You may also please note the following terms and conditions applicable in regard to submission of quotation/offer for acceptance by HUDCO on need basis.

- (i) The bids are to be submitted in three sealed cover envelopes separately which has to be finally place in one envelope. The first envelope shall contain EMD, second envelope the technical bid and third envelop the financial bid and these should be inscribed on the envelopes. The quotation may be sent by post or submitted at the Reception of HUDCO Regional Office, Near Govt. Hr. Secondary School, Half Nagarjan, Dimapur, Nagaland-797112.
- (ii) The bids must be accompanied by an Earnest Money Deposit (EMD) by way of Demand Draft from any nationalised Bank for an amount of **Rs.1000/-** (Rupees **One Thousand**) only in favour of HUDCO Ltd and if MSME registered it will be exempted.
- (iii) The sealed envelope should be superscripted on top with "Quotation for Printing of stationery" and also contain the name and full address of the firm.
- (iv) The quotation should be kept valid for one year.
- (v) As per the existing orders, no advance payment will be made.
- (vi) Any modification in offer after the opening date will not be considered.
- (vii) Bidder, before submitting quotations, should clearly understand HUDCO's requirement and in case, any information/clarification is required, he/she may visit HUDCO Office on working days (Monday to Friday) between **9.30 A.M. to 5.30 P.M.** It may be noted that no clarification/information after closure of the last date of receipt of quotation would be provided.
- (viii) The vendor who are registered under MSME /GST can also participate in the bidding as notified by the Ministry of Micro, Small and Medium Enterprises, GOI and it will be exempted EMD.
- (ix) The firm/agency should submit their Bank details as mentioned in Annexure-III for refunding the EMD amount and for making other payments through E-payments.
- (x) Quotation received after the last date will not be considered. HUDCO will not be responsible for any postal delay.
- (xi) The Technical bid shall be opened and if found technically qualified, only than financial bid will be opened.

- (xii) The last date of time for receipt of quotation will be on **26/05/2023 at 12.00 O clock.**
- (xiii) Quotation will be opened at **3.00 P.M on 29/05/2023** at **HUDCO Regional Office, Near Govt Hr. Secondary School, United Colony, Half Nagarjan, Dimapur-797112, Nagaland.**
- (xiv) The representative of bidders can also participate in Tender opening, if so desired.
- (xv) Unless specifically indicated by you, it will be presumed that the quotation confirms to the conditions specified above terms & conditions.
- (xvi) HUDCO reserves the right to accept or reject any or all quotations without assigning any reasons.

Gaidinlung Gangmei
AGM (Admn)
9436026496

Annexure - I**Tender Rate Quotation for Printing****Technical Bid
(To be submitted in separate sealed envelopes)**

Sl.No.	Name of the Firm/Agency	
1	Name of Authorized Official with details address, phone No. Fax No. and E-Mail etc.	
2	Authorized Dealer/Seller/Agency (Authorized Certificate to be enclosed)	
3	MSME details (Copy of certificate to be enclosed)	
4	TIN/PAN/GST Numbers (Enclose copy of details)	
5	Details of major clients for whom vendor has provided similar items during the last year.	
6	Period of delivery of the items (No. of days)	

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

Date:

Signature & Name of Authorized

persons

ANNEXURE-II**Tender Rate Quotation for Printing****FINANCIAL BID****(To provide for both Comprehensive and Non-comprehensive rates)****(To be submitted in separate sealed envelopes)**

Sl. No.	Description	Size	Rate per item	GST rate applicable
1	Office Letter Head	A4 Size		
2	Note Sheet Printing with line and Logo	Legal Size		
3	Employee Visiting Card	English & Hindi version		
4	Employee Identity Card	English & Hindi version		
5	Envelope Printing	10"x4"		
6	Envelope Printing	Legal Size		
7	Seal Self ink stamp	Line		
8	Seal Self ink Stamp	Round		
9	Banner /Flex Printing	4'X 8'		
10	Office Sing Board (Steel)	4'x4"x12'		
11	Invitation Card with LOGO			
12	Receipt Book	6 books		

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

Date:

Signature

Name of Authorised Person

ANNEXURE-III**DETAILS FOR E-PAYMENT**

(Information to be filled in capital Letter)

Sl.No.	Description	
1	Account Name	
2	Bank Account No.(Full Digit)	
3	Account Type(Saving/Current)	
4	Bank Address	
5	Telephone No. (Acctt link Mobile No)	
6	Fax No.	
7	E-mail ID	
8	Bank MICR No. (Supported by crossed blank Cheque)	
9	Bank IFS Code No.	

The above information are correct and I/We hereby accept all our payment from HUDCO through E-payment.

Date:

Signature & Name of Authorized

persons