

हाउसिंग एण्ड अर्बन डेवेलपमेंट कॉर्पोरेशन लिमिटेड (भारत सरकार का उपक्रम) Housing & Urban Development Corporation Limited (A Govt. of India Enterprise)

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

दूरभाष : 080-25587010,12, फैक्स : 25598748, ईमेल : hudcobro@gmail.com जीएसटी नं : 29AAACH0632A1Z9, सीआईएन : L74899DL1970GOI005276

Manipal Centre, North Block, 7th Floor, Unit 703 & 704, # 47, Dickenson Road, Bengaluru - 560042.

Tel: 080-25587009,10 / 25582602, Fax: 25598748, Email: hudcobro@gmail.com, GST No: 29AAACH0632A1Z9, CIN: L74899DL1970GO1005276

No. HUDCO/BRO/1033/Tenders/2022-2023/

24.5.2023

Sub: Tender for undertaking Comprehensive Annual Maintenance of 15 KVA Online UPS & 20 Number of Exide Batteries of HUDCO Bengaluru Regional Office.

Dear Sir / Madam,

Housing and Urban Development Corporation Limited (HUDCO), a Government of India Enterprise, intends to invite sealed tenders undertaking Comprehensive Annual Maintenance Contract of One 15 KVA Online UPS and 20 Number of Exide Batteries installed at HUDCO Bengaluru Regional Office for one year for the period from **1st June 2023 to 31st May 2024** as per the following terms and conditions:

PART - A

1. Sealed quotations are invited for undertaking Comprehensive Annual Maintenance Contract of one Online UPS and 20 Batteries which are installed at HUDCO Bengaluru Regional Office for one year. The UPS is 3 Phase 15 KVA Online UPS AGNI Make and was purchased in October 2012 and 20 Numbers of Exide Batteries working satisfactorily.
2. The firms which are having minimum 3 years of experience in maintenance of UPS and Batteries with adequate experienced staff situated in Bengaluru are eligible to participate in the tender.
3. The work involves visit of agency's representative once in a month to carryout preventive maintenance services and to submit Service Reports. Further, the work involves comprehensive maintenance of UPS involving replacement of defective components and cleaning of external surface of batteries and to maintain the requisite level of distilled water.

आईएसओ 9001 : 2015 प्रमाणित कंपनी AN ISO 9001 : 2015 CERTIFIED COMPANY

पंजीकृत कार्यालय : कोर 7A, हडको भवन, इंदिरा हबिटेड 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: 07AAACH0632A1ZF, CIN: L74899DL1970GO1005276



Profitability with Social Justice

4. In case of breakdown, the complaint shall be attended within 6 Hrs. However, if the repair takes longer time the agency has to provide standby UPS.
5. The total approximate estimated annual value for the tender period will be INR 20,000/-

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 incase, 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. The tender is initially for a period of one year and may be extended for a further period of 12 months with mutual consent on satisfactory performance during Tender Period on the same terms and conditions and rates.
8. In the event of failure of vendor to execute the order, the EMD amount would be forfeited.
9. 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-I + 15% may be allowed to supply/serve provided the MSME matches the rates of L-I party in a situation where the L-1 rates are quoted by the company other than MSME.
10. The Security Deposit will have to be paid by the successful tenderers at the rate of 5% of the tendered value or Rs.1,000/- whichever is higher through online mode or through bank draft favouring or in the shape of bank guarantee in favour of HUDCO Ltd.
11. 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 CAMC would be terminated.
12. 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.

13. 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.
14. 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).
15. The agency shall ensure the compliance of the statutory provisions under including labour legislations, GST etc.
16. 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.
17. 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.
18. This letter is also posted on HUDCO's website www.hudco.org.
19. In the event of any dispute arising out of the Annual Maintenance Contract/Agreement, 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.

PART – C

1. Bid must accompany **EMD of INR 500/- (Rupees Five Hundred 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	:	ICICI Bank
Branch	:	M.G.Road Branch, Bengaluru
IFSC Code	:	ICIC0000002
A/c Type & A/c No.	:	Current Account No.000205033714

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:-
- Envelope-1** Sealed and super-scribed as "**Earnest Money Deposit (EMD) and Bank details**" as per **Annexure – I**.
 - Envelope-2** Sealed and super-scribed as "**Technical Bid**" as per **Annexure – II**.
 - Envelope-3** Sealed and super-scribed as "**Financial Bid**" as per **Annexure – III**.
 - 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 Comprehensive Annual Maintenance Contract of UPS & Batteries 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.
3. **Last date for Submission** : On or before **03.00 PM on 5/06/2023**.
4. **Bid Opening Date** : The **EMD and Technical Bid** will be opened on **5/6/2023 at 4.00 p.m.** and the **Financial Bid** of the eligible bidders will be opened on **6/6/2023 at 3.00 p.m.** The representative of bidders can participate in tender opening, if so desired.

Thanking you,

For and on behalf of HUDCO

AUTHORISED SIGNATORY

EMD Remittance Details & Bank Details :

(To be submitted in separate sealed envelope)

Tender for undertaking Comprehensive Annual Maintenance Contract of UPS & Batteries installed at HUDCO Bengaluru Regional Office”..

Part – A : EMD Remittance Details :

EMD for an amount of Rs 500/- (Rupees Five Hundred 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	:	ICICI Bank
Branch	:	M.G.Road Branch, Bengaluru
IFSC Code	:	ICIC0000002
A/c Type & A/c No.	:	Current Account No.000205033714

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 (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.

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

Tender for undertaking Comprehensive Annual Maintenance Contract of UPS & Batteries installed at 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	PAN Registration Details (copy to be enclosed)	
5	GST Registration Details (copy to be enclosed)	
6	The Bidder should have minimum three years experience in the field of UPS & Batteries maintenance and indicate no. of years experience in the field.	
7	Turnover for last 3 years	Rs. (Rupees _____ _____ only)
8	Details of major clients for whom vendor has provided similar work, especially govt. office, banks during last three years. (enclose photocopy of job orders)	
9	Number of Experienced Workers available with the agency to do the proposed work	
10	Number of Technical Staff available with Agency for Repairing/Serviceing UPS & Batteries	

**Signature of the Authorised Person with
Date & 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 **Comprehensive Annual Maintenance Contract of UPS & Batteries installed at HUDCO Bengaluru Regional Office** and understood the terms and conditions of the tender and I/we hereby quote our rates as below :-

(Figures in Rupees)

Description of Work	Rate	Other Taxes, if any (*)	Total amount
Maintenance of One 15 KVA Online UPS AGNI Make			
Maintenance of 20 Exide Batteries			
TOTAL AMOUNT			

Notes:

1. Payment will be made on Quaterly 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. (*)

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