

**HOUSING AND URBAN DEVELOPMENT CORPORATION LTD
DIMAPUR REGIONAL OFFICE, NAGALAND**

NO.HUDCO/DMRO/Tender/150/2018/

Date: 10/10/2023

**Subject: Quotation for Annual Maintenance Contract (AMC) of Air Conditioners
at HUDCO Regional Office, Dimapur, Nagaland.**

Housing & Urban Development Corporation Limited (HUDCO) is a fully owned Government of India Enterprise under the administrative control of Ministry of Housing & Urban Affairs, Govt. of India. We invite sealed quotations from reputed Agencies (preference will be given to local agencies) for annual maintenance contract of air conditioners installed at our Regional Office Dimapur, Nagaland for the period from 01/11/2023 to 31/10/2024 (1 Year).

The scope of work covers servicing and maintenance for 5 Nos. of 1.5 ton split air conditioners (Godrej - 4 nos. and Voltas - 1 no.) to be carried out during office hours, i.e. 9:30 a.m. to 6:00 p.m. on all working days i.e. from Monday to Friday.

Interested parties may submit the Technical and Financial Bids in separate sealed envelopes as per the enclosed format in **annexures - I & II** respectively to this Office within the specified date and time mentioned below.

The payment for service will be made to account electronically only for which the bank details of the firm for receipt of payment should be provided in the **annexure-III**.

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 sealed envelope should be superscripted on top with "Quotation for AMC of Office Air Conditioners" and also contain the name and full address of the firm.
- (ii) The quotation should be kept valid for one year.
- (iii) As per the existing orders, no advance payment will be made.
- (iv) Any modification in offer after the opening date will not be considered.
- (v) 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 6.00 p.m.** It may be noted that no clarification/information after closure of the last date of receipt of quotation would be provided.
- (vi) Quotation received after the last date will not be considered. HUDCO will not be responsible for any postal delay.
- (vii) The Technical bid shall be opened and if found technically qualified, only than financial bid will be opened.
- (viii) The last date and time for receipt of quotation will be on **25/10/2023 at 12.00 O'clock.**

- (ix) Quotation will be opened at **3.00 P.M on 26/10/2023** at **HUDCO** HUDCO Regional Office, House No. 221, United Colony, Near Govt. Higher Secondary School, Half Nagarjan Road, Dimapur 797112, Nagaland.
- (x) The representative of bidders can also participate in the tender opening, if so desired.
- (xi) Unless specifically indicated by the bidder, it will be presumed that the quotation confirms to the conditions specified in the above terms & conditions.
- (xii) HUDCO reserves the right to accept or reject any or all quotations without assigning any reasons.

Gaidinlung Gangmei
Asstt. Gen Manager (Admn)
9436026496

Annexure – I

Rate Quotation for AMC of Air Conditioners

Technical Bid
(To be submitted in separate sealed envelopes)

Sl.No.	DETAILS OF FIRM	
1	Name of the Firm/Agency	
2	Authorized Official with	
3	Detailed address with contact number, and e-mail etc.	
4	Authorized Dealer/Seller/Agency (Authorized Certificate to be enclosed)	
5	MSME details (Copy of certificate to be enclosed)	
6	TIN/PAN/GST Numbers (Enclose copy of details)	
7	Details of major clients for whom vendor has provided similar items during the last 2 (Two) years.	

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

Rate Quotation for AMC of Air Conditioners

FINANCIAL BID

(To provide for both Comprehensive and Non-comprehensive rates)

(To be submitted in separate sealed envelopes)

Sl. No.	Description & Brand Name	Rate per item	Comprehensive	Non-comprehensive	GST rate applicable
1	GODREJ 1.5 ton split AC				
2	VOLTAS 1.5 ton spilt AC				

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 OF BANK 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 etc)	
4	Bank Address (in full)	
5	Telephone No. (Account linked 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 is correct and I/We hereby will accept all our payment from HUDCO through E-payment.

Date:

Signature & Name of Authorized persons