

हाउसिंग एण्ड अर्बन डेवलपमेंट कॉर्पोरेशन लिमिटेड

(एक भारत सरकार उपक्रम)

क्षेत्रीय कार्यालय

तृतीय मंजिल, साफल्यम, पालयम, तिरुवनन्तपुरम - 695034

दूरभाष : (0471) 2339742-44, 2339746-47 फैक्स (0471) 2329006

Housing & Urban Development Corporation Ltd.

(A Government of India Enterprise)

Regional Office :

3rd Floor, Saphalyam, Palayam, Thiruvananthapuram - 695 034

Tel : 2339742-44, 2339746-47 Fax : (0471) 2329006

E-mail : tro@hudco.org, hudcotro@gmail.com

CIN : L74899DL1970GOI005276, GST No: 32AAACH0632A1ZM

No. HUDCO/TRO/Admn-09/2023/

21.11.2023

Sub. : Empanelment of agency for Taxi hiring services for HUDCO, Thiruvananthapuram Regional Office

Sir,

Housing & Urban Development Corporation Limited (HUDCO) is a Government of India Enterprise under the administrative control of Ministry of Housing & Urban Affairs, Govt. of India with the main objective of encouraging housing activities in the country besides providing financial assistance for Infrastructure & other Projects catering to the needs of every section of the society.

HUDCO would like to procure bid for the Hiring of Taxi services to its Regional Office at Thiruvananthapuram for a period of one year. In case, you are interested, we request you to submit your quotation/offer on the proforma Annexure – I, II & III enclosed herewith. The total estimated value of the contract in an year is above Rs.50,000/- approximately. The scope of the bid is as follows:

1. The vehicle may be requisitioned for local, intra-city or inter-state destinations on 24 x 7 basis.
2. The vehicles should be well maintained in all respects.
3. The operator has to ensure that the vehicle driver is having valid license and should be sent in proper uniform as and when required, preferably 15 minutes before reporting time. As far as possible, advance notice of requirement of taxi services would be provided by HUDCO. However, in case of emergency requisition, vehicle should be sent within a maximum time period of 30 minutes.
4. The driver should be well mannered, polite, punctual and in case of any misbehaviors, the operator shall be solely responsible.
5. The operator is solely responsible for any loss occurs to the taxi or its driver. The operator has to indemnify HUDCO against any loss caused to HUDCO passenger / property.
6. All statutory requirements relating to the vehicle shall be complied with by the operator including timely payment of taxes, levies, insurance premium, pollution control certificate etc. and operator shall indemnify HUDCO against the consequences of any shortfall in this regard.
7. Payment(s) will be made by ECS/NEFT system upon receipt of the bill/invoice favoring the operator's bank account. The applicable taxes shall be adjusted from the payment as per Income Tax Act/GST Tax Act.

You may please also note the following general terms and conditions applicable in regard to submission of quotation/offer for award of contract by HUDCO:

1. Bids in three sealed covers containing EMD, Technical Bid and Financial Bid and finally placed in one sealed cover superscribing on top "Empanelment of agency for Taxi hiring services" with the name and full address of your organization should be sent to the following address so as to reach latest by **3.00 PM on 06/12/2023**



पंजीकृत कार्यालय : कोर 7 ए, हडको भवन, भारत पर्यावास केन्द्र, लोधी रोड, नई दिल्ली-110003
दूरभाष : 011-24649610-23 फैक्स : (011) 24625308, आई एस ओ 9001:2015 प्रमाणित कम्पनी
वेबसाइट : www.hudco.org सी आई एन : L74899DL1970GOI005276, जी एस टी : 07AAACH0632A1ZF
Regional Office : Core 7 'A', HUDCO Bhavan, India Habitat Centre, Lodhi Road, New Delhi - 110 003
Tel : 011-24649610-23, Fax : 011-24625308, AN ISO 9001:2015 CERTIFIED COMPANY
website : www.hudco.org CIN : L74899DL1970GOI005276 GST : 07AAACH0632A1ZF



Regional Chief
HOUSING & URBAN DEVELOPMENT CORPORATION LIMITED
Thiruvananthapuram Regional Office
3rd floor, Saphalyam, Palayam,
Thiruvananthapuram – 695 034

- 2 Bids should be complete in all respects and should reach latest by the stipulated date and time. Incomplete bid received later than the stipulated date and time shall be summarily rejected. HUDCO will not be responsible for postal delay, if any. The EMD and Technical Bid will be opened on **06/12/2023 at 4.00 PM**. HUDCO has the right to call for clarification / evidence / supporting document etc. during evaluation of technical bid. The representative of bidders can participate in Tender opening, if so desired.
- 3 The financial bid of the eligible bidders will be opened on **06/12/2023 at 4.30 PM**.
- 4 Any modification in offer after the opening date, will not be considered.
- 5 Bidder, before submitting quotations, should clearly understand HUDCO's requirement and in case, any information/clarification is required, he/she may visit HUDCO office during working days (Monday to Friday between 09.30 AM. to 6 PM). It may be noted that no clarification/information after closure of the last date of receipt of quotation, would be entertained.
- 6 Bid must accompany proof of deposit of EMD of Rs.1000/-(Rupees One Thousand only) through RTGS/NEFT and confirmation copy/UTR number of the same may be enclosed along with Annexure-I. The bank details are given below :

Name of the A/c holder	HUDCO Ltd., Thiruvananthapuram
Name of Bank & Branch	State Bank of India, Vazhuthacaud
A/c No.	41005447674
Type of A/c	Current A/c
IFSC Code	SBIN0070033

"Agency/vendors who are registered with MSME can also participate in the bidding as notified by the Ministry of Micro, Small and Medium Enterprises, GOI. No EMD shall be payable by these agencies/vendors and other relaxation as announced by the Govt. from time to time shall be applicable to them subject to full compliance of other terms & conditions of the tender and contract." Copy of MSME Certificate, if applicable to be furnished.

- 7 EMD of successful bidder shall be retained as Security Deposit and may be refunded after the contract period and in respect of unsuccessful bidder, EMD shall be refunded. No interest will be paid on EMD amount. Quotations without EMD shall not be considered.
- 8 All matters of dispute arising, if any, shall be subject to courts of Thiruvananthapuram Jurisdiction only.
- 9 The period of validity of quotations for acceptance, shall be for the one year from the Contract date. HUDCO does not entertain requests for escalation in cost/price on account of any reasons during the period of validity of quotation.
- 10 The rates should be quoted in the relevant column of Annexure-III. Please note that no other alternate items/units will be considered.
- 11 The operator should be Goods and Service Tax registered operator and shall provide the details/proof of GST registration certificate.

2/6


22/11/23

agency, then appropriate evaluation method for assessment of lowest bidder in view of more number of lowest rate quoted assessment for undertaking a standard tour package or any other suitable evaluation method will be carried out for finalization of L1 bidder.

- 13 HUDCO shall have the liberty to award contract to more than one agency.
- 14 Printed trip sheet shall be used for each trip on each day and the driver shall obtain the signature of either the person using the taxi or the accompanying designated HUDCO official.
- 15 HUDCO reserves the right to accept or reject any or all the quotations without assigning any reason and the decision of the Regional Chief, HUDCO, Thiruvananthapuram in this regard shall be final.
- 16 The period of contract shall be for one year from the date of acceptance of terms and conditions and execution of contract agreement with an option of extension for one more year with the same terms and conditions which will be decided by HUDCO at the end of first year.
- 17 (A) If after the Vehicle is taken on hire and if any defect occurs in the vehicle or if the HUDCO officials have to wait for substitute vehicle for more than one hour or for any other reason, then it will be the responsibility of the empanelled agency to make alternate arrangement. If the alternate arrangement is not made by the empanelled agency, a penalty of Rs.1000/- will be imposed on the agency. In case, HUDCO has to hire a vehicle from any other agency, the expenses of the vehicle engaged from the other agency will have to be borne by the empanelled agency. Further, if such an incident occurs out of Thiruvananthapuram, a penalty of Rs.2,000/- will be imposed on the agency in addition to the empanelled agency bearing the expenses of the vehicle hired from any other agency.

(B) Notwithstanding the above, the vehicle provided by the agency shall be in excellent running condition, with its interiors including upholstery in neat and clean and hygienic condition. HUDCO reserves the right to reject the vehicle if its condition is not found up to expectation and then the agency shall provide alternate vehicle to the satisfaction of HUDCO. In the event, the agency fails to provide alternate vehicle, HUDCO shall make its own arrangement at the expense of the agency.
- 18 HUDCO shall have the right to terminate the contract if the services are found unsatisfactory and the decision of HUDCO in this regard shall be final.
- 19 The successful bidder has to enter into an agreement with HUDCO on a stamp paper of Rs.200/- (Rupees two hundred only) with regard to the terms and conditions of empanelment.
- 20 In case of any further clarification is required in submission of bids, kindly contact the undersigned Mob.9429898668.

Thanking you,

Yours faithfully,

Joint General Manager (Projects)

Encl: Annexure-I, II&III

22/11/23

ANNEXURE-I

**EMD
&
DETAILS OF BANK ACCOUNT FOR ECS PAYMENT**
(To be submitted in separate sealed envelope)

To,

HUDCO Ltd.
Thiruvananthapuram Regional Office

1	EMD details :	Name of the Bank _____ Rs. _____ PO/DD No. _____ date _____ Branch _____
2	Party/Payee Name & Address	
3.	Phone/Mobile & Fax No.	
	E-Mail/Website	
4.	PAN No.	
5.	GST No. etc.	
6.	<u>Details of Bank Account</u> Name of the Bank, Account No., Type of Account, Branch, Address, No. of MICR/IFSC etc. Telephone etc.	
7.	Contact Person & Tel/Mobile No. etc.	

Date :

Seal :

Signature :

Signature
22/11/23

ANNEXURE-II

QUOTATION FOR TAXI OPERATOR FOR HUDCO, THIRUVANATHAPURAM REGIONAL OFFICE

TECHNICAL BID

(To be submitted in separate sealed envelope)

1.	Name of the Firm:	
2.	Address : Tel./Mobile/Fax/E-Mail etc. Contact Person :	
3.	Status (Private/PSU/Others)	
4.	Whether MSME Bidder : Yes/No, if Yes, whether owned by SC/ST/General (attach copies)	
5.	PAN No. (Attach copy)	
6.	GST No /registration details etc. (Attach copy)	
7.	List of your current customers preferably government/banks for the similar service.	
8.	No. of years of experience in the field	

(Signature of Authorized person with seal)

**TAXI OPERATOR FOR HUDCO THIRUVANANTHAPURAM
FINANCIAL BID - QUOTED RATES (In Rupees)**

ANNEXURE-III

		Indica		Indigo/Dezire/Ethios		Innova AC	Innova Non-AC	Innova Crysta AC	Honda City AC	Driver Bata
		Non AC	AC	Non AC	AC					
1	2 hrs / 20 kms									
2	4 hrs / 40 kms									
3	8 hrs / 80 kms									
4	12 hrs / 200 kms									
5	Additional charge per excess km									
6	Additional charge per excess hour									
7	Airport drop/pick-up									
8	Railway station drop/pick-up									
9	Addl. charge for drop/pick-up at night (from 10.30 pm to 5.30am)									
FOR OUTSTATION USE										
10	Minimum Kms per day									
11	Minimum Rate Per day									
12	Additional charge per excess km									

Note:

- The trip distances are calculated on garage to garage basis
- In case of usage being less than prescribed km and more than prescribed hour, per hour charge only shall be applicable in addition to the minimum charge
- In case of usage being more than prescribed km and less than prescribed hour, per km charge only shall be applicable in addition to the minimum charge
- In case of usage being more than prescribed km and more than prescribed hour, per hour charge only shall be applicable in addition to the minimum charge
- Distance of Airport drop/pick-up is 20 kms one side
- Distance of Railway station drop/pick-up is 10 kms one side
- Expenses such as permit charges, tolls, parking charges, entry fees etc. incurred during the trips would be reimbursed on actual subject to production of receipts
- However any penalties, fines, accident compensations, insurance premium etc would be borne by the taxi operator
- Rates to be quoted without GST. GST at applicable rates would be paid by HUDCO against the actual hire charges. All other incidental expenses including O&M costs, statutory levies, income tax etc would be borne by the taxi operator

Name, Address & Telephone

Signature with stamp & date

5/6

[Handwritten Signature]
22.11.23