

Sub: Tender for repair & maintenance of HUDCO Vehicles (Maruti)

Dear Sir/Madam,

Housing & Urban Development Corporation Limited (HUDCO), is a fully owned Govt. of India Enterprise, under the administrative control of Ministry of Housing & Urban Affairs, Govt. of India, having its Corporate Office at HUDCO Bhawan, Core – 7 A, India Habitat Centre, Lodhi Road, New Delhi, is looking for a reputed authorized workshop of Maruti for empanelment for repair & maintenance of its Vehicles.

Sealed Tenders are invited from the authorized Maruti workshops, who can undertake the work related to Repair & Maintenance of HUDCO Vehicles as per Annexure – III.

The Tender may be submitted in three sealed cover envelopes separately and all the three envelopes should be finally placed in one envelope.

- a) The first envelope shall contain Bid Security Declaration Form duly filled by the bidder at Annexure –I
- b) The second envelope shall contain the Technical Bid as per Annexure – II, super scribing Technical Bid and
- c) The third shall contain the Financial Bid as per Annexure – III, super scribing Financial Bid.

Important Dates:

S.No	Particulars	Date
01	Date of publishing of tender	06.03.2024
02	Date for submitting of online EMD	-
03	Last date & time for Bids to be submitted	13.3.2024
04	Date & time of opening of Technical Bids	13.3.2024
05	Date & time of opening of Financial Bids	14.3.2024

A. Scope of Work

- a) At present, HUDCO is having a fleet of **06 Maruti Cars (03 No. Dezire, 02 No. Ciaz and 01 SX4)**, and the expected cost on repair & maintenance during the year would be around 2 to 3 lakhs (approx.).
- b) The workshop shall provide services as and when required and also have pick up and drop facility of vehicle after service/repair, in case driver is not available.
- c) Representative of Firm can visit HUDCO from Monday to Friday between 10.00 AM to 5.30 PM to assess the work to be executed.
- d) Quality of work should be of best quality.

- B.** It may also be noted that the following general terms & conditions are applicable for submission of Tender. The rate quoted shall be valid for a period of one year from the date of issue of award letter and can be extended to another two years, one year at a time, if the job is found satisfactory with the consent of both the parties.

Eligibility Criteria:

- a). The Authorized Service Station/Agency should be authorized by Maruti.
- b). The Company should have minimum 03 years of experience as on 31.03.2023.
- c). The distance between HUDCO Bhawan and Authorized Maruti Service Station should be within 05 Kms (Approx).
- d). The Authorized Service Station should have valid PAN Number, GST Number and TIN Number.

General Terms & Conditions

1. The firm shall mean the contractor/workshop and shall include successful bidders' legal representative, successors and permitted assigns.
2. Firm, before submitting quotations, should clearly understand HUDCOs requirement and in case, any information or clarification is required, it may be obtained by visiting HUDCO office during the working days i.e. Monday to Friday between 10.00 AM to 5.00 PM, from the undersigned. It may be noted that no clarification information after closure of the last date of receipt of quotation, would be entertained.
3. The technical bid will be opened and upon qualifying/acceptance of technical bid, the financial bid shall be opened.
4. The period of its validity of rates for acceptance of Tender shall be six months from the date of closing. The Tender with less validity shall not be accepted. HUDCO shall not entertain any request for escalation in cost/price on account of any reason whatsoever during the period of validity of quotation and contract period.
5. The rates quoted, should clearly specify the rate of applicable taxes, in case this information is not indicated in the quotation, it would be presumed that the rates quoted are inclusive of all types of taxes/GST etc. No extra cost will be paid on account of transportation, insurance, packaging forwarding or on any other account.
6. The firm has to undertake Repair & Maintenance work as specified in Annexure – III and the rates of item(s) should be quoted in the relevant column as per Annexure – III.
7. The firm should have facility of pickup of broken-down vehicle from the said spot and get it repaired in emergency situations during day or night.
8. The firm shall be directly responsible for any/all disputes arising between firm & its personnel/workers and shall keep HUDCO indemnified against any losses, damages and claims arising thereof.
9. Any modification in offer after closing of the tender will not be considered.
10. HUDCO shall not entertain any request for escalation in cost/price on account of any reasons whatsoever during the period of validity of quotation and contract period.
11. Tenders received after the last date and time will not be entertained. HUDCO will not be responsible for any postal delay.
12. If, at any point of time, the above-mentioned repair & maintenance work of HUDCO vehicles is found unsatisfactory on account of quality or not matching with the specifications laid down by HUDCO, no further bill would be processed for payment by HUDCO.
13. In case the Firm fails to execute the service, whether in full or in part, the earnest/security money would be liable to be forfeited and the company will be debarred from dealing with HUDCO in future.
14. In the event of Firm's failure to execute the service as per specified period, the company reserves the right to execute the work from any other source at the Firm's risk & cost and the difference in the cost shall be borne by the Firm.
15. The decision of Chairman & Managing Director, HUDCO or its representative shall be final and binding on both the parties in respect of all matters of dispute arising out of this tender.

16. HUDCO reserve the right to reject any or all Tenders and/or alter the quantity without assigning any reason what so ever.
17. The work should be executed within the defined stipulated period and should report to Senior Manager (Admin.) at HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi – 110003.
18. Vendors who are registered with GeM & 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 vendors and other relaxation as announced by the Government from time to time shall be applicable to them subject to full compliance of other terms and conditions of the tender and contract.
19. The Firm shall be fully responsible for any theft, burglary, fire or any mischievous deeds by his staff during the period of contract with HUDCO.
20. The Firm will work in close co-ordination with the representative of HUDCO and clear the site in the most befitting condition after the completion of the work.
21. **Payment Terms:**
 - a) Full payment will be released after successful completion of the work, provided it is found to be strictly as per the specification given by HUDCO. After successful completion of the work, the payment to the firm will be made within thirty days of receipt of the bill.
 - b) HUDCO shall make payment of bills after deduction of TDS.

You are requested to quote your most competitive rates inclusive of taxes and the tenders should reach latest by 14.00 hrs on or before 13.3.2024 in a sealed cover with super-scribing on top "Tender for Repair & Maintenance of Maruti Vehicles" and be dropped in the tender box kept on the 1st Floor, HUDCO Bhawan, India Habitat Center. Tender document can also be obtained from Administration Wing, Head Quarter. The bid may be addressed to:

General Manager (Admin)
Housing & Urban Development Corporation Limited,
HUDCO Bhawan, Core- 7A, India Habitat Centre,
Lodhi Road, New Delhi – 110003.

Tender should be complete in all respect and should reach HUDCO latest by the stipulated date and time. Incomplete Tender shall be summarily rejected.

The Technical Bid will be opened first on 13.3.2024 at 04:00 PM. The representative of the bidder can participate in tender opening, if so desired. Financial bids of only those firms will be opened which qualified in technical bids (i.e. fulfill all the eligibility criteria). Date & Time for opening the financial bid shall be intimated separately.

Thanking you,

Yours faithfully,

Mitali Mohanta
Asstt.General Manager (Admin)

ANNEXURE

BANK DETAILS

The details of Bank A/c in which payment is to be transferred and other details are as follows:

S.No	Particular	Details
01	Party Name	
02	Bank Name	
03	Branch Name	
04	Bank Account Number	
05	Branch Address	
06	Branch Telephone Number	
07	Account Type	
08	MICR Code No	
09	IFSC Code No	

Firm Details:

S.No	Particular	Details
01	PAN Number	
02	GST Number	
03	MSME Registration Number	
04	GeM Registration Number	

Signature:

Name of the Authorized person with
company seal

ANNEXURE-II

HOUSING & URBAN DEVELOPMENT CORPORATION LTD.
HUDCO BHAWAN, IHC, LODHI ROAD, NEW DELHI-110003

TECHNICAL BID

S.No	Item	Details
01	Name of the Maruti Authorized Service Station (enclose copy of authorization)	
02	Complete Address with Telephone Number	
03	Number of years in existence (Not less than 3 years). Documentary evidence of work orders should be enclosed	
04	Distance between Hudco Bhawan, IHC, Lodhi Road, New Delhi and the Authorized Service Station. (Minimum distance should be within 05 Kms (Approx))	
05	PAN Number (copy to be enclosed)	
06	GST Number (copy to be enclosed)	
07	MSME Registration Number (Micro, Small, and Medium Enterprises)	
08	GeM Registration Number (Govt. E. Marketing)	

Signature:
Name of the Authorized person
With Company seal.

ANNEXURE – III

**HOUSING & URBAN DEVELOPMENT CORPORATION LTD.
HUDCO BHAWAN, IHC, LODHI ROAD, NEW DELHI-110003**

FINANCIAL BID

S.No	Details	Maximum Discount
01	Discount on Parts (inclusive of Hardware and Electrical)	
02	Discount on Labour (inclusive of Hardware and Electrical)	
03	Discount on Service (Complete)	
04	Discount on New Battery	
05	Buy back of Old Battery	

Other facilities:

S.No	Details	Particulars	Remarks
01	Pickup & Drop facility	Yes/No	
02	Crane facility	Yes/No	
03	Battery replacement at Door Steps	Yes/No	

Note:

1. Maximum discount may kindly be shown in the Discount Column:
2. The Authorized Service Station should quote for all the above items as per format of Financial Bid “Annexure III”.

Signature of the Authorized person with seal:

Proforma for Bid Security Declaration

(On Bidder's letter head)

Whereas, I/we _____ (name of vendor/company) have submitted bids for _____ (name of work).

I/we hereby submit following declaration in lieu of submitting Bid Security.

- (1) If after opening of the tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) as specified in the tender document,

Or

- (2) If, after the award of work, I/we fail to fulfill the contract before the deadline defined in the tender document/job order,

I/we shall be suspended for one year and shall not be eligible to bid for tenders issued by HUDCO from date of issue of suspension order.

Signature & Seal of the Bidder

Tender for repair & maintenance of HUDCO Vehicles (Maruti)

Date of publishing of tender	6.3.2024
Last date & time for Bids to be submitted	13.3.2024
Date & time of opening of Technical Bids	13.3.2024
Date & time of opening of Financial Bids	14.3.2024