

No.HUDCO/BRO/1035/2024/

25.11.2024

Sub: Notice inviting Quotations for Hiring of Taxi/Vehicle Services for the period of one year from 06/12/2024 to 05/11/2025-reg.

Dear Sir/Madam,

M/s Housing and Urban Development Corporation Limited (HUDCO), (Navratna Company) under the administrative control of Ministry of Housing & Urban Affairs, Government of India with its Registered Office at HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi – 110 003 and its Regional Office located in Manipal Centre, North Block, 7th Floor, Unit Nos.703 & 704, No.47, Dickenson Road, Bengaluru – 560 042, intends to empanel the travel agencies for hiring of taxi/vehicles for official use for Bangalore Regional Office. Sealed quotations are invited for providing Vehicles on Hire as per the following terms and conditions:

PART - A

1. The bids may be submitted in three sealed cover envelopes separately, which may be finally placed in one envelope.
 - a. First envelope shall contain EMD and Bank details as per Annexure – I.
 - b. Second envelope shall contain Technical Bid as per Annexure – II.
 - c. Third envelope shall contain Financial Bid as per Annexure – III.
2. Bid must be accompanied by Earnest Money Deposit (EMD) of Rs.3000/- (Rupees Three Thousand Only) by way of online transfer through NEFT/ECS/RTGS as per details provided below:-

Name: HUDCO Ltd
Current A/c No. 00030350017801, HDFC BANK,
IFSC Code:HDFC000003

The quotation, without EMD, will be summarily rejected.

3. Upon receipt of EMD & Bank details, Technical Bid shall be opened. Thereafter, Financial Bid shall be opened only of those bidders who qualify technically, as per Annexure - II.
4. EMD of successful bidder will be retained. The EMD of unsuccessful bidder will be refunded. No interest will be paid on EMD amount.
5. The rates for the item(s) shall be quoted in the relevant column in Annexure – III. The rates quoted should be inclusive of all taxes and levies and shall be valid for a period of three months from the date of opening of Financial Bid. No extra cost will be paid or on any other account, including budget levies, if any. In case, this information is not indicated in the quotation, it would be presumed that the rates quoted are inclusive of all taxes / duties.
6. Before submitting the quotations, bidder should clearly understand HUDCOs requirements and, in case, any information / clarification are required, the same may be obtained from the undersigned during the working hours (**Monday to Friday between 10.00 A.M. to 5.30 P.M.**).
7. Quotations received late will not be considered. HUDCO shall not be responsible for any postal delay.
8. Evaluation of tenders / quotations will not be based on conditional discounts.
9. The agency has to strictly adhere to statutory compliances and rules.
10. HUDCO reserves the right to reject any or all bids and / or alter the quantity without assigning any reason thereof. Payment shall be made by Electronic Transfer to the Specified Bank Account on submission of bills, and after deduction of all applicable taxes.
11. In case of any dispute arising, decision of Regional Chief, HUDCO Bangalore Regional Office shall be final and binding.

PART - B

1. The rental service is for a period of one year from **6th Dec 2024 to 5th Nov 2025**. Based on the satisfactory performance, the period may be extended for a further period of 12 months on mutual consent. *However, HUDCO reserves the right to withdraw the work order at any point of time without assigning any reason / notice.*

2. If, at any point of time, the quality of Service or deviation from the specifications laid down by HUDCO, the empanelment would be terminated and no further bills would be processed for payment.
3. In the event of failure of the Agent to accept the order, the EMD amount would be forfeited.
4. The Travel Agent should have at least 3 years experience of carrying out similar / related work. The agency should have at least 15 numbers of vehicles of various categories/models.
5. The vehicles should have all the statutory compliances, shall not be more than 5 years old and shall be in good running condition.
6. Once the tender is accepted, the finalized rate would be applicable normally for one year from the date of acceptance. No change in the rate will be entertained.
7. The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the transport operator.
8. In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement.
9. The Transport Operator would ensure that the drivers employed have valid driving license. The vehicle should be registered with the concerned authority of Central/State Govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time.
10. The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel, the same should be reimbursed by the Transport Operator on production of the bill.
11. Vehicle to be provided by the Contractor should have the comprehensive insurance to cover all risks as per the Motor Vehicle Act and relevant rules and regulations of the State Government and Central Government.
12. No mileage will be allowed for lunch / tea of the driver. Driver should carry his lunch.
13. The time and mileage shall be taken in to account from the reporting time at the appointed place (both at the time of reporting and closing). There will be no dead mileage. In other words to and fro journeys from the taxi stand to the reporting place and releasing place to taxi stand will not be counted for computing the mileage or time.
14. Actual parking charges / Toll charges will be payable along with the monthly bills, only upon submission of the parking bills / toll receipts etc.

15. The agency will be responsible for compliance of all statutory provisions related to minimum Wages, etc, in respect of the drivers deployed by it. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed by them in the Department.
16. Bidders under Micro Small and Medium Enterprise (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-1 + 15% may be allowed to supply/serve provided the MSME matches the rates of L-1 party in a situation where the L-1 rates are quoted by the company other than MSME.
17. 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.
18. The quoted price shall be inclusive of all taxes except "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).
19. 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.
20. 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.
21. Bid must be accompanied by, proof of submission of Earnest Money Deposit (EMD) submitted by way of online transfer. The quotation, without EMD, will be summarily rejected. In the event of failure of the vendor to execute the order, the EMD amount would be forfeited.
22. Payment(s) will be made by NEFT/RTGS system upon receipt of bill/invoice favouring the operator's bank account. The applicable taxes shall be adjusted from the payment as per Income Tax Act and GST Act.

PART – C

The quotation should be sent in a sealed cover containing all three envelopes as per Sl. No. 1, super scribing "Quotation for providing Taxi/Vehicles on Hire" and should be addressed to Regional Chief either by post or deposited personally in the Tender Box available at

- Hudco Bangalore Regional Office, Manipal Centre, 7th Floor, Unit 703 & 704 North Block, No. 47, Dickenson Road, Bangalore 560042.
- The last date for submitting the quotation is 6th December 2024 **by 11.00 A.M..**
- The **EMD and Technical Bid** will be opened on 6th December 2024 **at 4.00 P.M.** and the **Financial Bid** of the technically qualified firms will be opened subsequently. 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)

Part – A :EMD Remittance Details :

EMD for an amount of Rs 3000/- (Rupees Three Thousand 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 & Branch	HDFC BANK,
A/c Type & A/c No.	Current Account No. 00030350017801
IFSC Code	HDFC000003

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.

Date:**Signature:****Name of Authorized Person:****Name of Agency:****Seal**

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	Present Manpower			
5	PAN & GST Registration Details etc.			
6	Whether Vendor has been undertaking similar jobs for last 3 years.(if yes, submit supporting documents)			
7	Details of major clients for whom vendor has provided similar work, especially govt. office, banks during last three years. (Copy of minimum 3 work orders of different firms to be enclosed)	Nature	Period	
8	Annual Turnover for last 3 years (In Rupees) [Copy of audited financial statement of last 3 years to be enclosed]	2021-22 (Amt. in Rupees)	2022-23 (Amt. in Rupees)	2023-2024 (Amt. in Rupees)

9	Details / Type of Vehicles owned, please specify	Type of Car	Number of Cars/ Van	
			AC	Non-AC
		ETIOS /Swift D zire /FORD IKON		
		Innova		
		Innova Crysta		
		Corolla		
		tempo traveller- 12 Seater		
		tempo traveller- 15 Seater		
		Total Number		

Date:

Signature:

Name of Authorized Person:

Name of Agency:

Seal

ANNEXURE - III**FINANCIAL BID****DETAILS OF THE VEHICLE**

Type of Car (*)	Rates for Local Trips					Rates for Outstation Trips		
	4 Hrs/ 40 Kms	8 Hrs/ 80 Kms	Extra Hours	Extra Kms	Driver Bata for Local	Rate per Km	Rates for Outstation 300 Kms	Driver Bata for Outstation
ETIOS /Swift Dzire/FORD IKON								
Innova								
Innova Crysta								
Corolla								
tempo traveller-12 Seater								
tempo traveller-15 Seater								

*Please specify other type of cars also in separate sheets.

Name of the Vendor, Address & Telephone No.	
Signature with Stamp & Date	