

NOTICE INVITING TENDER

No. HUDCO/BURO/362/

Dated : 26.12.2024

Sub : Quotation for Civil works at 4th Floor, Deendayal Bhawan, Ashok Nagar, Janpath, Bhubaneswar .

Dear Sir,

Housing and Urban Development Corporation Limited (HUDCO) is a Government of India Enterprise under the administrative control of Ministry of Housing and Urban Affairs having one of the Regional Office at 3rd Floor, Deendayal Bhawan, Ashok Nagar, Janpath, Bhubaneswar – 751 009.

HUDCO Bhubaneswar Regional Office would like to execute Civil Works at 4th Floor, Deendayal Bhawan, Bhubaneswar as per specifications detailed in the BOQ (Appendix-I). In case, you are interested, please submit your quotation/offer for the item(s) listed in Appendix-I. 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.

- i) The work is to be executed at 4th Floor, Deendayal Bhawan, Ashok Nagar, Janpath, Bhubaneswar – 751 009, within 60 (sixty) days from the date of issue of work order by HUDCO.
- ii) The tender can be downloaded from HUDCO's e-tender website viz <https://www.hudco.org.in/https://eprocure.gov.in>.
- iii) The bids may be submitted in three sealed cover envelopes separately placed in one envelope. The first envelope shall contain proof regarding submission of EMD, second envelope shall contain Technical Bid and third envelope shall contain Price Bid. Technical bid / Financial bid should be submitted exactly as per proforma annexed.
- iv) The rates quoted, should clearly specify whether GST are applicable and, if so, at what rate? In case, this information is not indicated in the quotation, it would be presumed that the rates quoted are inclusive of all type of taxes/duties. HUDCO, however, prefers, if price, inclusive of all taxes/duties is, quoted.
- v) The rates for item(s) should be quoted in the relevant column of Appendix-I. Please note that no other alternate item(s)/ unit(s) will be considered.
- vi) The period of validity of quotations for acceptance, should be for 60 days. Quotations with less validity, are likely to be ignored. HUDCO does not entertain requests for escalation in cost/price on account of any reasons during the period of validity of quotation.

- vii) Quotation/tender must accompany earnest money deposit **(EMD) of Rs. 20,000/- (Rupees twenty thousand only)** by NEFT/RTGS payable at Bhubaneswar. The A/c details for NEFT/RTGS are as follow:-

Party Name	HUDCO Ltd.
Bank Name	HDFC Bank Ltd.
Bank Branch	Kasturba Gandhi Marg, New Delhi
Account No.	00030350017801
Account Type	Current Account
IFSC Code	HDFC0000003

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 Quotation/Tender without EMD/Bank Guarantee will be considered as unresponsive and rejected. This amount shall be confirmed as security deposit (without any interest) for successful bidders and refundable on satisfactory execution of contract. The EMD in respect of un-successful bidder shall be refunded within 60 days. No interest will be paid on EMD amount.

- viii) Any modification in offer after the opening date, will not be considered.
- ix) 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 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 entertained.
- x) Bidder should enclose some selected printed matter of the organisation for having an idea of quality of work done by them.
- xi) HUDCO reserves the right to accept or reject any or all quotations without assigning any reason.
- xii) If the contractor is not able to execute the work within the specified period, he would be liable to pay the liquidated damage @ 1% per week or part thereof subject to maximum of 5% of the total cost of the work awarded, which contractor had failed to deliver within the delivery schedule. In case, the contractor fails to execute the order whether in full or in part, the earnest/security money would be liable to be forfeited in full or in part/ to be determined by HUDCO.
- xiii) If at any point of time, the works done in HUDCO is found unsatisfactory on account of mismatch with the specification laid down by HUDCO, the material would be returned and no further bills would be processed for payment by HUDCO.
- xiv) In the event of the rejection of item(s) materials supplied, the contractor would be intimated the details of such rejected item(s) as well as the reasons for the rejection and that the item(s) would be lying at HUDCO's premises at the risk and the cost of the contractor. The contractor would call upon to remove the item(s) or to give instructions as to their disposal within 15 days, failing which HUDCO would either return the item(s) to the contractor on freight-to-pay basis or otherwise dispose of them at the contractor's risk and cost.

- xv) The supply of item(s) / works should be exactly as per the specifications mentioned in the Appendix-I.
- xvi) It would be necessary to show a sample of each item/material wherever applicable and approval of HUDCO obtained before applying the item/material in the work.
- xvii) Other conditions applicable in the event of award of contract/order as detailed in Appendix-II.

Thanking you,

Yours faithfully,

For & On behalf of HUDCO

Encl.: As above.

APPENDIX-II

GENERAL TERMS AND CONDITIONS OF ORDER

1. **Rates** : The rates are firm unless stated otherwise till delivery of the material and its final acceptance. The rates are inclusive of all local taxes and levies. Contractors shall be entirely responsible for payment of all the taxes, duties, license fees etc. incurred until supply or contracted goods/ material to HUDCO.
2. **Inspection** : Material shall be approved prior to application in the work by an authorised representative of HUDCO for which an advance notice shall be given by contractor. No material shall be brought to the site without inspection unless specific waiver/exemption is communicated in writing to contractor. Necessary test certificate in respect of material shall also be furnished in advance. However, the final inspection of the material shall be done at our site only and its acceptance is subject to such final inspection only.
3. **Liquidated Damages** : The timely delivery of the work is the essence of the contract. In the event of contractor's failure to deliver the work of acceptable quantity & quality in time, the liquidated damages are payable by him @ 1% of the unexecuted order value per week subject to a maximum of 5% of the total award value.
4. **Risk Purchase** : In the event of contractor's failure to execute the work of acceptable quality as per delivery period, the company reserves the right to procure the work from any other source at the contractor's cost & risk and the difference in the cost shall be borne by the contractor.
5. **Payment at Reduced Rates** : If the material supplied are not according to specifications and are of inferior quality the purchaser may retain at his discretion after negotiations with the contractor for reduction in prices.
6. **Payment** : Payment shall be made electronically and would be as per terms mentioned herein. The payment will be subject to deduction of applicable tax, if any.
7. **Billing** : The Contractor shall submit bills preferably after completion of the work along with details of measurements which are to be verified/checked by the Engineer/ Consultant or authorised representative of HUDCO for payment. However, in case of exigency, the contractor may request HUDCO to allow submission of running bill, only after completion of at least 50% of the award value of the work. Any extra, deviated / substituted item, if required to be executed at site, should be executed with prior approval of HUDCO only and are to be measured and billed separately, as annexure, to the main bill. The mode of measurement for the entire work shall be in accordance with C.P.W.D. norms, as amended from time to time.
8. **Rejection** : The rejected material shall be collected by contractor within 10 days of rejection advice failing which HUDCO has the right to auction/ dispose of it at the risk and cost of the contractor or to return to contractor on freight to pay basis.

9. **Force Majeure** : Contractor shall not be considered in default if delay in execution occurs due to causes beyond his control such as act of natural calamities, civil war, strike, fire, flood, riots and acts of a superior power. Only these causes which have a duration of more than 7 days still be considered causes of force majeure. A notice to this effect duly certified by the local chamber of commerce/ statutory authorities shall be given by the Contractor to purchaser. In the event of delay due to such causes, the delivery schedule shall be extended for a length of time equal to the period of force majeure at the option of HUDCO or work order may be cancelled. Such cancellation would be without any liability whatsoever on the part of the HUDCO.
10. **Insurance** : The work/ material to be supplied under this Work Order shall be fully insured by the contractor against loss or damage incidental to manufacture, acquisition, transportation, storage and delivery.
11. HUDCO does not permit advance against order. However, where drawal of advance was absolutely necessary against the order, advance will be given provided a Bank Guarantee from the nationalised bank covering the full amount of advance would need to be furnished and the advance given will also be interest bearing.
12. It be noted that evaluation of tenders/ quotations will not be based on conditional discounts.
13. **Security Deposit** : The security deposit will be collected by deductions from the running bills of the contractor at the rate mentioned below: A sum @ 10% of the gross amount of the bill shall be deducted from each running bill of the contractor till the sum amounts to 5% of the tendered value of the work.
14. **Performance Security** : In addition, the contractor shall be required to deposit an amount equal to 5% of the tendered value of the contract in the form of NEFT/RTGS or submit Bank Guarantee Bond of a Scheduled Bank for equal amount as Performance Security within the period prescribed for commencement of work in the letter of award issued to him. The Performance Guarantee shall be initially valid up to the stipulated date of completion plus 60 days beyond that. In case the time for completion gets enlarged, the contractor shall get the validity of BG extended to cover such enlarged time for completion of work.
15. **Arbitration** : In the event of any dispute or difference whatsoever arising under the contract/ work order the same shall be referred to Arbitration which shall be as per the provisions of the Indian Arbitration and Conciliation Act, 1996.
16. **Jurisdiction** : All matters of dispute arising out of this order shall be referred to courts in Bhubaneswar, Odisha jurisdiction only

TECHNICAL BID

1	Name of the Agency	
2	Registration Number of Company / Firm	
3	Registered Address (Company preferably to have office in Bhubaneswar)	
4	Company's Legal Status	(Limited Company / Undertaking / Joint Venture / Partnership/Others)
5	Company Category	MSME / Others
6	No of years in existence (Establishment Certificate issued by local body / Professional Tax receipt / GST Registration/Certificate of Incorporation / Partnership Deed).	
7	GST No. (Goods & Service Tax), copy to be enclosed.	
8	Copies of GST payment challan of last F.Y, (copy to be enclosed).	
9	Copy of PAN card to be enclosed.	
10	Bank Details (Please enclose supporting documents like cancelled cheque, bank passbook photocopy etc.): Name of Bank & Branch Address & Tele. No., Fax No Type of A/c & A/c. No. MICR code of Bank IFSC Code of Bank	
11	Average annual financial turnover during the last 3 years should be atleast Rs. 5 lakhs	
12	Experience of having successfully completed similar works/civil works during last 7 years and till date should be either of the following:- • Three similar/civil completed works costing not less than Rs. 6.00 lakhs. Or • Two similar/civil completed works costing not less than Rs. 8.00 lakh. Or • One similar/civil completed work costing not less than Rs. 10.00 lakhs.	

Enclosures: (Copy of following documents to be enclosed)

- a. The bidder shall provide the details/ proof of following compliance.
 - i) Copy of Goods & Service Tax Registration Certificate, copy of latest GST challan& return.
 - ii) Copy of PAN card.
 - iii) Copy of ITR returns acknowledgement for last three FY.
- b. Copy of Establishment Certificate issued by local body / Professional Tax receipt/ GST Registration / Certificate of Incorporation / Partnership Deed as per Sr.no. 6 of technical bid.(Any one)
- c. Copy of MSME registration certificate, if applicable.
- d. Proof for local office address of Bidder.
- e. Criteria of satisfactory performance from previous employers, if any.

Date:

Signature:

Name of Authorized Person:

Name of Agency:

Seal

PRICE BID (in Letter Head with Seal and Signature)

Rates to be filled by Contractor in Percentage of CIVIL WORKS

Section	Estimated (Cost in Rs.)	Bidder Price		
		Percentage (%) Above /Below/ at Par		Amount (Rs.)
		In figures	In words	After Adding % at Par/Below/ Above
(A) Total cost for Civil Works & Services	11,64,608/-			
Total	11,64,608/-			

Note :

The bidder has to quote rates on percentage basis **(at par/below/above)** the respective schedule of rates. (Rates are inclusive of GST)

The bids will be accepted from bidders who have valid **Odisha GST** number.

L1 bidder shall be arrived at, by considering the total amount.

Date :

Authorized Signatory (s)

Appendix -1

Cost Estimate for Interior/ Renovation of Regional office Bhubaneswar based on Drawings and Rates taken from DSR 2023 and Market Rate

S NO	Descripti on	Qty	Unit	Rate	Amount (Rs)	DSR/MR
A						
1	Dismantling tile work in floors, walls and roofs laid in cement mortor including stacking material within 50 meters lead.					
	For thick ness of tiles 10 mm - 25 mm	400.00	sqm	73.4	29360.00	DSR Item No. 15.23.1
	For thick ness of tiles above 25 mm up to 40 mm	5	sqm	113.35	566.75	DSR Item No. 15.23.2
2	Removing dry or oil bound Distemper by scrapping and sand papering and preparing the surface smooth including necessary repairs to scratches etc. complete	650.00	Sqm	25.15	16347.50	DSR Item No. 13.91
3	Repairs to plaster of thickness 12 -20 mm in patches of area 2.5 sqm and under including cutting the patch in proper shape, raking out joints and preparing and plastering the surface of walls complete including disposal of rubbish to the dumping ground within 50 metres lead;					
	with cement mortar 1:4 (1 cement : 4 coarse sand)	5	Sqm	560.5	2802.5	DSR Item No. 14.1.2
4	Disposal of malba (building rubbish) as per direction of Engineer In charge -in -charge with-in 15 km area.	2 5	Cum	429.4	10735.00	DSR Item No. 1.1.1
	Total			Sub Total A	59811.75	
B	NEW WORK					
5	12 mm cement plaster of mix:					
	CM 1:4 (1 cement : 4 fine sand)	5.00	Sqm	347.05	1735.25	DSR item No.13.1.1
6	15mm with CM 1:4 (1cement: 4 fine sand)	5.00	Sqm	399.45	1997.25	DSR item No.13.2.1

7	Providing and applying white cement-based putty of average thickness 1 mm, of approved brand and manufacturer, over the plastered wall surface to prepare the surface even and smooth complete.	650	sqm	156.05	101432.50	DSR item No. 13.80
8	Wall/Ceiling painting with acrylic emulsion paint of interior Grade having VOC (Volatile Organic Compound) content less than 50 grams/ litre of approved brand and manufacture, including applying additional coats where ever required to achieve even shade and colour (Two coats)	650	sqm	137.45	89342.50	DSR item No. 13.82.2
9	Applying priming coat with primer of approved brand and manufacture, having low VOC (Volatile Organic Compound) content with Water thinable cement primer on wall surface having VOC content less than 50 grams/litre.	650	sqm	73.95	48067.50	DSR item No. 13.85.3
10	Providing and laying Vitrified tiles in different sizes (thickness to be specified by manufacturer), with water absorption less than 0.08 % and conforming to I.S. 15622, of approved make, in all colours & shade, in skirting, riser of steps, over 12 mm thick bed of cement mortar 1:3 (1 cement: 3 coarse sand), jointing with grey cement slurry @ 3.3 kg/sqm including grouting the joint with white cement & matching pigments					
	Size of Tile 600x600 mm	20	sqm	1623.05	32461.00	DSR item No. 11.46.2
11	Providing and laying Vitrified tiles in floor with different sizes (thickness to be specified by the manufacturer), with water absorption less than 0.08% and conforming to IS:15622, of approved brand & manufacturer, in all colours and shade, laid with cement based high polymer modified quick set tile adhesive (water based) conforming to IS : 15477, in average 6 mm thickness, including grouting of joints (Payment for grouting of joints to be made separately).					
	Size of Tile 600x600 mm	400	Sqm	1725.35	690140.00	DSR item No. 11.49
12	Grouting the joints of flooring tiles having joints of 3 mm width, using epoxy grout mix of 0.70 kg of organic coated filler of desired shade (0.10 kg of hardener and 0.20 kg of resin per kg), including filling / grouting and finishing complete as per direction of Engineer-in-charge.					

	Size of Tile 600x 600 mm	400	sqm	309.05	123620.00	DSR Item NO. 11.48.2
13	Repair of existing Aluminum windows by means of additional MS member by welding, fixing of glass pan as existing type, as per requirement etc. and as per the direction of Engineer -in charge.	26.00	Nos	500.00	13000.00	MR
14	Repair of existing M S collapsible Door/gate by means of additional MS member by welding, as per requirement etc. and as per the direction of Engineer -in charge.	1.00	Nos	3000.00	3000.00	MR
				Sub Total -B	1104796	
				Sub Total (A+B)	1164608	