



**HOUSING AND URBAN DEVELOPMENT CORPORATION LTD. (HUDCO)
A Navratna CPSE (A Govt. of India Enterprise)**

Regional Office:

**HUDCO Bhawan, Plot No. 11, Block- DJ,
Sector-II, Karunamoyee,
Salt Lake, Kolkata-700 091**

Tel: 2358-7734/2358-6141/2358 0780

Email: kro@hudco.org

No: KRO-Est/Purch-Air Ticket/

Date: 17.02.2025

**Sub: Tender for empanelment of agency for providing Air Tickets for HUDCO
Regional Office, Kolkata.**

**Tender Due Date: 3.00 PM on 05.03.2025 & Opening at 3.30 PM on
05.03.2025.**

Dear Sir(s),

Housing and Urban Development Corporation Ltd (HUDCO) is a Govt. of India Enterprise under the administrative control of Ministry of Housing and Urban Affairs, having its Regional Office at “HUDCO Bhawan” , Block-DJ-11, Sector-II, Karunamoyee, Salt Lake, Kolkata-700 091.

SCOPE OF WORK:-

HUDCO Regional Office, Kolkata invites quotations from reputed agencies for providing “Air Tickets” for a period of one year from the date of awarding the contract, as per requirements detailed in **Annexure - III**. The estimated cost of the contract would be approximately Rs.2.50 lakhs for one year. In case, you are interested, please submit your quotations. 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.

GENERAL TERMS & CONDITIONS:-

The general terms & conditions applicable for submission of quotation/offer and for award of contract by HUDCO are as follows:-

1. **Submission of Bid:** The bids may be submitted in three sealed cover envelopes separately which may be finally placed in one envelope.
 - **The first envelope** shall contain **PROOF** of transfer of EMD of **Rs.2,500/- (1% of estimated cost)** through NEFT in HUDCO’s following Account by the General Vendors or copy of MSME Registration Certificate for EMD exemption for the MSME Vendors :-

NAME OF BENEFICIARY	HUDCO Ltd.
BANK NAME	HDFC Bank Ltd.
Branch	K G Marg, New Delhi
IFSC CODE	HDFC0000003
ACCOUNT TYPE & NO.	Current A/c No. 00030350017801

The EMD should be transferred well in advance to ensure that the same is credited in HUDCO’s Account on or before the due date of tender opening - (**Annexure – I**)

- **Second envelope** shall contain **Technical bid – (Annexure-II)** and
- **Third envelope** shall contain **Financial bid – (Annexure –III)**.

Contd.../2

2. Quotations should be sent in a sealed envelope superscribing on top “Offer for “**Air Tickets**” and which must display clearly Tender reference number, closing date and time on outside of it with name of your organization and full address.
3. Quotations/tender, other than MSME Registered Vendors, must accompany the proof of earnest money deposit (EMD) of **Rs.2,500/- (Rupees Two Thousand Five Hundred only) in HUDCO’s above account.** The quotation/tender of general category vendor without EMD will be considered as unresponsive and rejected. Upon confirmation of receipt of EMD amount/EMD Exemption Certificate, the technical bid shall be opened and after qualifying technically, the financial bid will be opened.
4. Vendors who are registered with MSME can also participate in the bidding. No EMD shall be payable by these vendors but proof of valid registration with MSME is to be attached. Other Relaxations as announced by the Govt. from time to time shall be applicable to them subject to full compliance of other terms & conditions of tender and Contract.
5. The rates for item(s) should be quoted in the relevant columns of Financial Bid (Annexure-III). Please note that no other alternate format will be considered.
6. The period of validity of quotation for acceptance should be three months from the closing date. Quotations 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 the contract period.
7. All taxes and levies should be clearly mentioned in **Annexure-III**, No extra cost will be paid on any other account including budget levies, if any.
8. **GST related clause:-**
 - 8.1 The price indicated in the bid should be exclusive of all taxes including GST.
 - 8.2 The bidder to ensure the compliance of all the statutory provisions under GST Law.
 - 8.3 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.
 - 8.4 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.
9. Applicable Taxes will be paid/deducted as per Rule.
10. Any modification in offer after the closing of tender will not be considered.
11. Vendor, before submitting quotations, should clearly understand HUDCO’s requirement and, in case any information/clarification is required, he/she/may visit HUDCO office at Salt Lake during working days (Monday to Friday 10.00 A.M to 5.00 P.M). It may be noted that no clarification/information, after closure of the last date of receipt of quotation, would be entertained.
12. Quotation received late, will not be considered. HUDCO will not be responsible for any postal delay.
13. The EMD of unsuccessful Vendor shall be returned within 60 days of opening of tender.
14. EMD of successful Firm will be converted into Security Deposit and shall remain with HUDCO during the period of contract. No interest will be paid on security amount. The Security amount shall be released only after successful completion of the contract.
15. In the event of any dispute or difference whatsoever arising under the contract/supply order the same shall be referred to Arbitration which shall be as per the provisions of Indian Arbitration and Conciliation Act 1996.

OTHER CRITERIA:

- a) **The agency must have a well established Office in Kolkata.** The Agency invariably explore the possibility of Economy / Promotional apex fare(s) at the first instance for making the Air-booking.
- b) No advance payment will be made for any kind of booking. However, HUDCO will arrange for expeditious payment on submission of monthly bills along with proof of receipt of ticket.
- c) The Agency will inform the Travelers about cancellation/ rescheduling of flights by the Airlines, if any.
- d) The Agency will ensure that Visa, Transit Visa or any other formalities required for international visits are fulfilled.
- e) In case the tickets are not delivered well in advance, the Agency will be solely responsible for the same and no payment will be made for the same.
- f) No revision of rates will be permitted during the period of the contract. The contract will be valid for one year from the date of award of contract. The contract can be extended beyond one year on same terms and conditions.
- g) In addition to discounts mentioned in rates quoted, the Agency shall intimate and transfer all additional discounts that are given by authorities / airline to HUDCO.
- h) In case of cancellation, the proof of actual cancellation charge, charged by Airline shall have to be provided and HUDCO will pay the actual cancellation charges only.
- i) Ticket must be provided as per requirement to be conveyed to the agency.
- j) HUDCO shall make payment of bills after adjustment of applicable taxes.
- k) Full payment will be released through NEFT/RTGS within 15 days after completion of journey & on receipt of the bills.
- l) After booking of ticket, the agency will deliver the ticket at HUDCO office at HUDCO Bhawan, Block DJ-11, Sector-II, Karunamoyee, Salt Lake, Kolkata- 700091 and the payment would be made after submission of bill in duplicate.
- m) If vendor, fails to execute the order, then security amount will be forfeited and the company will be debarred from dealing with HUDCO in future.
- n) The agency, should quote considering requirements given in Annexure-II failing which the tender is liable to be rejected without any further notice.
- o) It may be noted that evaluation of tenders /quotations will not be based on conditional discounts.
- p) HUDCO shall have the right to terminate the contract at any stage without assigning any reason.
- q) **Registration for onboarding on TReDS portal:** Vendor should be registered on TReDS portal for payment purpose. If not, the vendor should get themselves registered on TReDS portal after award of contract. Payment shall be made as per GoI directives in this regard.

Quotation should be sent in a sealed cover containing all the three envelopes as stated above superscribing **“Offer for Air Tickets”** and should be sent to **Regional Chief (I/c), HUDCO Regional Office, “HUDCO Bhawan”, Block-DJ-11, Sector-II, Karunamoyee, Salt Lake, Kolkata-700 091 to reach before 3.00 PM on 05.03.2025.** Quotation can be sent by post or deposited in Tender Box available at reception in HUDCO Office. Tender will be opened at **3.30 PM on 05.03.2025** in presence of available representatives of the tenderers.

Above details are also available on websites: www.hudco.org.in and www.eprocure.gov.in

Thanking you,

Yours faithfully,

(Authorized Signatory)

BANK DETAILS FOR MAKING E-PAYMENT.

EMD Details:

Name of the Bank through which EMD was transferred: _____

Branch: _____

UTR No. _____ Date : _____ Amount: _____

Bank Details of Tenderer:

1. Name of the A/c. Holder :

2. A/c Type and Number :

3. Bank's Name :

4. Bank's Branch and Address :

5. MICR Code No :

6. IFS Code :

7. Telephone No. of the Bank :

Date:

Authorized Signatory.
SEAL OF THE COMPANY

TECHNICAL BID

(To be submitted in separate sealed envelope)

1. Name of the Firm with complete address : _____
(with telephone numbers) _____
2. Ownership pattern (i.e. proprietary : _____
concern/ Partnership firm / Pvt. Ltd. Co. /
Public Ltd. Co. etc.) _____
3. No of years in existence : _____
4. Experience in serving Govt./PSUs : _____
(Copies of Supporting documents to be
enclosed)
5. Is your Agency approved by IATA? : _____
(If yes, copies of Supporting documents to be
enclosed)
6. Turnover for the last three years : 2021-22 _____
(Not applicable for MSME Regd. : 2022-23 _____
Vendor. : 2023-24 _____)
7. Employees deployed for Booking:
a) Domestic tickets : _____
b) International tickets _____
8. Normal Working Hours : _____
9. PAN / TIN No. (copy to be attached) : _____
10. GST Number (copy to be attached) : _____
11. Arrangement with Airlines : _____
Authorities for confirmation of WL tickets : _____
12. Any other information and service which : _____
your Company would like to mention.

Date:

Authorized Signatory.
SEAL OF THE COMPANY

ANNEXURE-III

PROFORMA FOR **FINANCIAL BID**

(To be submitted in separate sealed envelope)

1. Name of the Firm with complete
Address & Telephone Numbers : _____

2. Domestic Air Bookings & Services
offered with service charge, if any:
 - a) Cancellation charge of Domestic Ticket : _____
 - b) Cancellation charge of International Ticket: _____
 - c) Any service charges for booking Air tickets: _____
 - d) Any other item/charge : _____

3. **Discounts offered on
basic fare for:**
 - a) Domestic Air Bookings (%) _____
 - b) International Air Bookings (%) _____

4. Duration of credit facility for
payment of bills after performing
the journey. _____

5. Any other information & service
which your Company would like
to mention apart from above. _____

Date:

Authorized Signatory.
SEAL OF THE COMPANY