

NO.HUDCO/GRO/ Empanelment of Air/Train Ticket/2025/ Dated : 13/11/2025

**Sub:- Tender for providing Air Ticket for HUDCO Regional Office ,
Guwahati.
(Tender due date : 3.00 PM on 03/12/2025 & opening
at 3.30 PM on 03/12/2025.)**

Dear Sir(s),

Housing & Urban Development Corporation Ltd. (HUDCO) is a Govt. of India Enterprise under the administrative control of Ministry of Housing & Urban Affairs , Govt. of India, having its Regional Office at HOUSEFED Complex (2nd Floor), Rukminigaion , G.S. Road , Guwahati- 781022.

SCOPE OF WORK :-

HUDCO Regional Office, Guwahati invites quotations from reputed agencies for providing “**Air Ticket(s)**” for a period of one year from the date of awarding the contract, as per requirements, detailed in Annexures. The estimated cost of the contract would be approximately Rs.3,00,000/- for one year. In case, you are interested, please submit your quotation. You may note the following general terms and conditions applicable in regard to submission of quotation/ offer for award of contract by HUDCO.

GENERAL TERMS AND CONDITIONS : -

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

1. **Submission of Bid :** The bids as in Annexure I, II & III are to be sealed in three separate envelopes and finally placed in one envelope for submission.
- **The first envelope shall contain the signed Bid Security Form (Annexure 1) in lieu of Bid Security**
- **Second envelope** shall contain **Technical bid - (Annexure- II) and**
- **Third envelope** shall **contain Financial bid – (Annexure –III).**
2. Quotations should be sent in a sealed envelope superscribing on top “ **Offer for Supply of “Air Ticket(s)”** 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. Vendors who are registered with MSME can also participate in the bidding. Proof of valid registration certificate with MSME is to be attached. 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 tender and Contract.

4. 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.
5. The period of **validity of quotation** for acceptance **shall 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.
6. **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.
7. **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 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/vendor.
 - 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 further information / clarification is required, he/she may visit HUDCO office at Rukminigaon, HOUSEFED Complex, Guwahati-781022 during working days (**Monday to Friday 10.00 AM to 5.00 PM**). 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. In the event of any dispute or difference arising under the contract/ supply order the same shall be referred to Arbitration which shall be as per the provisions of India Arbitration and Conciliation Act. 1996.
14. HUDCO reserves the right to accept or reject any or all the quotations without assigning any reason.

OTHER CRITERIA

- a) ***The agency must have a well established Office in Guwahati with Assam State GST.*** 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. Full payment will be released through NEFT/RTGS within 15 days after completion of journey & on receipt of bills.
- c) The agency will inform the Travellers about cancellation / rescheduling of flights by the Airlines , if any..
- d) 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.
- e) 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.
- f) 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.
- g) 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.
- h) Ticket and Boarding Pass (for flight) must be provided as per requirement to be conveyed to the agency.
- i) HUDCO shall make payment of bills after adjustment of applicable taxes.
- j) Full payment will be released through NEFT/RTGS within 15 days after completion of journey & on receipt of bills.
- k) After booking of ticket , the agency will deliver the ticket and Boarding pass at HUDCO office at Rukminigaon HOUSEFED Complex, G.S. Road, Guwahati- 781022.
- l) 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.
- m) The agency, should quote considering requirements given in Annexure- II failing which the tender is liable to be rejected without any further notice.
- n) It be noted that evaluation of tenders/ quotations will not be based on conditional discount.
- o) HUDCO shall have the right to terminate the contract at any stage without assigning any reason.

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 the **Regional Chief, HUDCO Regional Office, Guwahati, Rukminigaon HOUSEFED Complex, G.S. Road, Guwahati- 781022.** Quotations can be sent by post or deposited in Tender Box available in HUDCO office. Tender will be opened at ***3.30 PM on 03/12/2025*** in presence of available representatives of the tenderers.

Above details are also available on Websites: www.hudco.org.in and

Thanking you,

Yours faithfully,

(Authorized Signatory)

**Proforma for Bid Security Declaration
(On Agency/Firm/Proprietorship Firm's letter head)**

Whereas, I/ We ----- (name of Agency/Firm/Proprietorship Firm)
have submitted bids for -----

(name of work). I/ we hereby submit following declaration in lieu of submitting Bid Security.

- 1) If after the opening of 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 documents,

or

- 2) If, after the award of work, I/ we fail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents.

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 of authorized person

Name

Designation

Seal

Place:

Date:

Annexure-II

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 :
Concerns / Partnership firm/ Pvt. Ltd. Co/
Public Ltd. Co. Etc.
3. No. of year in existence :
4. Experience in serving Govt/ PSUs :
(Copies of supporting documents to be
enclosed) .
5. Is your agency approved by IATA ? :
(If yeas, copies of supporting documents :
Enclosed)
6. Turnover for the last three years : 2022-23:
(Not applicable for MSME Regd. 2023-24 :
Vendor) 2024-25 :
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 WL tickets :
- 12 Any other information and service which :
your Company would like to mention

Date :

Authorized Signatory
SEAL OF THE AGENCY

Annexure-III

**PROFORMA FOR
FINANCIAL BID**

(To be submitted in separate sealed envelope)

1. Name of the Firm with complete Address :
& with telephone numbers
2. Domestic Air Bookings & Service :
Offered with service charge, if any
 - a) Cancellation charge of Domestic Tickets :
 - b) Cancellation charge of International Tickets :
 - c) Any service charges for booking Air tickets :
 - d) Any other item/ charges :
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 AGENCY