HOUSING AND URBAN DEVELOPMENT CORPORATION LTD.

A NAVRATNA CPSE (A Government of India Enterprise)

Core-7A, HUDCO BHAWAN, INDIA HABITAT CENTRE, NEW DELHI – 110 003.

Phone: 011- 24648160/63/64, 24648420, 24627176, 24649610-23

Notice Inviting Tender

F.NO:HUDCO/Admn/Petrol pump/2026 29.04.2026

Notice Inviting Tender

Sub: Engagement of Agency/Firm(Petrol Pump) for supply of Petrol and other lubricants for HUDCO's Staff Cars at HUDCO Bhawan, India Habitat Centre, New Delhi.

DearSir/Madam,

Housing and Urban Development Corporation Ltd., (HUDCO) established in 1970 under the Companies Act 1956 (following Act of 2013) is aGovt. of India undertaking, headquartered in New Delhi under the Ministry of Housing and Urban Affairs. Presently, HUDCO is Non-Banking Financial Company – Infrastructure Finance Company ("NBFC-IFC"), regulated by Reserve Bank of India (RBI). It is a premier techno-financing institution in the field of housing and infrastructure development with a pan-India presence, playing apivotal role in the socio-economic development of India and listed on BSE & NSE HUDCO has also been accorded the status ofa Navratna Company. HUDCO is one of the largest Public Sector Undertakings (PSU) in India with 20 Regional Offices and 11 Development offices network in India.

HUDCO intends to engage Agency/Firm (Petrol Pump) for supply of petrol, oil and other lubricants for its vehicles on "Credit Basis". HUDCO at present has a fleet of 06 vehicles. Current monthly expenditure on consumption of petrol etc, for our vehicles is approximate Rs. 75,000/-.

The estimated cost of the contract is Rs. 27,00,000/- (Rupees Twenty Seven Lakhs Only) for three (03) years. The contract will be for a period of three years and initially will be awarded for one year. Further HUDCO may extend the contract for another two years, one year at a time subject to satisfactory work with the consent of both the parties, on the same terms and conditions.

Important Dates:

S. No	Description	Timeline
1	Publication of Notice Inviting Tender	29th April 2026

2	Last Date of Submission of Bid	11th May 2026 (11.30 am)
3	Validity of Bid/Proposal	180 days from due date of submission of proposals/bids
4	Estimated Cost	Rs. 27.00 Lakhs (Rupees Twenty Seven Lakhs Only)
s6.	Support Team / Contact Details	Shri Varinder Singh, SM(A), Mobile No.9818955691
7.	Period of Contract	03 Years

METHODOFSELECTION

Selection willbedoneon basis of 2-stage process under two bid system as detailed below:

Sl.No.	Stage	Packets
1	Stage1-TechnicalProposal	Packet1
2	Stage2–FinancialProposal	Packet2

Financial Bid of only those Agencies/Firms/Bidders will be opened, who found technically qualified.

A.ScopeofWork

1..**Nature of Contract**: Supply of petrol and other lubricants for HUDCO's vehicles on credit basis.

3.**Duration**: 3 years – Initially one year and extendable for further two years, one year at a time on satisfactory performance and same terms.

B. Eligibility Criteria

1. The Agency/Firm is required to have Petrol Pump in Delhi within the radius of 7 km from HUDCO Ltd, India Habitat Centre, Lodhi Road, New Delhi.
2. The Agency/Firm should be a legal entity e.g. Proprietorship, Firm, Company etc **(Documentary proof like Registration/Incorporation/Deed etc to be attached).**
3. TheAgency/Firmshallobtainthenecessarylicenses,permit,consent,sanctions,etc.asmaybe required/imposedbytheState/CentralGovt.oranylocalauthority/corporation.TheAgency/Firm shallcomplywithallapplicablelaws,rulesandregulationsinforce.**(Proof to be attached)**

C.Terms and Conditions:

1. The Agency/Firm, before submitting tender, should clearly understand HUDCO's requirement, for any clarification, their representative may contact, Mr. Varinder Singh, SM(A), Mobile no.: 9818955691, during any working day between 10 am to 5 pm.
2. The Agency/Firm is required to furnish Bank details **as per Annexurel.**
3. TheAgency/Firm is required to furnish the Technical Bid **as per Annexure II.**
4. The Agency/Firm is required to furnish the Authorization **as per AnnexureIII.**
5. The Agency/Firm is required to furnish the General Undertakings **as per Annexure iv.**
6. Anymodificationinofferaftertheclosingofthetenderwillnotbeconsidered.
7. The bids are invited under two bid system (Technical & Financial Bid) and may be submitted in three sealed cover envelopes separately. The first envelope shall contain the Technical Bid, and the envelop

should be super scribed as "Technical Bid". The second envelope shall contain the Financial Bid and should super scribe as "Financial Bid".

Both these sealed envelopes of Technical Bid and the Financial Bid should be kept in the third envelope super scribing "Quotation for supply of fuel for HUDCO vehicles", and must be sent to the address given below, so that the same may reach to us or dropped in the tender box kept on 5th Floor of HUDCO Bhawan, IHC, latest by 11.05.2026 by11.30AM:

Deputy General Manager (Admn),
HUDCO LTD, HUDCO Bhawan, India Habitat Centre,
Lodhi Road,New Delhi - 110003

8. In the event the Agency/Firm fails to execute the order,HUDCO reserves the right to execute the samefrom anyothersource.
9. In respect of all matters of dispute arising out of this tender, the procedure will be followed as per **Para-D below** under the head of "**GENERAL LEGAL CLAUSES**".
10. HUDCO reserves the right to annul (cancel) the bidding process at any time prior to award of Contract including rejection of any or all bids after the same have been received, without assigning any reason and without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders about the ground of HUDCO's action.
11. HUDCO will be entitled to take all or any of the actions on the commission/omission by the agency/bidder or any one employed by it or acting on its behalf (whether with or without the knowledge of the agency/bidder, of an offence as defined in the Bharatiya Nyaya Sanhita, 2023 (BNS) including Amendments thereof or Prevention of Corruption Act, 1988 (PC Act) including Amendments thereof or any other statute enacted for prevention of corruption/offences.
12. **Non-conformities between Figures and Words**

Sometimes, non-conformities/errors are also observed in responsive tenders between the quoted prices in figures and words, this should be taken care of in the manner indicated below:

If, in the price structure quoted for the required goods/service, there is a discrepancy between the unit price and total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail, and the total price corrected accordingly;

If there is an error in a total corresponding to the addition or subtraction of sub-totals, the sub-totals shall prevail, and the total shall be corrected.

If there is a discrepancy between words and figures, the amount in words shall prevail.

13. Payment will be released through on-line mode on receipt of the bill/invoice, after deduction of applicable taxes, if any, in accordance with the provisions of Income Tax Act.
14. The Agency/Firm shall fill separately the Financial Bid **as per Annexure V** and should not be mixed with Technical Bid, otherwise the bid will be cancelled.
15. In the event of committing any breach of any terms and conditions herein contained and/or required to be observed performed by you, for the satisfactory and faithful performance of the contract. HUDCO shall be at liberty to terminate this contract by giving one month's notice without assigning any reason. You shall be suspended for two years and shall not be eligible to bid for tenders issued by HUDCO from date of issue of suspension order.

D. GENERAL LEGAL CLAUSES

i. Arbitration Clause

If any dispute, difference or disagreement shall at any time arise between the successful Agency/Bidder and HUDCO (herein and below referred as 'Parties') as to the interpretation of this Contract/Agreement or concerning anything herein contained or arising out of this Contract/Agreement or as to the rights, liabilities and duties of the said parties hereunder, or as to the execution of the said Project, except in respect of the matters for which it is provided herein that the decision of HUDCO shall be final and binding as successful Agency/Bidder. In case the dispute / disagreement continues, the matter shall be referred to the Arbitration as per the Provisions of *Arbitration and Conciliation Act 1996 and Amendments thereto* (hereinafter referred as 'said Act'). The Arbitrator(s) shall be appointed by both the parties as per said Act who shall be based in Delhi/…… The final decision of the Arbitrator(s) shall be binding upon both the parties. The work under the contract shall, however, has to continue during the Arbitration proceedings or otherwise. No payment due or payable to the successful Agency/Bidder shall be withheld on account of such proceedings except the disputed payment of fees on account of other provisions in this Agreement.

The Arbitrator(s) shall be deemed to have entered on the reference on the date he issues notice to both the parties fixing the date of the first hearing. The Arbitrator(s) may from time to time, with the consent of the parties, extend the time for making and publishing the Award.

The Arbitrator shall give reasoned awards separately in respect of each issue / dispute or difference referred to him and the place of Arbitration shall be at such place as per Provisions of the said Act.
The fees of the Arbitrator shall be arranged/paid in terms of the said Act and also the language of the arbitration proceedings and that of all documents and communications between the parties shall be in terms of said Act preferably in English.

ii. Compliance Clause

The successful Agency/Bidder shall be responsible for any breach or non-compliance of the Contract/Agreement executed between HUDCO and the successful Agency/Bidder and will also compensate HUDCO accordingly, if any. Further, HUDCO shall have the absolute right/authority to terminate the entire Contract/Agreement on the event of above mentioned reasons, and the decision of HUDCO shall be final in this regard. The successful Agency/Bidder shall also be responsible for ensuring all the compliances related to the Rules & Regulations of CVC/MoF/GFR etc.

iii.Transfer of Interests Clause

The successful Agency/Bidder shall not assign or transfer its duties and obligations under this agreement without the prior written consent of HUDCO. The SCPsuccessful Bidder is not allowed to change the constitution of the Board of Directors of the company without the prior written approval of HUDCO.

iv. No Agency Clause

The successful Agency/Bidder shall perform its obligations under this Contract/Agreement as an independent contractor. Neither this Contract/Agreement nor the successful Agency/Bidder's performance of obligations under this Contract/Agreement thereunder shall create an association, partnership, joint venture, or relationship of principal and agent, master and servant, or employer and employee, between HUDCO and the Agency/Bidder or its employees and neither Party shall have the right, power or authority (whether expressed or implied) to enter into or assume any duty or obligation on behalf of the other party.

v. Amendments Clause

No change or modification of the Contract/Agreement shall be valid unless the same shall be in writing and signed and Stamped by both the Parties.

vi. Counterparts Clause

This Contract/Agreement shall be signed and Stamped in two counterparts, each of which is an original, and both of which, taken together, constitutes one and the same instrument/document.

vii. Severability Clause

If any of the provisions of this Contract/Agreement may be construed in more than one way, the interpretation that would render the provision legal or otherwise enforceable, shall be accepted.

viii. Expenses & Stamp Duty Clause

All the expenses, including Stamp Duty, statutory taxes, levies, and other monies payable in connection with the execution of this Contract/Agreement with HUDCO shall be borne by the successful Agency/Bidder.

ix. Force Majeure Clause

Should either party be prevented from performing any of its responsibilities (as mentioned in the Contract/Agreement) by reasons caused by an act of God or any cause beyond its reasonable control, the time for performance shall be extended until the operation or such cause has ceased. If a Force Majeure situation arises, the Bidder/Consultant shall promptly notify/communicate immediately to HUDCO in writing of such situation and the cause thereof within 03 calendar days. Unless otherwise directed by HUDCO in writing, the successful Agency/Bidder shall continue to perform its obligations under the Contract/Agreement as far as it is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of One week, HUDCO shall be within its right to terminate the Contract/Agreement and the decision of HUDCO shall be final and binding on the successful Agency/Bidder. Under such circumstances, HUDCO shall be required to pay the successful Agency/Bidder only such amounts as due to it on account of completed assignments/works/items. The successful Agency/Bidder shall not be liable for any loss, damage or claims under this Contract/Agreement for termination due to Force Majeure clause.

x. Fraud and Prohibited Practices Clause

The successful Agency/Bidder and their respective officers, employees, agents and advisers shall observe the highest standard of ethics & integrity during the Selection Process. Notwithstanding anything contained in this proposal, HUDCO shall reject the proposal without being liable in any manner whatsoever to the successful Agency/Bidder, if it determines that the successful Agency/Bidder has, directly or indirectly or through an agent, is engaged/indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “Prohibited Practices”). In such an event, HUDCO shall, without prejudice to its any other rights or remedies, forfeit the EMD and the Security Deposit, as the case may be or mutuallyagreed genuine pre-estimated compensation and damages be payable by Agency/Bidder to HUDCO for, inter alia, time, cost and effort of HUDCO, with regard to evaluation and processing of the proposal.

xi. Foreclosure of Contract/Agreement by HUDCO

If at any time after commencement of assignments/services, for any reason what-so-ever, HUDCO is required to foreclose the assignments/services or is not required the whole work done as specified in NIT/RFP to be carried out, the assignment In-charge shall give a Notice in writing (For 07 days/-) to this effect to the Agency/Bidder, who shall have no claim for any compensation what-so-ever on account of any profit or loss which he might have derived from the work in full, but which he couldn’t as a consequence of the foreclosure of the whole or part of work as aforesaid.

NOT WITHSTANDING ANYTHING CONTAINED IN THE CONTRACT/AGREEMENT, HUDCO shall have the absolute right to reject the aforesaid Proposal/Assignment at any time without assigning any

reason thereof

Thanking you,

Forandonbehalf of HUDCO

Shalini Sharma
Deputy GeneralManager(Admn)

Annexure I

Agency/Firm's Bank Details

The detail of Bank Account which payment is to be transferred is given as under:-

1. Name of the Agency/Firm along with registered Corporate office Address /Mobile No. & E- mail of Proprietor/Director :
2. Name of CEO/Contact person with Mobile No . :
3. Bank Account No. :
4. Bank Name :
5. Branch Name & Address :
6. Branch Telephone No. :
7. Account Type :
8. MICR Code No . :
9. IFSC Code No. :

Signature of authorized person

Name

Designation

Seal

Place

Date

Annexure II

Technical Bid

1	NameofAgency/Firm	
2	AddressoftheAgency/Firm	
3	NameofCEO/Contactperson	
4	MobileNo.ofCEO/ContactPerson	
5	EmailID	
6	Status of Agency/Firm	Pvt.Ltd/PublicLtd./ Proprietorship/Partner
7	PanNo.**(acopyofproofistobeattached)**	
8	GSTNo.**(acopyofproofistobeattached)**	
9	Whether the Agency/Firm is having Petrol pump within radius of 7 Kms from HUDCO Bhawan, India Habitat Centre New, Lodhi Road, New Delhi	Yes/No

Signatureofauthorizedperson

Name

Designation

Seal

Date:

Place:

[LetterheadofAgency/Firm]

Annexure III

AUTHORIZATION/SELF-AUTHORIZATION FOR EXECUTION OF NITs/BIDs

(Mandatory for All Applicant Bidders as per applicability)

(For Acceptance of T&C and Execution of NIT/RFP/Bid Documents)

Subject:Authorization /Self-Authorization that the Agency/Bidder has authorized the undernamed/undersigned as an Authorized Signatory for and on behalf of Agency/Bidder in response to the NIT/RfP No.-------- for ---------!

1. I/we _____son/daughter/wifeofShri____ _____, has been appointed / being a ---------- (designation), undersigned as an Authorized Signatory for and on behalf ofAgency/Bidder named_____isfully competenttoSign&SealthisAuthorization/Self-Authorization for Execution of all the Documents connected to the NIT/RFP/Bids/Award/Work Order/Contracts/Agreements/Declarations/Undertakings.

2. I/we have carefully read and understood all the Terms and Conditions of the Notice Inviting Tender/Request for Proposal and undertake to abide by them with full responsibility and the information/documents related to the Procurement/Assignment/Services along with the Application, are true and authentic to the best of my knowledge and belief.

3. I/We …….am/are well aware of the fact that furnishing of any false information/fabricated documents/concealment of any facts or documents, at any stage, would lead to rejection of my/our bid (s) alongwith held liable towards prosecution under the BNS / PC Act or any appropriate law.

4. I/We……. will be responsible for any breach/non-compliance/violation of any of the Rules/Guidelines settled as per the Appropriate Law simultaneously and action will also be taken along with making of compensation in any loss to HUDCO, if any.

SignatureoftheAuthorizedSignatoryoftheAgency:
Date:
FullName:
Place:
Seal:

Note: (Board Resolution/Authority Letter may also be considered in case of ***Company/LLP/Firm*** *and Self-Declaration may be considered in case of* ***Proprietorship****).*

ANNEXURE- IV

[On LetterheadofAgency/Bidder]

GENERAL UNDERTAKINGS BY THE BIDDERS

(Mandatory for All Applicant Bidders)

Subject:Authorization /Self-Authorization that the Agency/Bidder has authorized the undernamed/undersigned as an Authorized Signatory for and on behalf of Agency/Bidder in response to the NIT/RfP No.-------- for ----------!

1. It is hereby certified/confirmed that our Company/LLP/Firm, ……., is not black-listed/ debarred by Central/State Govt./UTs/ PSUs/Banks/Corporates etc. or by any Court of Law as on date. Also, it is certified that no litigation is initiated by Central/State Government Dept./ PSUs/ Banks, Corporate, etc. against us and our firm has no pending litigation with HUDCO or else in any Courts of Law and if information furnished above stands false or found any corrupt practices at any stage, we shall be completely liable for actions taken by HUDCO as per the terms & conditions of the Notice Inviting Tender (NIT) including disqualification and exclusion from present/future contract /assignments.

2. It is certified that ourCompany/LLP/Firm …… is having in-house capability of carrying out the said Consultancy services as laid down in Notice Inviting Expression of Interest (EOI) for Empanelment.

3. The firm has not been debarred from functioning by any regulatory authority and there is no investigation pending against the concern during last five years.

4. ThisistocertifythatourDirector or any Partner of our Company/LLP/Firmisnotinrelation with any employee working in HUDCO and also not having any relationship within themeaning ofSection2(77)oftheCompaniesAct,2013 with any Directors of HUDCO.

5. No appeal / unresolved dispute / suit / case is pending at any court in India regarding the right to carry on practice as on the date of submission of Tender.

6. Our Company/LLP/Firm will not indulge in any fraudulent activity or allow anybody else working in our organization to indulge in fraudulent activities and would immediately apprise HUDCO of the fraud/ suspected fraud as soon as it comes to their notice.

7. Our Company/LLP/Firm shall, during the tenure of the Contract and at any time thereafter keep all information relating to the work in full confidence and shall not, unless so authorized in writing by HUDCO, divulge or grant access to any information about the work or its results and shall prevent anyone becoming acquainted with either through Tax Consultant or its personnel or agents. Any monetary penalty / loss levied by any authority due to breach of the above clause will be the sole responsibility of our Company/LLP/Firm.

8. It is further certified that all information/ data furnished for engagement are true to the best of our knowledge & belief and we understand &acknowledge that if any of these information/dates is found to be incorrect, it will lead to cancellation of engagement with HUDCO.
9. If, after the award of work, our Company/LLP/Firmfail to sign the contract, or to submit performance guarantee before the deadline defined in the tender documents, our Company/LLP/Firmshall be suspended for one year/--------- and shall not be eligible to bid for tenders issued by HUDCO from date of issue of suspension order.

Date :

Place: Stamp/Signatures of the applicant

Name and Designation

Annexure V

Financial bid

1. Discount on petrol(per Ltr)(Rs.)……..
2. Discount on lubricants: (Rs.)……
3. Any other complimentary service
   e.g. Free Pollution Service, Car Wash etc. ……..

Note: If there is a discrepancy between words and figures, the amount in words shall prevail.

Signature &StampoftheauthorizedofficeroftheAgency/Firm

Date:

Place: