NOTICE INVITING TENDER
FOR

Empanelment of Travel Agency(ies) for Hiring of Vehicles for Official Use at **HUDCO, Patna Regional Office**

Issued By:
HUDCO, PATNA REGIONAL OFFICE

HOUSING AND URBAN DEVELOPMENT CORPORATION LTD (HUDCO)
(A Govt. of India Enterprises)

Website: www.hudco.org.in
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HOUSING AND URBAN DEVELOPMENT CORPORATION LIMITED
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NOTICE INVITING TENDER (NIT)

HUDCO invites offers from reputed **Travel Agency Firms based at Patna** as per following terms and conditions -

1	Mode of Enquiry	E - Procurement
2	Tender Type	Open Tender
3	Project	Empanelment of Travel Agency for hiring of vehicle for office use
4	Nature of Package	Non-Divisible
5	Date of Opening of Technical Proposals	**18-11-2026**
6	Date of Opening of Financial Proposals	Shall be intimated after evaluation of Technical Proposals
7	Estimated Cost (Inclusive of all Taxes)	Rs 2,00,000/- (Approx)
8	Earnest Money Deposit (EMD) % of Estimated Cost	2%
(a)	EMD Amount (Rs.)	Rs.4,000/- (Rupees Four Thousand Only)
(b)	EMD Exemption	For Micro & Small Enterprises (MSEs), Startups as recognized by the Department for Promotion of Industry and Internal Trade (DPIIT), or exempted as per Govt of India norms along with valid registration documents such as Udhyam/ Udhyog Adhar/Startup certificate, etc.
9	Validity of Proposals	180 days from the due date of submission of bid/ proposal.
10	Electronic Reverse Auction (e-RA):	No
11	Performance Bank Guarantee (PBG)	- NA _-
12	Contract Period	1 year with yearly extensions on successful service for 3 years
13	Liquidated Damages	As per applicable clause.
14	Pre-Contract Integrity Pact	No
		Not applicable.
15	Method of Selection	3 - Stage Process with 2 - Packet bid system
15.1	Stage 1 – EMD	Packet 1
15.2	Stage 2 - Technical Bid	
15.3	Stage 3 - Financial Bid	Packet 2
16	Signing of Agreement	Within 15 days from the issue of Letter of Award
17	Address for Communication	The Regional Chief - Patna RO Housing and Urban Development Corporation Limited, 2nd Floor, Block-B2, Maurya Lok Complex, Dak Bungalow Road, Patna – 800001 Email ID: pro@hudco.org

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NOTICE INVITING TENDER (NIT)

PRE-QUALIFICATION REQUIREMENTS

1.0	Eligibility Criteria	Documents / Proofs Required to be submitted
	The Bidder should be a (Company/ Firm/ Proprietorship) and in existence in India for a minimum of 07 years as on tender publishing date.	The valid establishment/registration document (as applicable), along with the PAN Card and GST Registration of Patna only(where applicable) as proof. EMD details as per **Annexure - A,** Details of Bidder as per **Annexure -I-XII** and Financial Bid as per **Annexure – XIII** need to be submitted.

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HOUSING AND URBAN DEVELOPMENT CORPORATION LIMITED
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NOTICE INVITING TENDER (NIT)

SCOPE OF WORK AND GENERAL TERMS AND CONDITIONS

Locations: Hiring of Taxi for official use of **HUDCO Regional Office, Patna** for a period of 1 year from the date of contract. The contract can be mutually extended for 2 more year with the same terms and conditions on yearly basis

1.	Quotation will be opened on **18/11/2026** at HUDCO Office at **3:30 PM**. The representatives of bidders can participate in tender opening, if so desired.
2.	It is expected to the bidder that he has to submit the EMD, Technical bid & financial bid in separate envelop each and all three envelope will be kept in one big envelope. **First envelope** shall contain EMD and Bank details as per Annexure – A **Second envelope** shall contain Technical bid as per Annexure – I-XII. **Third envelope** shall contain Financial Bid as per Annexure – XIII. Bid must be accompanied by Earnest Money Deposit (EMD) by way of EMD should be paid through RTGS/NEFT only in the bank account for which details are given below, and other mode of payment will not be acceptable and quotation will be treated as invalid quotation. Vendors who are registered with MSME can also participate in the bidding as notified by the Ministry of Micro, Small and Medium Enterprises, GOI. No EMD shall be payable by MSME vendors and other relaxation as announced by the Government from time to time shall be applicable to them subject to full compliance of other terms and conditions of the tender and contract. Account No. : 00030350017801 Account name: Housing and Urban Development Corporation Ltd. (HUDCO LTD.) Bank Branch : New Delhi IFSC : HDFC0000003
3.	The rates for the item(s) shall be quoted in the relevant column in Annexure – XIII.
4.	Before submitting the quotations, bidder should clearly understand HUDCOs requirements and, in case, any information/clarification is required, the same may obtained from the undersigned during the working hours (Monday to Friday between 10.00 A.M. to 5.30 P.M.).
5.	Evaluation of tenders/quotations will not be based on ``conditional discounts.
6.	Further, if the Lowest bidder selected for empanelment do not be accept the offer, then Earnest Money Deposited by the Lowest bidder with HUDCO will be forfeited without giving any information.
7.	HUDCO reserves the right to reject any or all bids/quotations and/or alter the quantity without assigning any reason thereof. Normally, there should not be any dispute between the parties. However, in case of any dispute arising, decision of Regional Chief, HUDCO, Regional Office, Patna shall be final and binding on both the parties.

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8.	Incomplete quotation/quotations received later than stipulated time shall be summarily rejected without assigning any reason and without any communication. HUDCO shall not be responsible for any postal delay.
9.	All matters of dispute arising if any, shall be subject to courts of Patna jurisdiction only.
10.	Upon receipt of EMD, Technical Bid shall be opened. Thereafter, Financial Bid shall be opened only of those bidders who qualify technically, as per Annexure - I-XII.
11.	Vendors who are registered with MSME can also participate in the bidding as notified by the Ministry of Micro, Small and Medium Enterprises, GOI. No EMD shall be payable by these vendors and other relaxation as announced by the Government from time to time shall be applicable to them subject to full compliance of other terms and conditions of the tender and contract
12.	Further, if the lowest bidder /awarded bidder/vendor/agency would leave the contract after acceptance of the said work between the periods of contract, the security money deposited by the bidder/service provider agency with HUDCO will be forfeited without giving any information.
13.	The rates should be quoted exclusive of GST and inclusive of all incidental/other charges. GST as applicable should be paid to authority on time bound basis as per the prevailing rule. 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 other charges.
14.	Payment(s) will be made by N.E.F.T./R.T.G.S. system upon receipt of proper GST bill/invoice showing GST component and favouring the operator's bank account. The applicable taxes shall be adjusted from the payment as per Income Tax Act. The Agency must submit their bank details (Bank Account Number, Bank & Branch Name, MICR code, and IFSC code) to the Accounts Wing as per Annexure-IV.
15.	HUDCO reserves the right to reject any or all bids and / or alter the quantity without assigning any reason thereof.
16.	GST related clause :- (a) GST rate should be indicated in Annex-XIII and any other charges, if any should be included in the rate quoted. (b) The bidder to ensure the compliance of all the statutory provisions under GST Law. (c) The bidder to ensure the GST liability and return filing as per the schedule dates and in case of any lapse on the part of the 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. (d) 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.

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HOUSING AND URBAN DEVELOPMENT CORPORATION LIMITED
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NOTICE INVITING TENDER (NIT)

SPECIAL TERMS & CONDITIONS

1. Agency Eligibility & Operational Requirements

- **Experience:** The Operator/Agency must have a minimum of Five (5) years of experience in the field of providing vehicle renting services.
- **Proven Track Record:** The Agency must have experience providing vehicle rental services to at least one State Government Department, Central Government Department, PSU or Bank. Corroborating proof of the same must be furnished.
- **Local Presence:** The Agency office must be based in Patna and possess a valid GST registration for Bihar.
- **Compliance with Laws:** The Agency must ensure compliance with all statutory obligations, including but not limited to the Industrial Dispute Act, Workmen's Compensation Act, and Contract Labour (R&A) Act.

2. Vehicle Conditions, Specifications, & Maintenance

- **Vehicle Age:** Offered vehicles should preferably be new and must not be older than two (2) to three (3) years from the date of contract/deployment.
- **Condition & Amenities:** All vehicles must have functioning Air Conditioning (AC) facilities. They must be well-maintained, in perfect running condition, and equipped with decent upholstery, clean seat covers, comfortable cushions, and basic fittings/accessories (e.g., radio/cassette player).
- **Rejection of Vehicle:** If a vehicle does not report at the requisitioned time, is not in good condition, or lacks proper documentation, it may be rejected and sent back. No payment will be made for a rejected vehicle.
- **Maintenance & Breakdowns:** Maintenance and servicing of the vehicle are the sole responsibility of the Agency; HUDCO will bear no costs on this account. In case of a breakdown or routine servicing, the Agency must arrange an alternative vehicle in advance. Failure to do so gives HUDCO the right to make alternative arrangements at the risk and cost of the Agency.

3. Driver Profile, Conduct, & Responsibilities

- **Qualifications:** Drivers must be well-behaved, polite, pleasing, properly uniformed and possess a valid driving license that is at least two (2) years old.
- **Language & Navigation:** Drivers must be fluent in speaking Hindi or English and must be able to read duty slips and signboards / traffic signals in both languages. They must be well-conversant with the roads and routes in Patna and adjacent areas.
- **Technical Knowledge:** Drivers preferably have basic knowledge of car mechanisms to attend to minor repairs on the road.
- **Communication:** Drivers must be provided with and maintain active mobile phones. HUDCO will not pay any extra charges for phone usage.
- **Employer Liability:** The Agency is solely responsible for the salary, wages, bonuses, and conduct of the driver. HUDCO has no employer role or liability whatsoever.

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4. Service Availability & Deployment Logistics

- **Availability:** Vehicles must be available throughout the requisitioned time-period, depending on travel and work exigencies.
- **Reporting Time:** The vehicle and driver must be available as and when required, preferably fifteen (15) minutes before the scheduled reporting time.
- **Emergency Requisitions:** While HUDCO will aim to provide advance notice, the Agency must deploy a vehicle within a maximum of twenty (20) minutes during emergency requisitions.
- **Reporting Place & Dead Mileage:** The vehicle shall be delivered to the place intimated by HUDCO. A maximum dead mileage of 10 Kms or actual (whichever is less) will be allowed for the to-and-fro journey between the garage and the duty spot.
- **Jurisdiction:** Journeys within the Patna Urban Agglomeration will be treated as local journeys. Vehicles must also hold valid permits for outstation journeys.

5. Statutory Documentation & Indemnity

- **Mandatory Documents:** Deployed vehicles must carry all valid and relevant original documents at all times, including Registration Book, Driving License, Insurance Policy, Road Tax Receipt, Permit for Passenger Taxi, and Pollution Under Control (PUC) Certificate. Vehicles must conform to all current Government rules and regulations.
- **Safety & Traffic Rules:** Drivers must strictly follow traffic rules, regulations, and guidelines laid down by the Transport Authority to ensure passenger safety.
- **Indemnity:** The Agency will be solely responsible for any loss or damage occurring to the taxi or its driver. The Agency shall fully indemnify and keep HUDCO indemnified against any liabilities, shortfalls in statutory compliance, or loss caused to HUDCO passengers or property due to any omissions by the agency or its staff.

6. Trip Logs, Billing, & Financial Terms

- **Logbook / Trip Sheets:** Maintaining a printed logbook/duty slip for every trip is mandatory. The driver must record the exact particulars and obtain the signature of the HUDCO official/passenger using the vehicle immediately upon completing the journey.
- **Rate Validity & Inclusivity:** The quoted rates must be all-inclusive (covering driver charges, outstation night stays, and applicable taxes/levies). If not specified otherwise, it will be presumed the rates are all-inclusive. Quoted rates shall remain valid for one (1) year from the date of order acceptance.
- **Cost Bearing & Reimbursements:** All operational costs (registration charges, insurance premiums, road tax, pollution clearance fees, driver licensing fees) must be borne entirely by the Agency. However, toll taxes and parking charges will be reimbursed by HUDCO on an actual basis upon submission of original receipts.
- **Billing Cycle & Submission:** Invoices must be submitted alongwith original, signed duty slips/trip sheets. Invoices raised must strictly align with the latest tax notifications (including regulations relating to reverse charges).
- **Mode of Payment:** Payments will be released directly through e-payment (RTGS / NEFT) into the Agency's account.

7. Contract & Cancellation Rights

- **Award of Tender:** HUDCO reserves the right of empanelment / award the contract, to one or more agencies depending on the rates quoted for each category, vehicle requirements, and finalization of rates.
- **Termination:** HUDCO reserves the right to cancel or discard the empanelment at any stage without assigning any reason whatsoever if the services of the Agency are found to be unsatisfactory.

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Annexure - A

EMD related details

EMD applicable	Please tick: i) YES ii) No
If EMD is applicable than please provide the date of deposit, bank name and A/c No.	
If EMD is not applicable being MSME and others, than certificate must be enclosed and provide the date of commencement	Certificate enclosed: i) YES ii) NO iii) Date of commencement :

The details of Bank A/c /Bank details for payments/fund transfer through electronic mode

1.	Bank Name:	
2.	Bank A/c Number:	
3.	Bank Code:	
4.	Branch Name:	
5.	Branch Address:	
6.	Branch Telephone No:	
7.	A/C type:	(SB A/c/ CA/ ..)
8.	IFSC Code	

Details of registration with Authorities

1.	PAN No:	
2.	GSTN:	
3.	TIN No. :	

Note: Copy of CANCELLED CHEQUE/Photocopy of Bank Account Pass Book is compulsory clearly indicating the Name of the Party thereon.

Contact Numbers

Mobile Nos.	
Landline Nos.	
Fax	
Email ID	

LIST OF ANNEXURES FOR TECHNICAL ELIGIBILITY		
S.No.	**Annexure**	**Annexure Description**
1	Annexure - I	Eligibility Declarations
2	Annexure - II	Details of Bidder/ Vendor's profile
3	Annexure - III	Authorization/ Self-authorization for Bid Execution
4	Annexure - IV	Experience Details
5	Annexure - V	Annual Turnover and Financial Statement
6	Annexure - VI	Bank Guarantee in Lieu of EMD Deposit (if not deposited online)
7	Annexure - VII	Pre- Contract Integrity Pact **Not Applicable** (For NIT's value of Rs 50 Lacs & above)
8	Annexure - VIII	Performance Bank Guarantee/Security **Not Applicable**
9	Annexure - IX	Bank Details of the Vendor
10	Annexure - X	General Undertakings by the Bidder
11	Annexure - XI	Warranty Declaration **Not Applicable**
12	Annexure - XII	Undertaking related to ESG **Not Applicable**
Note:	Supporting documents for the information provided in all the above annexures/tables (wherever applicable) shall be required from the bidder.	

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ANNEXURE-I

ELIGIBILITY DECLARATION

(To be submitted as part of the technical bid on Company letterhead along with supporting documents)

Tender Document No.: _____
Tender No.: _____
Tender subject: _____
Bidder's Name: _____
Address and Contact Details of Bidder: _____
Date:_____

Note: The list below is indicative only. You may attach more documents as required to confirm your eligibility criteria.
(Please tick the appropriate boxes or cross out any declaration not applicable to the Bidder)

We hereby confirm that we comply with all the stipulations of NIT and its clause w.r.t. eligibility criteria and declare as under, and shall provide evidence of our continued eligibility to HUDCO.

1. Legal Entity of Bidder:_____
2. OEM/Manufacturer/ Agent/ Dealership Status: _____
3. We "are/are not a JV": _____
4. We solemnly declare that we (including our affiliates, subsidiaries, or constituents):
   (a) are not insolvent, in receivership, bankrupt, or being wound up; do not have our affairs administered by a court or a judicial officer; are not having our business activities suspended; and are not the subject of legal proceedings for any of these reasons;
   (b) (including our Contractors/ subcontractors for any part of the contract):
      (i) Do not be declared ineligible/ blacklisted/ banned/ debarred by the Procuring Organization or its Ministry/ Department from participation in its Tender Processes; and/or
      (ii) are not convicted (within three years preceding the last date of bid submission) or are not declared ineligible/ suspended/ blacklisted/ banned/ debarred by appropriate agencies of the Government of India from participation in tender processes of all of its entities for offences mentioned in the Tender Document in this regard. We have neither changed our name nor created a new "Allied Firm", consequent to the above disqualifications.
   (c) Do not have any association (as bidder/ partner/ Director/ employee in any capacity) with such retired public official or near relations of such officials of Procuring Entity, as counter-indicated, in the Tender Document.
   (d) We certify that we fulfil all the terms and conditions of the NIT and undertake to fulfil any and all other additional eligibility conditions, if prescribed in the Tender Document.
   (e) We have no conflict of interest, which substantially affects fair competition. The prices quoted are competitive and without adopting any unfair/ unethical/ anti- competitive means. No attempt has been made or shall be made by us to induce any other bidder to submit or not to submit an offer to restrict competition.
5. Restrictions on procurement from bidders from a country or countries, or a class of countries under Rule 144 (xi) of the General Financial Rules 2017: We certify as follows:

"We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India and on sub-contracting to contractors from such countries, and solemnly certify that we fulfil all requirements in this regard and are eligible to be considered. We certify that: we are not from such a country or, if from such a country, we are registered with the Competent Authority (copy enclosed). "And, we shall not subcontract any work to a contractor from such countries unless such contractor is registered with the competent authority."

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6. MSME STATUS:

Having read and understood the Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2012 (as amended and revised till date), and solemnly declare the following:

a) We are Micro/ Small/ Medium Enterprise/ SSI/ Govt. Deptt. PSU/Other: .

b) We attach herewith the Udhyam Registration Certificate with the Udhyam Registration Number as proof of our being MSE registered on the Udhyam Registration Portal. The certificate is the latest, up to the bid submission of the bid.

c) Whether the proprietor/ Partner belongs to SC/ ST or women category (please specify the names and the percentage of shares held by SC/ ST partners):

7. START-UP STATUS:

We confirm that we are/ are not a start-up entity as per the definition of the Department for Promotion of Industrial and Internal Trade - DPIIT.

8. MAKE IN INDIA STATUS:

Having read and understood the Public Procurement (Preference to Make in India PPP - MII) Order, 2017 (as amended and revised to date) and the related Procuring Organization notifications from the relevant Nodal Ministry/ Department, and solemnly declare the following:

a) Self-Certification for the category of suppliers:

(Provide a certificate from statutory auditors/ cost accountant in case of tenders above Rs 10 crore for Class-I or Class-II local suppliers.). Details of local content and location(s) at which value addition is made are as follows:

Local Content and %age	
Location(s) of value addition	

Therefore, we certify that we qualify for the following category of supplier (tick the appropriate category):

Class-I Local Supplier / Class-II Local Supplier / Non-Local Supplier.

b) We also declare that:

- ■ There is no country whose bidders have been notified as ineligible on a reciprocal basis under this order for the offered Goods, or
- ■ We do not belong to any Country whose bidders are notified as ineligible on a reciprocal basis under this order for the offered Goods.

9. PENALTIES FOR FALSE OR MISLEADING DECLARATIONS:

We hereby confirm that the particulars given above are factually correct and nothing is concealed and undertake to advise any future changes to the above details. We understand that any wrong or misleading self-declaration would violate the Code of Integrity and attract penalties as mentioned in this Tender Document.

_____

(Signature with date)

_____

(Name and designation)

Duly authorized to sign bid for and on behalf of

_____

_____

[Name & address of Bidder and seal of company] .

ANNEXURE-II

DETAILS OF BIDDER/ VENDOR'S PROFILE

S.No.	Description	Details
1.0	**Name & Legal Status of the Bidder**	
1.1	Organization Registration Details (Incorporation or Commencement of Business/ Other Statutory Registrations, etc.)	
1.2	Date of Incorporation/ Registration	
1.3	GST Number	
1.4	PAN Number	
1.5	Registered/ Corporate Office Address of Bidder	
1.6	Address & Contact Details (E-Mail, Ph. Nos. etc.) of Proprietor / Directors of the Bidders	(1)
		(2)
		(3)
1.7	Office Address If any, & contact details	
1.8	Names and Designations of the Persons Authorized for Single-Point Interaction with HUDCO	
1.9	Mobile Numbers of Contact Persons	
1.10	E-mail of Contact Persons	
2.0	**MSME Registration: (Yes/No)**	
2.1	If Yes, Regd. No.	
2.2	Date	
2.3	Category	
2.4	Range of Supply/ Services	
3.0	**GeM (Government e-Marketplace) Registration: (Yes/No)**	
3.1	If yes, mention the GeM Seller ID	
3.2	Date	
3.3	Category	
3.4	Range of Supply/ Services	
3.5	If no, then provide the date by which you will be registered on the GeM portal	
4.0	**TReDS (Trade Receivables Discounting System) Registration: (Yes/No)**	
4.1	If Yes, Regd. No:	
4.2	Date:	
4.3	Category:	
4.4	Range of Supply/ Services	
4.5	If no, then provide the date by which you will be registered on the TReDS portal	

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5.0	**Whether SC/ST/OBC Entrepreneur: (Yes/No)**	
	(If Yes, please provide supporting documents)	
6.0	**Whether Women Entrepreneur: (Yes/No)**	
	(If Yes, please provide supporting documents)	

Note: The bidder shall submit relevant supporting documents in support of the details furnished above, wherever applicable.

SIGNATURE OF AUTHORIZED SIGNATORY

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ANNEXURE-III

[Letterhead of Agency/Firm]

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/wife of Shri _____, have been appointed/ being a _____(designation), the undersigned, as an Authorized Signatory for and on behalf of Agency/Bidder named _____ and are fully competent to sign & seal this Authorization/Self-Authorization for execution of all the documents connected with 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 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 for 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 compensation for any loss to HUDCO, if any.

Signature of the Authorized Signatory of the Agency: Date: _

Full Name: _____

Place:_____

Seal:_____

Note: Board Resolution/Authority Letter shall also be considered in the case of Company/ LLP/Firm and Self-Declaration/ Authorization may be considered in the case of Proprietorship.

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ANNEXURE-IV

[Letterhead of Agency/Firm]

EXPERIENCE DETAILS

List of similar nature of supply order/ projects executed during the last 7 years from the tender publishing date.

S. No.	Name of Work/ Projects with address	Owner/ Organisation / Department	Final Bill Amount as per Supply Order	Date of Commencement as per contract	Stipulated Date of Completion of Work / Project	Actual Date of Completion of Work/ Project
(i) Submit 3 similar nature of supply orders of a value of 40% of the Estimated Cost.						
1						
2						
3						
(ii) Submit 2 similar nature of supply orders of a value of 50% of the Estimated Cost.						
1						
2						
(iii) Submit 1 similar nature of supply order of a value of 80% of the Estimated Cost.						
1						

Not applicable for consultancy services.

Note:

1) The work/ project mentioned shall be supported with

   a) Relevant contracts/ CRAC/ work orders/ agreements AND
   b) Completion certificates/ proof of completion, such as final bills.

2) The Contract/ CRAC/ work order/agreement should clearly mention the scope of work for the project and the value of the supply order.

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ANNEXURE-V

[Letterhead of Auditor/ CA Firm]

ANNUAL TURNOVER AND FINANCIAL STATEMENT

We the Statutory Auditor/ Chartered Accountant of M/s_____ (Name of Law Firm), having verified the books of accounts, do hereby certify the following information:

S.No.	Financial Year	Annual Turnover (INR)
1.		
2.		
3.		
4.		
5.		
	Average Annual Turnover	

We further certify that the average annual turnover of the Applicant _____is INR_____.

This certificate is issued based on the verification of the Audited Financial Statement/annual accounts for the above period submitted to the law firm.

Name & Signature of Auditor / CA Membership Number:
UDIN:
Place:
Date:

Note:

1. In case the Agency/Firm/Bidder does not have a statutory auditor, it may provide the certificate from its Chartered Accountant.
2. If the audited financial statement for the immediate preceding financial year is not available, the bidder may submit its audited financial statements for the 3 consecutive years, preceding that year.

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ANNEXURE-VI

BANK GUARANTEE IN LIEU OF EARNEST MONEY DEPOSIT (EMD)
(If not deposited Online)

This Deed of Guarantee made this _____(Date) by _____(Name of the Bank) having one of its branch at _____acting throug its Manager (hereinafter called the "Bank"), whose expression shall, wherever the context so requires, include its successors and permitted assigns, in favour of HUDCO Ltd. (A Govt. of India Enterprise) registered
Underthe Companies Act, 1956, having its office at (hereinafter called "HUDCO") which expression shall include its successors and assigns.

Whereas, HUDCO has invited tenders vide its Tender Notice No. _____Dated _____to be opened on, and whereas M/s _____(Name of Tenderer)
Having its office at _____(hereinafter called the "Tenderer"), has/have in response to the aforesaid tender notice offered to supply/ do the job as contained in the tender.

And whereas, the Tenderer is required to furnish a Bank Guarantee for a sum of Rs. (Rupees_____Only) as Earnest Money for participation in the Tender aforesaid.

And whereas, we _____(Name of the Bank) have at the request of the tenderer agreed to give HUDCO this as hereinafter contained.

Now, therefore, in consideration of the promises we, the undersigned, hereby covenant that the aforesaid Tender shall remain open for acceptance by HUDCO during the period of validity as mentioned in the Tender or any extension thereof, as HUDCO and the Tenderer may subsequently agree; and if the Tenderer, for any reason, backs out, whether expressly or impliedly, from his said Tender during the period of its validity or any extension thereof as aforesaid, or fails to furnish a Bank Guarantee for performance as per the terms of the aforesaid Tender, we hereby undertake to pay HUDCO on demand without demur to the extent of Rs. (Rupees _____only).

We further agree as follows:-

1. That HUDCO may, without affecting this guarantee, extend the period of validity of the said Tender or grant any other indulgence to, or negotiate further with, the Tenderer with regard to the conditions contained in the said Tender, or thereby modify these conditions or add thereto any further conditions as may be mutually agreed between HUDCO and the Tenderer, and the said Bank shall not be released from its liability under these presents by an exercise by HUDCO of its liberty in regard to the matters aforesaid or by reason of time being given to the Tenderer or any other forbearance, act or omission on the part of HUDCO or any indulgence by HUDCO to the said Tenderer or any other matter or thing whatsoever.
2. The Bank hereby waive all rights at any time in consistent with the terms of this Guarantee and the obligations of the Bank in terms there of shall not be otherwise affected or suspended by reason of any dispute or dispute having been raised by the Tenderer (whether or not pending before any arbitrator, tribunal or court) or any denial of liability by the Tenderer stopping or preventing or purporting to stop or prevent any payment by the Bank to HUDCO in terms thereof.
3. We, the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of HUDCO in writing and agree that any change in the constitution, winding up, dissolution, or insolvency of the Tenderer, the said Bank shall not be discharged from its liability.

Not Withstanding anything contained above, the liability of the Bank in respect of this Guarantee is restricted to the said sum of Rs. (Rupees_____ only) and this Guarantee shall remain in force till__(Date) unless a claim under this Guarantee is filed with the Bank within 60 (Sixty) days from this date or the extended date, as the case may be. i.e. up to all rights under this Guarantee shall lapse and the Bank be discharged from all liabilities hereunder.

In witness whereof, the Bank has subscribed and set its name and seal hereunder.

Authorized Signature

Date:
Place:

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ANNEXURE-VII

PRE-CONTRACT INTEGRITY PACT

(For NIT's value of Rs 50 Lacs & above)

GENERAL

This pre-bid contract agreement (hereinafter called the Integrity Pact) is made on day___of the month of 20___, between, on the one hand, the Housing and Urban Development Corporation Ltd. Acting through Shri_____, _____(Designation of the officer), (hereinafter called the "HUDCO", which expression shall mean and include, unless the context otherwise requires, his successors in the office and assigns) of the First Part and M/s._____ _____ represented by Shri/Smt _____(hereinafter called the "BIDDER/SELLER/CONSULTANT", which expression shall mean and include, unless the context otherwise requires, his successors and permitted assigns) of the Second Part.

Whereas HUDCO proposes to procure (Items and Services as per the Scope of Work mentioned in the Tender Document (hereinafter called the "Items and Services", which expression shall mean and include, unless the context otherwise requires, any additions & deletions in the said "Items and Services") and the BIDDER/SELLER/ Consultant is willing to offer/has offered the said "Items and Services" .

Whereas the Bidder/ Consultant is a private company/ public company/ Government Undertaking/ Partnership/ registered export agency, constituted in accordance with the relevant law in the matter, and HUDCO is a PSU performing its functions on behalf of the President of India.

Now, therefore, to avoid all forms of corruption by following a system that is fair, transparent, and free from any influence/prejudiced dealings prior to, during, and subsequent to the currency of the Contract to be entered into, with a view to: enabling the HUDCO to obtain the desired "Items and Services" at a competitive price in conformity with the defined specifications by avoiding the high cost and the distortive impact of corruption on public procurement; and enabling BIDDER/ CONSULTANT to abstain from bribing or indulging in any corrupt practice in order to secure the contract by providing assurance to them that their competitors will also abstain from bribing and other practices and that HUDCO will commit to preventing corruption, in any form, by its officials by following transparent procedures.

The parties hereto hereby agree to enter into this Integrity Pact and agree as follows:

1.0 Commitments of HUDCO

1.1 **(i)** The HUDCO undertakes that no official of the HUDCO, connected directly or indirectly with the contract, will demand, take a promise for, or accept, directly or through intermediaries, any bribe, consideration, gift, reward, favor, or any material or immaterial benefit, or any other advantage, from the BIDDER/CONSUTANT, either for themselves or for any person, organization, or third party related to the contract, in exchange for an advantage in the bidding process, bid evaluation, contracting, or implementation process related to the contract.

(ii) The HUDCO will, during the pre-contract stage, treat all BIDDER/ CONSULTANT alike, and will provide to all BIDDER/CONSULTANT the same information and will not provide any such information to any particular BIDDER/ CONSULTANT which could afford an advantage to that particular BIDDER/CONSULTANT in comparison to the other BIDDER(S)/CONSULTANT(S).

(iii) All the officials of the HUDCO will report the appropriate Government office any attempted or completed breaches of the above commitments, as well as any substantial suspicion of such a breach.

1.2 In case any such preceding misconduct on the part of such official(s) is reported by the BIDDER/CONSULTANT to the HUDCO with the full and verifiable facts and the same is prima facie found to be correct by the HUDCO, necessary disciplinary proceedings, or any other action as deemed fit, including criminal proceedings may be initiated by the HUDCO and such a person shall be debarred from further dealings related to the contract process. In such a case, while an enquiry is being conducted by the HUDCO, the proceedings under the contract would not be stalled.

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2.0 Commitments of BIDDERs / CONSULTANTs

2.1 The BIDDER/CONSULTANT commits itself to take all measures necessary to prevent corrupt practices, unfair means, and illegal activities during any stage of its bid or during any pre-contract or post-contract stage in order to secure the contract or, in furtherance of, to secure it and, in particular, commits itself to the following: -

2.2 The BIDDER/CONSULTANT will not offer, directly or through intermediaries, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage, or inducement to any official of the HUDCO, connected directly or indirectly with the bidding process, or to any person,organization, or third party related to the contract in exchange for any advantage in the bidding, evaluation, contracting, and implementation of the contract.

2.3 The BIDDER/CONSULTANT further undertakes that it has not given, offered, or promised to give, directly or indirectly, any bribe, gift, consideration, reward, favor, any material or immaterial benefit or other advantage, commission, fees, brokerage, or inducement to any official of the HUDCO or otherwise, in procuring the Contract of forbearing to do or having done any act in relation to obtaining or execution of the contract or any other contract with the Government for showing or forbearing to show favor or disfavor to any person in relation to the contract or any other contract with the Government.

2.4 The BIDDER/CONSULTANT shall disclose the name and address of agents and representatives, and Indian BIDDERSs shall disclose their foreign principals or associates.

2.5 The BIDDER/CONSULTANT shall disclose the payments to be made by them to agents/brokers or any other intermediary, in connection with this bid/contract.

2.6 The BIDDER/CONSULTANT further confirms and declares to HUDCO that the BIDDER/CONSULTANT is the original manufacturer/Integrator/authorized government-sponsored export entity of the defense stores and has not engaged any individual, firm, or company, whether Indian or foreign, to intercede, facilitate, or in any way recommend to HUDCO or any of its functionaries, whether officially or unofficially, the award of the contract to the BIDDER/CONSULTANT, nor has any amount been paid. Promised or intended to be paid to any such individual, firm or company in respect of any such intercession, facilitation or recommendation.

2.7 The BIDDER/CONSULTANT, either while presenting the bid or during pre-contract negotiations or before signing the contract, shall disclose any payments he has made, is committed to, or intends to make to officials of HUDCO or their family members, agents, brokers, or any other intermediaries in connection with the contract, and the details of the services agreed upon for such payments.

2.8 The BIDDER/CONSULTANT will not collude with other parties interested in the contract to impair the transparency, fairness, and progress of the bidding process, bid evaluation, contracting, and implementation of the contract.

2.9 The BIDDER/CONSULTANT will not accept any advantage in exchange for any corrupt practice, unfair means, or illegal activities.

2.10 The BIDDER/CONSULTANT shall not use improperly, for the purpose of competition or personal gain, or pass on to others, any information provided by HUDCO as part of the business relationship, regarding plans, technical proposals, and business details, including information contained in any electronic data carrier. The BIDDER/CONSULTANT also undertakes to exercise due and adequate care lest any such information is divulged.

2.11 The BIDDER/CONSULTANT commits to refrain from giving any complaint directly or in any other manner without supporting it with full and verifiable facts.

2.12 The BIDDER/CONSULTANT shall not instigate or cause any third person to instigate any of the actions mentioned above.

2.13 If the BIDDER/ CONSULTANT or any employee of the BIDDER/ CONSULTANT or any person acting on behalf of the BIDDER/ CONSULTANT, either directly or indirectly, is a relative of any of the officers of HUDCO, or alternatively, if any relatives of an officer of HUDCO had a financial interest/stake in the BIDDER'S/ CONSULTANT'S firm, the same shall be disclosed by the BIDDER/ CONSULTANT at the time of filling of the tender. The term 'relative' for this purpose would be as defined in Section 6 of the Companies Act 1956.

2.14 The BIDDER/CONSULTANT shall not lend to or borrow any money from, or enter into any monetary dealings or transactions, directly or indirectly, with any employee of the HUDCO.

2.15 The BIDDER/CONSULTANT signing the Integrity Pact shall not approach the courts while representing the matters to IEMs and he/she shall await their decision in the matter.

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3.0 Previous Transgression

3.1 The BIDDER/CONSULTANT declares that no previous transgression occurred in the last three years immediately before the signing of this Integrity Pact with any other company in any country in respect of any corrupt practices envisaged hereunder, or with any Public Sector Enterprise in India or any Government Department in India, that could justify the BIDDER's/CONSULTANT's exclusion from the tender process.

3.2 The BIDDER/CONSULTANT agrees that if it makes an incorrect statement on this subject, the BIDDER may be disqualified from the tender process or, if the contract has already been awarded, it may be terminated for such reason.

4.0 Earnest Money (Security Deposit)

4.1 While submitting the commercial bid, the BIDDER/CONSULTANT deposits an amount (as specified in TENDER) as earnest money/Security, Deposit with HUDCO through the online mode.

(i) A confirmed guarantee by a Commercial Bank, promising payment of the guaranteed sum to HUDCO on demand within three working days without any demur whatsoever and without seeking any reasons whatsoever. The demand for payment by the HUDCO shall be treated as conclusive proof of payment.

(ii) Any other mode or through any other instrument (to be specified in the TENDER). The Earnest Money/ Security Deposit shall be valid as per the terms of the TENDER.

4.2 In the case of a successful BIDDER/CONSULTANT, a clause shall also be incorporated in the Article pertaining to the Performance Bond in the Purchase Contract, that the provisions of Sanctions for violation shall be applicable for forfeiture of the Performance Bond in case of a decision by HUDCO to forfeit the same without assigning any reason for imposing sanction for violation of this Pact.

4.3 No interest shall be payable by HUDCO to the BIDDER/CONSULTANT on earnest money/security deposit for the period of its currency.

5.0 Sanctions for Violations

5.1 Any breach of the aforesaid provisions by the BIDDER/CONSULTANT or by any person employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER/SELLER/CONSULTANT) shall entitle HUDCO to take all or any one of the following actions, wherever required: -

5.1.1 To immediately call off the pre contract negotiations without assigning any reason or giving any compensation to the BIDDER/CONSULTANT. However, the proceedings will continue with the other Bidders.

5.1.2 The Earnest Money Deposit (in pre-contract stage) and/or Security Deposit/Performance Bond (after the contract is signed) shall stand forfeited either fully or partially, as decided by HUDCO, and HUDCO shall not be required to assign any reason therefor.

5.1.3 To immediately cancel the contract, if already signed, without giving any compensation to the BIDDER.

5.1.4 To recover all sums already paid by HUDCO, and, in the case of an Indian BIDDER/CONSULTANT with interest thereon at 2% higher than the prevailing Prime Lending Rate of the State of India; in the case of a BIDDER/CONSULTANT from a country other than India, with interest thereon at 2% higher than the LIBOR. If any outstanding payment is due to the BIDDER from the HUDCO in connection with any other contract for any other stores, such outstanding payment could also be utilized to recover the aforesaid sum and interest.

5.1.5 To encash the advance bank guarantee and the performance bond/warranty bond, if furnished by the BIDDER/CONSULTANT, in order to recover the payments already made by HUDCO, along with interest.

5.1.6 To cancel all or any other contracts with the BIDDER/CONSULTANT. The BIDDER shall be liable to pay compensation for any loss or damage to HUDCO resulting from such cancellation/recission and the HUDCO/PRINCIPAL shall be entitled to deduct the amount so payable from the money(s) due to the BIDDER/CONSULTANT.

5.1.7 To debar the BIDDER/CONSULTANT from participating in future bidding processes of the Government of India, HUDCO/PRINCIPAL for a minimum period of five years, which may be further extended at the discretion of HUDCO.

5.1.8 To recover all sums paid in violation of this Pact by BIDDER/CONSULTANT (s) to any middlemen or agent or broken with a view to securing the contract.

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5.1.9 In cases where irrevocable Letters of Credit have been received in respect of any contract signed by HUDCO with the BIDDER/CONSULTANT, the same shall not be opened.

5.1.10 Forfeiture of performance bond in the event of a decision by HUDCO to forfeit the same without assigning any reason for imposing sanctions for violation of this pact

5.2 The HUDCO shall be entitled to take all or any of the actions mentioned at para 5.1 (1) to (10) of this Pact against the Commission by the BIDDER/CONSULTANT or any one employed by it or acting on its behalf (whether with or without the knowledge of the BIDDER/CONSULTANT), of an offence as defined in Chapter IX of the Indian Penal Code, 1860, or the Prevention of Corruption Act, 1988, or any other statute enacted for the prevention of corruption.

5.3 The decision of the HUDCO to the effect that a breach of the provisions of this pact has been committed by the BIDDER/CONSULTANT shall be final and conclusive against the BIDDER/CONSULTANT. However, the BIDDER/CONSULTANT may approach the Independent Monitor(s) appointed for the purposes of this Pact.

6.0 Independent Monitors

6.1 The HUDCO has appointed Independent Monitors (hereinafter referred to as Monitors) for this Pact in consultation with the Central Vigilance Commission (Names and Addresses of the Monitors shall be published subsequently by HUDCO).

6.2 The task of the Monitors shall be to review independently and objectively, whether and to what extent the parties comply with the obligations under this Pact.

6.3 The Monitors shall not be subject to instructions by the representatives of the parties and shall perform their functions neutrally and independently.

6.4 Both the parties accept that the Monitors have the right to access all the documents relating to the project/procurement, including minutes of meetings.

6.5 As soon as the Monitor notices, or has reason to believe, a violation of this Pact, he will so inform the Authority designated by the HUDCO.

6.6 The BIDDER/CONSULTANT(s) accepts that the Monitors have the right to access, without restriction, all project documentation of the HUDCO, including that provided by the BIDDER/CONSULTANT.The BIDDER/CONSULTANT will also grant the Monitor, upon his request and demonstration of a valid interest, unrestricted and unconditional access to his project documentation. The same is applicable to Sub-contractors. The Monitor shall be under contractual obligation to treat the information and documents of the BIDDER/CONSULTANT/Subcontractors(s) with confidentiality.

6.7 The BUYER will provide to the Monitors sufficient information about all meetings among the parties related to the Project, provided that such meetings could have an impact on the contractual relations between the parties. The parties will offer to the monitor the option to participate in such meetings.

6.8 The Monitor will submit a written report to the designated Authority of HUDCO/Secretary in the Department/RO/ within 8 to 10 weeks from the date of reference or intimation to him by the HUDCO/BIDDER/CONSULTANT and, should the occasion arise, submit proposals for correcting problematic situations.

7.0. FACILITATION OF INVESTIGATION

In case of any allegation of violation of any provisions of this Pact or payment of commission, the HUDCO or its agencies shall be entitled to examine all the documents including the Books of Accounts of the BIDDER/CONSULTANT and the BIDDER/CONSULTANT shall provide necessary information and documents in English and shall extend all possible help for the purpose of such examination.

8.0 LAW AND PLACE OF JURISDICTION

This Pact is subject to Indian Law. The place of performance and jurisdiction is the seat of the HUDCO.

9.0 OTHER LEGAL ACTIONS

The actions stipulated in this Integrity Pact are without prejudice to any other legal action that may follow in accordance with the provisions of the any extent law in force relating to any civil or criminal proceedings.

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10.0 VALIDITY

10.1 The validity of this Integrity Pact shall be from the date of its signing and extend up to 5 years or the complete execution of the contract to the satisfaction of both the HUDCO and the BIDDER/SELLER/CONSULTANT, including the warranty period, whichever is later. In case BIDDER/SELLER/CONSULTANT is unsuccessful, this Integrity Pact shall expire after six months from the date of signing of the contract.

10.2 Should one or several provisions of this Pact turn out to be invalid, the remainder of this Pact shall remain valid. In this case, the parties will strive to come to an agreement to their original intentions.

11.0 The parties hereby sign this Integrity Pact at_____on_____

HUDCO: **BIDDER/CONSULTANT:**

Name of the Officer:
Designation:

Witness: Witness:

1. 1.
2. 2.

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ANNEXURE-VIII

PERFORMANCE BANK GUARANTEE

M/s HUDCO Ltd.,

_____

_____
(With due stamp duty, if applicable)

Our letter of guarantee No. _____
In consideration of HUDCO Ltd., Having its office at_____ (hereinafter referred to as "HUDCO" which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, and executors) and having entered into an agreement dated/issued on_____, Purchase Order No._____ dated_____ with/on M/s_____(hereinafter referred to as "The Supplier" which expression, unless repugnant to the content or meaning thereof, shall include all the successors, administrators, and executors).

Whereas the Supplier has unequivocally agreed to supply the materials as per the terms and conditions set out in the Agreement dated /Purchase Order No._____dated_____and HUDCO has agreed that the Supplier shall furnish to HUDCO a Performance Guarantee for the faithful performance of the entire contract, to the extent of____% (percent of the value of the Purchase Order, i.e for_____.

We, ("The Bank") which shall include OUR successors, administrators, and executors, establish an irrevocable Letter of Guarantee No. _____in your favor for account of (The Supplier) in cover of performance guarantee in accordance with the terms and conditions of the Agreement / Purchase Order_____.

Hereby we undertake to pay up to but not exceeding_____ (say only) upon receipt by us of your first written demand accompanied by our declaration stating that the amount claimed is due by reason of the Supplier having failed to perform the Agreement and notwithstanding any contestation on the part of the above-named Supplier.

This Letter of Guarantee will expire on_____ plus 60 (Sixty) days of the claim period, and any claims made hereunder must be received by us on or before the expiry date/claim period. After which date, this Letter of Guarantee will become of no effect whatsoever, whether returned to us or not.

Authorized Signature Name of the bank official;

Designation of the Bank official; Seal

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ANNEXURE-IX

BANK DETAILS OF VENDOR

(EMD REFUND / PBG & PAYMENTS)

The details of Bank Account in which payment is to be transferred and other details are as given below**:**

Bank Account Details

S. No.	Name of Bank	Details
1	Name of Bank	
2	Bank Account Number	
3	Bank Branch Name	
4	Bank Branch Address	
5	Bank Branch Telephone No.	
6	Type of Account (SBA/C/CA/Cash Credit with code)	
7	Bank Code No / MICR Code (9-digit code number of bank & branch)	
8	PAN No. (copy to be attached)	
10	TIN No.	
11	GST No.	
12	IFSC Code No	

Signature

Name:

Seal:

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ANNEXURE-X

[On Letterhead of Agency/Bidder]

GENERAL UNDERTAKINGS BY THE BIDDERS

(Mandatory for All Applicant Bidders)

Subject: Undertaking that the Agency/Bidder is fully agreed and abide by the terms and conditions of this NIT/Contract/Agreement etc. for and on behalf of Agency/Bidder in response to the NIT/RFP No.___ for_____.

It is hereby undertaking:

1. that suppliers declare whether the proprietor or any partner of the firm or the Director of their Company, as the case may be, has any relation with any employee working in the plant/unit concerned; and, if so, give the name of the employee and the relationships, and also whether any of them has a relationship, within the meaning of Section 2(77) of the Companies Act, 2013, with any of the Directors of HUDCO; if so give details. This is necessary to ensure compliance of Section 184 and 188 of the Companies Act, 2013.
2. that no appeal / unresolved dispute / suit / case is pending at any court in India against our Company/LLP/Firm regarding right to carry on practice as on the date of submission of Tender.
3. that 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.
4. that the 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 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 the firm.
5. that after opening of the the tender, if our Company/LLP/Firm withdraws or modifies the bid during the period of validity of tender (including the extended validity of tender) as specified in the tender documents, and that after award of work, if our Company/LLP/Firm fails to sign the contract or to submit the performance guarantee (if applicable) before the deadline defined in the tender documents our Company/LLP/Firm shall be suspended for one year and shall not be eligible to bid for tenders issued by HUDCO from the date of issue of the suspension order.
6. that we have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.
7. that we have no objection to HUDCO in verifying any or all of the information furnished in this tender with the concerned authorities, if necessary.

Stamp/Signatures of the applicant Name and Designation

Date:

Place:

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ANNEXURE-XI

WARRANTY/ GUARANTEE/ UNDERTAKING

(Duly signed & Sealed) on non judicial stamp paper of adequate value)
(uploaded scanned copy must be on letter head of bidder)

I/We _____, M/s_____, have submitted a bid for NIT/RFP No. _____for_____.

I / We submit the following declaration:-
We will be responsible for the necessary replacement/rectification/repair of faulty goods for a period of_____years from the date of successful completion of delivery and handover of the goods.

Date:

(Signature, Name, Designation
of the Authorized signatory with Seal)

Place:

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ANNEXURE-XII

[On Letterhead of Agency/Bidder]

FORM-19 UNDERTAKING RELATED TO ESG (ENVIRONMENTAL, SOCIAL, AND GOVERNANCE)

TO WHOM SO EVER IT MAY CONCERN

1. Name of the Bidder:
2. Address of Bidder:

We hereby declare that:-

1. We adhere to fair labor practices, ensuring a safe working environment, fair wages, and compliance with applicable labour laws.
2. We uphold ethical business conduct, including anti-corruption measures.
3. We provide products that are environmentally sustainable, have consciously minimized carbon footprints in the production or sourcing process, and invariably incorporate a minimum percentage of recycled materials wherever applicable.
4. We encourage diversity and inclusion within its organization and supply chains and comply with health and safety regulations, ensuring the well-being of their employees.

It is certified that the information furnished above is true and correct.

Signature of Authorized Person/Signatory of Bidder

Full Name & Designation of Authorized Person of

Bidder Seal of Bidder

Date:

Place:

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Annexure-XIII

FINANCIAL BID

(Rates Excluding GST for Hiring of Taxi – Amount in Rs.)

Charges for / Time / Distance	Tata Zest / Maruti Desire/ Honda Amaze or its equivalent	Innova(Nova) / Scorpio / Kia Carens/ Seltos or its equivalent	Innova (Crysta) or its equivalent	Toyota Corrola/ Mercedes or its equivalent
--------In Station ------				
4 hours or up to 40 Kms (Basic rate and per KM charges)				
8 hours or 80 Kms (Basic rate and per KM charges)				
Extra Kms beyond 80 Kms (Basic rate and per KM charges)				
Extra Charges, if any, for duty over 8 hrs.				
Driver Bhatta / Night Hold Charges				
Airport pick up				
Airport drop				
------ Out Station ------				
*Rate Per KM (Minimum 200 KM per day)				
Driver Bhatta/Night Hold Charges				

Prevailing GST Rate: _____%

Note: **1)** GST as applicable to be deposited to authority as per the invoice/bill submitted.

2) The rates should be quoted inclusive of all incidental/other charges.

3) Minimum hiring charges will not be allowed below 200 Kms of vehicle running except Toll, parking charges and GST for Outstation

Signature
Name of authorized person
Name of Agency
Seal

Date :
Place :

File No: HUDCO/PRO/ADMN/7337/2024-PRO (Computer No: 3705)
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