

	<p align="center"> <b>Housing and Urban Development Corporation Limited</b>  <b>(A Govt. of India Enterprise)</b>  <b>Core 7A, India Habitat Centre, Lodhi Road, New Delhi – 110 003</b>  <b>Phone 011- 24649610-23 Fax 011-24625308, ISO 9001:2015</b>  <b>Website: <a href="https://www.hudco.org.in">https://www.hudco.org.in</a> GST No. 07AAACH0632AIZF</b> </p>
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**No. HUDCO/CSW/AGM/2025/**

**Date: 31.07.2025**

**Sub: Engagement of Service Provider for e-voting platform and holding AGM through Video Conferencing (VC) and other Audio-Visual Means (OVAM), etc., for Annual General Meeting.**

Dear Sir,

**Housing and Urban Development Corporation Limited** (hereinafter referred to as HUDCO or Company), is a Public Sector listed Undertaking ("NAVRATNA") with shareholder base of around 9.50 lakhs, under the administrative control of Ministry of Housing and Urban Affairs, Government of India. HUDCO is a Public Financial Institution under Section 2(72) of the Companies Act, 2013. Further, details about the Company can be checked on the website [www.hudco.org.in](http://www.hudco.org.in).

As the 55<sup>th</sup> Annual General Meeting of HUDCO is to be held through the mode of video conferencing (VC) and other Audio-Visual Means (OAVM) in compliance with MCA and SEBI circulars issued from time to time.

Accordingly, HUDCO intends to get the most competitive rates for the above purpose. In case you are interested please submit your quotation/rates as per following:

- i) Rates should be quoted Strictly duly signed as per Scope of Work/Specification of 55<sup>th</sup> Annual General Meeting of HUDCO (enclosed as **Annexure-I**)
- ii) Bank Details of Prospective Bidder/Service Provider as per **Annexure-II**
- iii) Declaration by Service Provider for not Blacklisting and other declarations as per **Annexure-III**
- iv) The financial Rates as per **Annexure-IV**

**Prospective Bidders are requested to submit their Bids/Rates only through Email at [cswhudco@hudco.org](mailto:cswhudco@hudco.org). No other mode will be accepted.**

**General Terms & Conditions:**

1. Last date and time of submission of bid is **04.08.2025 till 12:00 noon**
2. The Rates/Financial Bid shall be opened on **04.08.2025 at 12.30 p.m.**
3. Quotation/Rates received late from the stipulated date & time will not be considered. HUDCO will not be responsible for any delay.
4. The Firm should not be blacklisted by any Central/State Govt/UTs/ PSU/ Banks/ Corporates.
5. The rates should be quoted strictly as per scope of Work/Specification failing which the bid is liable to be rejected without any further notice.
6. The rates should be quoted clearly along with applicable GST. In case this information is not indicated in the Rates/Quotation, it would be presumed that the rates quoted are inclusive of GST.

7. The rates for scope of work/specification should be quoted in the relevant column. **(Annexure-III).**
8. The period of validity of quotations for acceptance, should be for 06 months. Quotations with less validity are likely to be ignored. HUDCO does not entertain requests for escalation in cost/price on account of any reasons during the period of validity of quotation/rates.
9. Any modification in offer after opening of Quotation/Rates will not be considered.
10. Prospective Service provider before submitting quotation/rates should clearly understand HUDCO's requirement and in case any information/ clarification is required he/she may clarify from Shri Kanwarjeet Singh, Dy. GM (Admn.) (Mobile Number 9810324735/Ms. Gitika Arora, Executive Assistant (CS) (Mobile No.7982240820). It may be noted that no clarification/information after closure of the last date and time of receipt of quotation/rates, would be entertained.
11. The Prospective Service Provider should have valid PAN No. & GST No.
12. Prospective Service Providers who are registered with MSME can also participate in the bidding as notified by the Ministry of Micro, Small and Medium Enterprises,
13. During selection process, HUDCO reserves the right to seek clarification or verification of any information mentioned in the bid before finalizing the award of work.
14. No advance shall be given for the aforesaid work.
15. After opening of Financial Bids/Rates, the L1 Vendors/Service providers will require to visit HUDCO office in person within two days for detailed discussion/demo to meet the requirement of HUDCO.
16. HUDCO reserves the right to accept or reject any or all quotations without assigning any reason.
17. **The successful Bidder shall provide the dry Demo at least 02 time before 55<sup>th</sup> Annual General Meeting of HUDCO and on the date of AGM presence of 03 person shall be required.**
18. The successful Vendor/Service Provider will provide GST Bill mentioning **HUDCO GST No. 07AAACH0632A1ZF for payment by HUDCO.**
19. Payment will be released after satisfactory completion of assigned work and after deduction of taxes as per Government guidelines.
20. The Camera set up etc. for 55<sup>th</sup> Annual General Meeting of HUDCO shall be provided by HUDCO.
21. All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Delhi.
22. The contract will be valid for a period of one year. Further HUDCO may extend the contract for further period of two years, on yearly basis subject to satisfactory work with the consent of both the parties, on the same rates and terms & conditions.

**NOTE: All the declarations and undertakings to be annexed shall be on the letter head of the company and duly signed by the authorized signatory.**

**Scope of work/specification for the 55<sup>th</sup> Annual General Meeting of Housing and Urban Development Corporation Limited:**

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1. Holding of Annual General Meeting through VC/OAVM;
2. Platform/ facility for Remote e-voting and e-voting on AGM Day in compliance of Act, Rules and Regulations. Chat box option exclusively available for panellist;
3. Two-way tele-conferencing or Webex of ease of participation of shareholders or pose questions concurrently or in advance. Q&A option for shareholders and hand raise option for shareholders (on demand). Allowing speaker shareholders to speak as and when management allows them to speak during the AGM including polling facility for all the participants (on demand);
4. In order to comply with the directions of Security and Exchange Board of India issued under Regulation 44 of SEBI (LODR) Regulations, 2015, to enable evoting to all the demat account holders by way of a single login credential through their demat account/websites of Depositories/ Depository participants;
5. Sending of e-mails:
  - For Notice and Annual report of Annual General meeting;
  - In addition to that any addendum to the Notice, if required;
6. Allowing participation of 100 special invitees without voting rights [Creation of exclusive link for panelist (Board of Directors, Management officials, Auditors, Trustees, etc., as per MCA circulars) in addition to at least 1000 number of shareholders participation as per MCA circulars to join the AGM through video conferencing;
7. Dry run/live demo of the process of AGM with HUDCO within 2 days (failing which it will be presumed that vender/bidder is not interested in providing the services to HUDCO). It may be kept in mind that the three Cameras installed in HUDCO Office is to be used by the prospective Vendor/Bidder;
8. Physical presence of at least three representatives to demonstrate the process during the demo as well as during the AGM at 3 locations, i.e., HUDCO office, Ministry of Housing and Urban Affairs and Ministry of Rural Development;
9. Recording of AGM and provide video recording and recorded transcript after the event (one working day). Facility to mark Attendance for shareholder joining the AGM through video conferencing and auto recording of votes cast by shareholder during AGM. Separate reports for remote e-voting and e-voting during AGM. Download report to be given to scrutinizer. Voting platform should be closed for voting automatically as per time prescribed, i.e., 15 minutes after conclusion of AGM;
10. Shareholders, who have joined the meeting, be viewed by all the Directors/panellist;
11. Option to unmute other shareholders also if management allows during the meeting;
12. Helpdesk services.

**BANK DETAILS SERVICE PROVIDER**

1	Name of the Vendor/Service Provider with complete address with Tel.No/Mobile No. & E-mail Address	
2	Name of the contact person of the Service Provider (with contact details and Mobile No.)	
3	Bank Name of the Service Provider	
4	Branch Name and address with Tel No/Mobile No & E-mail ID	
5	Bank Account No.	
6	A/c type (SB)/CA/with code	
7	Bank Code (9-digit code No. of bank)	
8	IFSC No.	
9	PAN No.	
10	GST No.	

**Signature of Authorized Signatory****Name** \_\_\_\_\_**Designation** \_\_\_\_\_**Date :** \_\_\_\_\_**Seal** \_\_\_\_\_

**Declaration on Letter head**

Dear Sir,

We confirm that,.....  
(name of Firm/Company), is not blacklisted, in any manner whatsoever by any Central/State Government/UTs/, PSUs/Banks/Corporates, etc. in India on any ground including but not limited to indulgence in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

It is certified that our firm has no pending litigation with HUDCO.

This is to certify that our company, management as well as any of our employee is not in relation with any employee working in HUDCO and also not having any relationship within the meaning of Section 2(77) of the Companies Act, with any Directors of HUDCO/Statutory Auditor or any partner.

Further, we understand that if information furnished above stands false at any stage, we shall be completely liable for actions taken by including disqualification and exclusion from future contract/ assignments.

**Signature of Authorized Signatory**

**Name** \_\_\_\_\_  
**Designation** \_\_\_\_\_  
**Date :** \_\_\_\_\_  
**Seal** \_\_\_\_\_

**Annexure-IV**

**Financial Rate for Engagement of Service provider for e-voting and video conferencing (VC) and other Audio-Visual Means (OVAM) etc. for 55<sup>th</sup> Annual General Meeting of HUDCO. (password protect)**

Rates for 55 <sup>th</sup> Annual General Meeting of HUDCO as per Scope of Work/Specification <b>(Annexure-I)</b>	GST (%)	Grand Total inclusive of GST (Rs.)

- GST as applicable

**Signature of Authorized Signatory**

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Date** \_\_\_\_\_

**Seal** \_\_\_\_\_