HABITAT SERVICES CENTRE

HUDCO Place, Andrews Ganj, August Kranti Marg, New Delhi-110049.
Phone: 011-41012223, 41754100
Website : www.hscdelhi.in

NIQ No. : HSC/AK/44E/2026/495 Dated: 26.10.2026

NOTICE INVITING QUOTATION

Sealed quotation on item rate basis are invited by Chief Executive Officer (CEO), Habitat Services Centre (HSC), HUDCO Place, Andrews Ganj, New Delhi-110049 from specialized, technically sound, financially capable firms/contractors, who have carried out similar works.

Name of work: **Supply & installation of LED Signage Board (18 feet X 6 feet) at A-wing open parking, August Kranti Bhawan, Bhikaji Cama Place, New Delhi.**

Estimated cost: Rs.1,96,020/-

Completion Time: 15 days

Terms & Conditions :

1. Eligibility Criteria

A) The bidder should have carried out at least one similar nature of work for a cost of Rs.1,57,000/- or more during last seven years. Completion certificate and work order issued by the client is to be annexed with the bid.

B) The bidder should submit Self certified copies of registration for ESI, PF, PAN and GST.

Note: Similar works means supply & installation of LED Signage Board.

2. The dates for issue, receipt and opening of NIQ are as under :

Issue of quotation from HSC office and inspection of site	**: 26.10.2026 to 02.11.2026 (between 11 AM to 4 PM)**
Receipt of quotation up to	: **3.00 PM on 03.11.2026**
Opening of quotation at	: **3.30 PM on 03.11.2026**

3. HSC shall not be responsible for any delay including postal delay in submitting your sealed offer. As such, any request for accepting your offer after the due date and time shall not be entertained.

4. **Mode of submission of Quotation:**

4.1 Quotation shall be in two parts and in two separate sealed envelopes (duly superscribed with name, reference number of quotation, due date and time of opening) containing the required documents described in detail hereafter.

4.2 **PART-I (Technical Bid) shall consist of:**

i) Copy of valid Registration against EPF, ESI, PAN & GST.
ii) Completion Certificate along with Work Order issued by the authorized officer of the Client Deptt. For each work, detail will have to be furnished indicating Nature of Work, Name & Contact No. of the Client, Amount per Annum and date of completion.
(iii) Original NIQ with contractors' endorsement and company seal/stamp on each page thereof in token of their acceptance of the terms and conditions.

4.3 **PART-II: Price Bid -** shall consist of Price Bid duly filled-in with rates and amount.

5. If the tenderer chooses to submit both the envelopes mentioned above by keeping them in one envelope, they can do so; but the main envelope should be marked as Tender Bid-I & II.

6. Bids with conditions / deviations shall be liable for rejection without any recourse.

7. The bidder who does not fulfill all or any of the terms and conditions contained in this quotation or contains conditions not covered and / or contemplated in this quotation, shall be liable to be rejected.

8. Canvassing directly or indirectly, in connection with the quotation is strictly prohibited and the quotations submitted by the bidders who resort to canvassing in any form shall be liable to rejection.

9. The CEO, HSC is not bound to accept the lowest or any other quotation, and reserves the right to reject any or all the quotations received without assigning reasons. Quotations not satisfying the prescribed conditions or found incomplete in any way are liable to be rejected.

10. After opening of quotations, no communication from the bidder shall be entertained unless formally asked for.

11. Bidders are advised to see the site, and familiarize themselves with the working conditions and description of work, before submitting quotation.

12. The bidders are advised to take utmost care while filling rate and amount in Price Bid. Total rated amount in figure and words have to be quoted as specified. Initial signature on every cutting and overwriting must be made.

13. The price bid should be filled in both in figures & words for quoted rate & amount in appropriate column.

14. No material shall be issued by Habitat Services Centre, and the contractor shall have to arrange all the materials, labour, tools and tackles at his own cost and nothing extra will be paid on that account.

15. The material to be used in execution of work are to be got approved from the Engineer-in-charge.

16. The time allowed for completion of the work is 15 days which shall be reckoned from the date of issue of the award letter and handing over of the site.

17. Any damage done by the bidder or his labour to the existing structure/fittings/fixtures shall have to be made good by the Bidder, at his own cost.

18. If the work by the bidder is delayed beyond the stipulated date of completion, penalty shall be imposed @ 1% of the value of work awarded for each day's delay, subject to a maximum of 10% of the value of work.

19. **Safety Code**: Contractor will ensure implementation of Safety Code as per General Conditions of Contract for CPWD works in all cases during execution. HSC will not be held responsible for any mishap/damages of any kind.

20. On award of work the selected bidder will have to deposit the Performance Bank Guarantee of 3% of the awarded amount, within 4 working days from date of LOA or within the extended period, if any, allowed by CEO, HSC. The same shall remain valid for a minimum period of five years. The Performance Guarantee shall be released after warranty period (i.e. 5 years). The proforma for the PBG is given at **FORM A.**

21. No R.A. bill will be paid to contractor. Final bill payment shall be made through cheque/on-line after completion of work.

22. The Income Tax shall be deducted as per the prevailing Income Tax Act, 1961 as amended from time to time.

23. **Dismantled materials to be HSC's Property:** All useful materials (obtained from dismantling/ demolition) and articles of value, etc., which are found during the execution of work, should be removed to HSC's stores and stacked there neatly as directed at no extra cost and handed over to the HSC at place marked at site.

24. Site clearance will be completed simultaneously. No melba or debris will be left on site.

25. Water and electricity shall be provided at site, free of cost.

26. Validity for acceptance of the Quotation will remain open for a period of 30 days from the date of opening of the quotation.

27. The contractor will take all reasonable steps to protect the environment on and off the site and to avoid damage or nuisance to persons or to property of the public or others, resulting from pollution, noise or other causes arising as a consequence of his methods of doing work activities under the contract.

28. The contractor shall comply the Hon'ble NGT/DDMA/GNCTD's guidelines & instructions issued time to time during execution of the works.

29. **ARBITRATION**

    Except where otherwise provided for in the contract, all questions and disputes relating to the meaning of the specifications, and instructions herein before mentioned and as to the quality of workmanship or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, specifications, instructions, orders or these conditions or otherwise concerning the works, or the execution or failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof shall be referred to the sole Arbitrator, as per Arbitration and Conciliation Act, 1996.

Chief Executive Officer

Form G

PROFORMA FOR PERFORMANCE BANK GUARANTEE

PERFORMANCE BANK GUARANTEE TO BE ISSUED FROM SCHEDULED COMMERCIAL BANK

Note: The Successful Bidder is advised to take up with their Bank to send the duly executed Performance Bank Guarantee directly to HSC Office under Speed Post/Registered A.D/ By Hand. The issuing Bank should also enclose with the Bank Guarantee a written confirmation to the effect that the guarantee has been duly executed. The confirmation should be supported by the copy of Power of Attorney etc. in favour of the Bank Official(s) executing the Bank Guarantee. Further, the issuing branch should also confirm that it has obtained the approval of competent authority for furnishing the guarantee to HSC. Bank be insisted upon to send/endorse a copy of written confirmation as aforesaid to the Bank's Head Office.

(on Non-judicial stamp paper of requisite value in concerned State)

Performance Bank Guarantee No. …….

Registered Office
(HABITAT SERVICES CENTRE)

PROFORMA OF BANK GUARANTEE (PERFORMANCE)

Registered Office
HABITAT SERVICES CENTRE,
HUDCO Place, Andrews Ganj,
New Delhi-110049.

(Address as mentioned in Notice Inviting Tender)

Whereas the HABITAT SERVICES CENTRE (hereinafter called HSC which expression shall include its successors and assigns) having awarded a work order/contract/supply order No. dated……(herein after called the contract) to M/s……(herein after called the Contractor/ supplier) at a contract price of Rs……..subject to the terms and conditions contained In the contract.

WHEREAS, the terms and conditions of the contract require the Contractor to furnish a bank guarantee of Rs…….... (Rupees…….) being 3% of the total value of the contract for proper execution and due fulfilment of the terms and conditions contained in the contract.

We, the Bank, (herein after called the "Bank") do hereby unconditionally and irrevocably undertake to pay to HSC immediately on demand in writing and without protest/ or demurral moneys payable by the Contractor/ supplier to HSC in connection with the execution/supply of the performance of the works/equipment, inclusive of any loss, damages, charges, expenses and costs caused to or suffered by or which would be caused to or suffered by HSC by reason of any breach by the Contractor/ supplier of any of the terms and conditions contained in the contract as specified in the notice of demand made by HSC to the bank. Any such demand made by HSC on the bank shall be conclusive evidence of the amount due and payable by the bank under this guarantee. However, the Bank's liability under this guarantee shall be limited to Rs……...in the aggregate and the bank hereby agrees to the following terms and conditions: -

(i) This guarantee shall be continuing guarantee and irrevocable for all claims of HSC as specified above and shall be valid during the period specified for the performance of the contract including the period of maintenance/ warranty i.e upto…….

(ii) We, the said bank further agree with HSC that HSC shall have the fullest liberty, without our consent and without affecting in any manner our obligations and liabilities here under to vary any of the terms and conditions of the said contract or to extend time for performance of contract by the Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by HSC against the Contractor/ supplier under the contract and for bear or enforce any of the terms and conditions relating to the said contract and we shall not be relieved from our liability by reason of any such variations or extension being granted to the Contractor or for any for bearance, act or omission on the part of HSC or any indulgence by HSC to the Contractor or by any such matter or thing whatsoever, which under the law relating to the sureties would, but for this provision, have effect of so relieving us.

(iii) This guarantee/ undertaking shall be in addition to any other guarantee or security whatsoever HSC may now or at any time have in relation to the performance of the works/ equipment and the company shall have full re-course to or enforce this security in preference to any other security or guarantee which HSC may have or obtained and there shall be no for bearance on the part of HSC in enforcing or requiring enforcement of any other security which shall have the effect of releasing the Bank from its full liability. It shall not be necessary for HSC to proceed against the said Contractor/ supplier before proceeding against the Bank.

(iv) This guarantee / undertaking shall not be determined or affected by the liquidation or winding up, dissolution or change of constitution or insolvency of the supplier / Contractor, but shall in all respects and for all purposes be binding and operative until payment of all moneys payable to HSC in terms thereof are paid by the Bank.

The Bank here by waives all rights at any time in consistent with the terms of this Guarantee and the obligations of the bank in terms here of ,shall not be otherwise affected or suspended by reasons of any dispute or disputes having been raised by the supplier/Contractor (whether or not pending be for any Arbitrator, Tribunal or Court)or any denial of liability by the supplier/contract or stopping or prevent in or purporting to stop or prevent any payment by the Bank to HSC in terms hereof.

We, the said Bank, lastly undertake not to revoke this guarantee during its currency except with the previous consent of HSC in writing. Unless acclaim is made in writing in ------ days after the date of expiry of this guarantee i.e……we shall be relieved from all liabilities under this guarantee thereafter.

Signed this……day of…….at…….

For and on behalf of Bank
WITNESS.

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SCHEDULE OF QUANTITIES

Name of work : Supply & installation of LED Signage Board (18 feet X 6 feet) at A-wing open parking, August Kranti Bhawan, Bhikaji Cama Place, New Delhi.

S.No.	Description	Qty.	Unit	Rate (in Rs.)	Amount (in Rs.)
1.	Supply & installation of LED Signage Board (18 feet X 6 feet) digitally UV printed 18-ounce backlit flex to be pasted on primer/painted MS frame with aluminium composite panel sides of 8 inches. Corners duly sealed by silicon. The sign board to be backlit by waterproof LED nodules with waterproof supplies of make Samsung Goq/ Hilight with 5 years warranty. The board is to be fixed on mild steel column above 10 feet height from ground level. The rate of item is inclusive of all materials, fabrication of structure/column and holding on ground with necessary foundation so that it able to stand in all-weather conditions. The rate is also inclusive of all labours, materials, T&P, cleaning of site after completion of work etc., as per direction of Engineer-in-charge. Also including cartage, loading, unloading and transporting all required materials, labours, T&P etc. upto work place.	108.00	Sq. ft.		
	Sub-total				
	GST @.....%				
	Total (including GST)				

Amount (including GST) : Rs……..

Note :

1. The bids will be accepted those bidders who are registered in GST.
2. The financial comparative statement shall be arrived on the basis of agencies registered in composite scheme or regular scheme with GST.

Date :

Authorized Signatory

Stamp :