



# INDIA HABITAT CENTRE

## TENDER DOCUMENT / REQUEST FOR PROPOSAL

FOR

Password Protective Quotation for the Material  
Procurement at IHC

**2026**

OFFICE OF THE DIRECTOR, CORE 5A, 6<sup>TH</sup> FLOOR, INDIA  
HABITAT CENTRE, LODHI ROAD, NEW DELHI-110003

**OFFICE OF THE DIRECTOR  
INDIA HABITAT CENTRE  
CORE 5A, SIXTH FLOOR  
LODHI ROAD, NEW DELHI – 110 003**

**NOTICE INVITING QUOTATIONS**

India Habitat Centre, Lodhi Road, New Delhi inviting for **password protective quotations** from eligible and authorized vendors **for rate fixation for a period of One (01) Year** for the supply of materials related to **HVAC, Electrical, Stationery, Printing, and General Maintenance Items** at India Habitat Centre (IHC), New Delhi.

The contract shall be valid for one year only from the date of Issue of Purchase Order.

**SCOPE OF WORK / CATEGORIES**

The vendor shall supply materials under the following heads as per requirement:

**1. HVAC Items**

Supply of HVAC spare parts and consumables such as:

- Belts, FCU motors
- Thermostats, sensors
- Maintenance and repair materials

**2. Electrical Items**

Supply of electrical materials such as:

- Cables, wires, switches, sockets
- MCBs, LED lights
- Electrical accessories and consumables

**3. Stationery Items**

Supply of office stationery such as:

- Photocopy Paper, files, registers
- Pens, markers, folders
- office consumables

#### **4. Printing Items**

Supply of printed materials such as:

- Letterheads and envelopes
- Visiting cards
- Forms, brochures, booklets

#### **5. Plumbing and Sanitary Items**

- Chinaware Items
- CP fitting Items
- Pipes and Fittings

#### **6. General / Civil Items**

Supply of general maintenance materials such as:

- Hardware items
- civil maintenance materials
- Miscellaneous consumables

### **PASSWORD-PROTECTED EMAIL BID**

#### **Two –Step submission process**

##### **Step A -The Bid Submission**

The bidder shall be submit their password- protected quotations through email to all of the following email IDs on or before **29<sup>th</sup> June 2026 by 2:00 PM:**

- [amarnath@indiahabitat.org](mailto:amarnath@indiahabitat.org)
- [finance@indiahabitat.org](mailto:finance@indiahabitat.org)
- [psethi@indiahabitat.org](mailto:psethi@indiahabitat.org)

The financial bid shall be submitted as a password-protected (PDF/ZIP format). Any quotation received after the prescribed date and time shall not be considered.

##### **Step B - The Password Disclosure**

During the live financial bid opening meeting with all selected bidders on Zoom or Google Meet, Bidder shall provide the password only when specifically requested by the Bid Committee.

The head wise list of the material can be downloaded from India Habitat Centre website [www.indiahabitat.org](http://www.indiahabitat.org).

### **Pre-Bid Meeting.**

- HVAC, Electricals and General Materials – **16th June 2026 at 12:15 PM**
- Plumbing, Fire & Commercial Salt – **18th June 2026 at 3:00 PM**
- Stationery, Printing, Paper Cups, Garbage Bags & Beverages – **19th June 2026 at 3:00 PM**

All meetings shall be held in the office of the Director.

### **Opening of password protective Quotations.**

- HVAC, Electricals and General Materials, Plumbing, Fire & Commercial Salt – **29<sup>th</sup> June 2026 at 2 :30 PM**
- Stationery, Printing, Paper Cups, Garbage Bags & Beverages – **30<sup>th</sup> June 2026 at 2:30 PM**

Quotations received after the prescribed date and time shall not be entertained.

The Password protective quotations shall be opened on the respective dates in the presence of the representatives of the bidders who wish to attend.

## **TERMS AND CONDITIONS**

### **1. Eligibility Criteria**

- The vendor must be a registered firm/company.
- The vendor must have a valid GST Registration and PAN.
- The vendor should have experience in supplying similar materials for at least 02 years.

### **2. Contract Period**

- The rate contract shall remain valid for One (01) Year from the date of award.
- IHC reserves the right to extend the contract based on satisfactory performance.

### **3. Rates and Taxes**

- Rates quoted shall be inclusive of transportation, loading/unloading
- GST shall be charged extra, as applicable.
- Rates shall remain firm during the contract period.

#### **4. Delivery**

- Materials shall be supplied within the time specified in the Purchase Order.
- In case of delay, IHC reserves the right to impose a penalty or cancel the order.

#### **5. Payment Terms**

- Payment shall be made within 07 working days after receipt of materials and submission of invoice, subject to satisfactory inspection.

#### **6. Quality of Materials**

- All materials supplied must be confirmed as per the required specification.
- Any defective or substandard material shall be replaced immediately at no additional cost.

#### **7. Inspection**

- Materials supplied shall be subject to the inspection and verification by the Store In-charge of IHC as well as officer –in-charge of the respective service head.

#### **8. Right of Acceptance / Rejection**

- IHC reserves the right to accept or reject any or all quotations without assigning any reason.

#### **9. Termination of Contract**

- IHC reserves the right to terminate the contract in case of:
- Poor performance
- Delay in supply

## **DOCUMENTS REQUIRED WITH QUOTATION**

Vendors must submit the following documents:

- GST Registration Certificate
- PAN Card
- MSME certificate
- Bank Details (Cancelled Cheque)