



HOUSING & URBAN DEVELOPMENT CORPORATION LIMITED
A Navratna CPSE (A Govt. of India Enterprise)
Lucknow Regional Office

2nd Floor, B1 NE Block, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow -226010

HUDCO/LRO/2026/

07.01.2026

Sub: Notice inviting tenders for the annual maintenance contract of a Xerox photocopier machine at HUDCO Regional Office, Lucknow.

Housing & Urban Development Corporation Ltd. (HUDCO) is a Govt. of India undertaking, under the Administrative Control of Ministry of Housing & Urban Affairs, Govt. of India, New Delhi and having its Regional Office at 2nd Floor, B1 NE Block, PICUP Bhawan, Vibhuti Khand, Gomti Nagar, Lucknow – 226010.

HUDCO invites bids from the eligible Agencies / Firms for the annual maintenance contract of a Xerox photocopier machine at HUDCO Regional Office, Lucknow.

Schedule of Bidding Process

Table – 1

S. No.	Event Description	Date/Time
1.	Date of Publication	08.01.2026
2.	Date of pre-bid meeting (at HUDCO Office, Lucknow)	15.01.2026
3.	Last date of submission of proposals	22.01.2026
4.	Date of opening of EMD and Technical Proposals	22.01.2026 at 04: 00 pm
5.	Date of Opening of Financial Proposals	Shall be intimated after Evaluation of Technical Proposals
6.	Validity of Proposals	180 days from the date of work order
8.	Estimated cost	Rs. 21,250.00

METHOD OF SELECTION

Selection will be done on basis of 3-stage process under two bid system as per GeM portal as detailed below:

Table – 2

S. No.	Stage	Packets as per GEM Portal
1	Stage 1-Technical Proposal	Packet1
2	Stage 2-Financial Proposal	Packet2

Stage 1 - Technical requirements

- Bidders shall submit information in the prescribed Technical Forms provided as Annexure of this document. Only those bidders whose documents are found complete and satisfactory will be considered for evaluation of next stage i.e. Stage three / Financial Proposal. Deficiencies in providing the information requested may result in rejection of the Proposal.
- Bidder shall submit the scanned copy of the documents pertaining Technical requirements mentioned in the **Table 3**:

Table 3: Technical Requirements

Sr. No.	Contents of Technical requirements	Scanned copy of documents to be Uploaded / attached (Mandatory)
1	Covering letter on the letter head of bidder	Duly filled and signed & sealed Annexure-I
2	Company Profile and Registration of the Firm / Certificate of Incorporation, related field of services, details of local/branch office in Lucknow, Uttar Pradesh and office infrastructure etc.	Duly filled and signed & sealed Annexure-II (Certified Copies of Registration / Incorporation Certificate of the Applicant Agency)
3	The bidder firm shall have minimum 07 years' experience as on 31 st March 2025 in the relevant field for Institutional / Commercial / PSUs / Govt. Sector / Corporate Sector / Reputed private sector companies with all allied services. However, the firm should have experience for similar project for Govt. / Public Sector Undertakings / Nationalized Banks.	Duly filled and signed & sealed Annexure-III.
4	The firm must have during last 03 years ending last day of month previous to the one in which bid is invited, a minimum experience of having successfully completed the task of works for Institutional / Commercial similar nature of Works' as detailed below: a) Three completed services of similar nature each costing not less than 40% of estimated cost. OR b) Two completed services of similar nature each costing not less than 60% of estimated cost. OR c) One completed services of similar nature costing not less than 80% of estimated cost	Duly filled and signed & sealed Annexure-III Submission of certified copy of work orders
5	Average Annual Turnover of at least Rs. 64,000.00 during the last 3 years (Financial Year 2022-23, 2023-24 and 2024-25).	Duly filled Annexure-IV Authenticated by the Statutory Auditor/Chartered Accountant.
6	GSTIN, PAN (In case of non-applicability, the agency is required to submit the relevant document pertaining to exemption from the same)	1. Copy of GSTIN Registration Certificate 2. Copy of PAN
7	Undertaking: Bidder is not Blacklisted by any government, semi-government, PSUs and CPSUs, for corrupt and fraudulent practices.	Duly filled and signed & sealed Annexure-V
8	Self declaration	To be filled by bidders as per Annexure VI

9	Eligibility Declarations	To be filled by bidders as per Annexure VII
10	Each page of the NIT document & Annexure / Corrigendum shall be signed and stamped by the bidders submitting the proposal in token of his / their having acquainted himself / themselves and accepted the entire NIT document including various conditions of contract.	Duly signed and stamped scanned copy of complete NIT document along with other schedules / annexure / corrigendum
11	Financial Proposal	To be filled by bidders as per Annexure VIII

Stage 2 – Financial Proposal

On evaluation of technical proposals by the Tender committee formed by HUDCO Lucknow RO, Financial Proposals of only those agencies would be opened, who are found to be eligible as per the criteria defined in the NIT. The date of opening of financial bids shall be intimated to the technically qualified agencies at a later date. The last date for submission of the proposal **22.01.2026 by 03:00 P.M.** The financial proposal shall be submitted as per **Table** given in **Annexure- VI**. Please note that the Financial bid to contain overall cost.

Pre bid Clarifications

The applicant is requested to submit any queries / questions on issues relating to the NIT at email id (Lucknow RO E-mail id lro@lucknow at least two days prior to the pre-bid meeting i.e. by 13.01.2026. This along with other queries shall be taken up in the pre-bid meeting scheduled on 25.01.2026 at 03:00 PM. The purpose of the above is to clarify the issues raised and to answer supplementary questions on such issues, if any.

Any modifications of the tender document which may become necessary as a result of clarifications shall be made exclusively through the issue of an Addendum /Corrigendum.

Exclusion of Bids / Disqualification

The HUDCO shall exclude / disqualify a Bid, if

- The bidder is not qualified as per eligibility criteria mentioned in the bidding document.

Award of Contract

- On award of the work, the agency required to supply above said services of photocopy machine within 15 days of award of work.
- The firm is expected to supply the services as per stipulation in the Work Order.
- Canvassing in any form in connection with the Tender is strictly prohibited and the bids submitted by the bidders who resort to canvassing are liable to be rejected.

NOTE:

- The bids shall be submitted before the last date and time of submission. the prequalification and technical bid shall be opened and evaluated as per criteria given in the detailed tender/bid document (section 3) to the satisfaction of HUDCO. The financial bid of only those bidders who are technically qualified, will be opened. Evaluation will be done as per the criteria indicated under the proposal evaluation.

2. The proposals should be prepared strictly as per terms & conditions failing which the bid is liable to be rejected without any further notice.
3. The bidder shall also submit the duly stamped and signed scanned copy of complete.
4. All the bidding schedules / annexure which shall be identified as mandatory by HUDCO have to be filled in compulsorily. The Proposal will be rejected if all the mandatory bidding schedules are not filled up and signed by the authorized representative of the bidder. Bidders have to provide clarifications through email or as physical documents if required, for proper evaluation of bids.
5. Proposals are to be submitted before prescribed last date and time. HUDCO shall not be responsible for non-submission of bids in time. No communication in this regard shall be entertained.
6. Bidders who are registered with MSME may also participate in the bidding as notified by the Ministry of Micro, Small and Medium Enterprises, Govt. of India. No EMD shall be payable by these bidders provided that they are registered on the date of opening of this tender under single point registration scheme of NSIC/ udyog adhaar / other schemes under MSME / other documented eligibility as per concerned state. Relaxations as announced by Govt. from time to time shall be applicable to these bidders subject to full compliance of other terms and conditions of the tender and contract. Product range mentioned in such certificate should be similar to requirements of this NIT. Valid documentary evidence of MSME's registration is to be submitted.
7. The scope of work & area mentioned in the NIT are selective and interested eligible Agencies/ Firms may enquire to ascertain the same before quoting GST. Estimated cost mentioned in NIT is only rough cost and bidders shall submit the quote based on actual.
8. Bidders / tenderer must submit the tender as per original format. If any bidder changes any format of technical bid, price bid, or any part of tender at any stage of tendering / bidding, his bid will not be considered and his tender/ bid will be out rightly rejected. If bidder makes any remarks or any condition, his bid will not be considered and his tender/ bid will be rejected. Tenderer must not revise, add, omit, or assume anything other than detailed in tender. No justification whatever may be considered in this regard.
9. Agencies who have been black listed / debarred / removed by any Govt. Organizations / PSU / Nationalized Banks, or whose contract has been rescinded during last five years ending 31st March, 2025 or undergone major litigation regarding debarring them or rescinding of them for contracting in any court of law or have been involved in any vigilance matters arising out of disputes / complaints with the clients /contractors/vendors or having adverse reports regarding unsatisfactory services from any of the clients shall not be considered for the tender.
10. Agencies should provide proper documentary proof in support of satisfactory completion of similar works in terms of Letter of award / agreement with completion certificate from the clients indicating the date of commencement, date of completion & estimated & actual cost of execution of the work, performance failing which it may be treated that they have not completed such works.
11. Bidder should have valid registration with statutory authorities whichever is applicable i.e. GST, PAN or any other.

12. Please note that not fulfilling the above mentioned eligibility criteria may lead to rejection of the bids. HUDCO reserves the right to select or reject any or all the applications received without any reasons whatsoever or scrap the tender process.
13. The registered Office of Agency may anywhere in India but one local / branch / extension / service center for integrated services must be in Uttar Pradesh.

For knowing details of service, etc., agency can also contact Shri. Ayaz Uddin, Asst. General Manager (Proj.) on Mob No. 8953190726 at HUDCO, Regional Office Lucknow, Uttar Pradesh. Email ID:- lro@hudco.org



Regional Chief
HUDCO Regional Office,
Lucknow

Covering Letter
[Letter head of agency]

To

Regional Chief
HUDCO Regional Office
B1 NE Block, PICUP Bhawan,
Vibhuti Khand, Gomti Nagar,
Lucknow - 220010

Sub: Quotation for the annual maintenance contract of a Xerox photocopier machine at HUDCO Regional Office, Lucknow.

Sir,

We, the undersigned, hereby submit our proposal for the annual maintenance contract of a Xerox photocopier machine at HUDCO Regional Office, Lucknow.

The Proposal contains the following documents:

- Technical requirements
- Financial Proposal

We have gone through the NIT documents and understand the terms and conditions. We understand that you are not bound to accept the proposal you receive.

Yours sincerely,

(Signature)

Name
Designation
Office Seal

Encl: As above

Vender Profile Form

1.	Name and Legal Status of the Bidder			
2	Organization Registration Details (Incorporation or Commencement of Business / Other Statutory Registrations etc.		Date of Incorporation / Registration	
3	GST No.		PAN No.	
4	Registered / Corporate Office Address of Bidder			
5	Address & Contract Details (Email, Phone Nos. etc.) of Proprietor / Directors of the Bidders	1.		
		2.		
		3.		
6	Name and Designations of the persons authorized for single point interaction with HUDCO			
	Mobile Numbers of contract persons		E-mail of Contract persons	
7	a. MSME Registration	Yes / No	If Yes, Regd. No.	
			Date	
			Category	
			Range of supply / services	
	b. GeM (Government e – Marketplace) Registration	Yes / No	If Yes, Mention GeM Seller ID	
			Date	
			Category	
			Range of Supply / Services	
			If No. then provide the date by which you will be registered on GeM Portal	Date
	c. TReDS (Trade Receivables Discounting System) Registration :	Yes / No	If Yes Registered No.	
			Date	
			Category	
			Range of Supply / Services	
			If No. then provide the date by which you will be registered on TReDS Portal	Date
	d. Whether SC/ST/OBC Entrepreneur	Yes / No	(If Yes Please provide supporting documents)	
	e. Whether Women Entrepreneur	Yes / No	(If Yes Please provide supporting documents)	

Signature of Applicant

Annexure-III

List of important service executed during last 03 years

Sr. No.	Name of the work / service	Name & full postal address of the owner. Also indicate whether Govt. or Private body with full postal address and Phone No.	Total of Final value work (Rs.)	Whether documentary evidence enclosed in Support of experience
1	2	3	4	5

Signature of Applicant

Annexure-IV

Average Annual Turnover and Financial Statement

Audited Balance sheet and Profit and Loss account for the last three financial years shall be submitted.

Format for Financial Details of the Firm

The information regarding the Turnover from Comprehensive Services in last three financial years should be provided in the format as below:

S. No.	Financial Years	Turnover (INR)
1	2022-2023	
2	2023-2024	
3	2024-2025	
	Average Annual Turnover	
4	The Net work of the Firm / Company as on 31.03.2025	

Certificate from the Statutory Auditor/CA

This is to certify that [name of company] [registered address] has the turnover shown in **as above** against the respective years.

Name of Authorized Signatory Designation

Name of firm

Signature of Authorized Signatory Seal of Audit firm

Declaration that the bidder has not been black listed by any organization

[Letter head of agency]

To

Regional Chief
HUDCO Regional Office
B1 NE Block, PICUP Bhawan,
Vibhuti Khand, Gomti Nagar,
Lucknow - 220010

Sub: Quotation for the annual maintenance contract of a Xerox photocopier machine at HUDCO Regional Office, Lucknow.

Dear Sir,

We confirm that our Firm/company, _____, is not blacklisted, in any manner whatsoever by any of the State/UT/PSU/CPSE and/or central government 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.

Place:

Date:

Bidder's Company Seal:

Authorized Signatory's Signature:

Authorized Signatory's Name and Designation:

Self-Declaration

1. I __ son/daughter/wife of Shri _____ Proprietor / Director / Authorized signatory of the Agency/Firm __ is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the NIT and undertake to abide by them.
3. The information/documents related to the Work along with the application are true and authentic to the best of my knowledge and belief. I/We, am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my bid at any stage beside liabilities towards prosecution under appropriate law.

Signature of the authorized Signatory of the firm.

Date:

Full Name:

Place:

Seal:

Note: The Bidder shall necessarily provide a copy of 'Power of Attorney' authorizing the signatory for signing the Bid on behalf of the Bidder in its technical bid .

Signature of Applicant

Eligibility Declarations

Ref. NIT

(To be submitted as part of Technical bid)

(On company letter-head)

(Along with supporting documents, if any)

Tender Document Nos. Tender Title

Bidder's Name.....

(Address and Contact Details)

Date.....

Not: The list below is indicative only. You may attach more documents as required to confirm your eligibility criteria.

Eligibility Declarations

(Please tick appropriate boxes or cross out any declaration not applicable to the bidder)

We hereby confirm that we comply with all the stipulation of NIT – clause and ITB clause w.r.t. to 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 or subsidiaries or constituents) :
 - a) Are not insolvent, in receivership, bankrupt or being wound up, not have our affairs administered by a court or a judicial officer, not have 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 stand 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 stand declared ineligible / suspended / blacklisted / banned / debarred by appropriate agencies of Government of India from Participation in Tender Processes of all of its entities, for offences mentioned in Tender Document in this regard. We have neither changed our name not 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 fulfill any other additional eligibility condition if prescribed in 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. Restriction 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 under

“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 fulfill all requirements in this regard and are eligible to be considered.

We certify that:

We are not from such 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 contractors is registered with the competent Authority.

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 Enterprises /SSI/Govt. Deptt./PSU/Others
- b) We attach herewith, Udyam Registration Certificate with the Udyam Registration Number as proof of our being MSE registered on the Udyam Registration Portal. The certificate is the latest up to the deadline for submission of the bid.
- c) Whether Proprietor /Partner belongs to SC/ST or Women Category. (Please specify names and 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 of 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 till date) and 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 locations(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 the 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 an 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 declaration:

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 – VIII

FINANCIAL BID**Minimum Monthly Payment (Up to 1500 photocopies)**

S. No.	Description of Work	Quantity	Rate for a minimum of 1500 photocopies per month	Goods and Services Tax Amount (Percentage and Amount)	(Amount in Rupees) Total Monthly Amount (4+5)
1	2	3	4	5	6
1	Charge quoted by the agency for 1500 photocopies per month from the office's photocopy machine up to 1500 photocopies in one month	Up to 1500 photocopies in one month			

Rate per photocopy (For more than 1500 photocopies per month)

S. No.	Description of Work	Quantity	Rate for a minimum of 1500 photocopies per month	Goods and Services Tax Amount (Percentage and Amount)	(Amount in Rupees) Total Monthly Amount (4+5)
1	2	3	4	5	6
1	Charge quoted by the agency for more than 1500 photocopies per month from the office's photocopy machine	1 photocopy			

**Signature of Authorized Person
with Seal.**