

स्पीड पोस्ट

हडको/जयपुर/2022/172/

दिनांक 31-05-2022

विषय : Tender/Quotation for Full Service Maintenance Agreement (FSMA) for Xerox and Printer Machine.

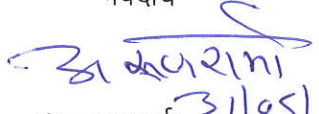
महोदय,

विषयान्तर्गत क्रम में इस कार्यालय हेतु Full Service Maintenance Agreement (FSMA) for Xerox and Printer Machine के तहत Annexure-I में दर्शित स्पेसिफिकेशन्स अनुरूप फोटो स्टेट मशीन तथा प्रिन्टर इस कार्यालय में स्थापित करने के लिए टेंडर/कोटेशन आमंत्रित किये जाते हैं। इसमें टेंडरर द्वारा नई/यूज्ड फोटो स्टेट मशीन तथा प्रिन्टर इस कार्यालय में स्थापित की जावेगी तथा इसका संपूर्ण रख रखाव टोनर के साथ स्वयं के खर्च तथा रिस्क पर किया जावेगा। हडको द्वारा भुगतान इन मशीनों पर होने वाले प्रति प्रिंट के आधार पर किया जावेगा।

आपके द्वारा प्रेषित कोटेशन मोहरबंद लिफाफे में एवं जिसके उपर "Quotation for Full Service Maintenance Agreement (FSMA) of Photostat Machine and Printer" लिखा होना आवश्यक हो, को क्षेत्रीय प्रमुख, **HUDCO, HUDCO Bhawan, Vidyut Marg, Jyoti Nagar, Jaipur-302 005** या कार्यालय के स्वागत कक्ष में स्थित टैण्डर बॉक्स में दिनांक 20.06.2022 को अपराह्न 3.00 बजे तक प्रेषित करवाने का श्रम करें।

धन्यवाद,

भवदीय


(अरुण शर्मा) 31/05/22

वरिष्ठ प्रबंधक (Sectt.OL)

संलग्न : यथोपरि।



हडको
hudco

आई एस ओ 9001:2015 प्रमाणित कम्पनी
AN ISO 9001:2015 CERTIFIED COMPANY

पंजीकृत कार्यालय: हाउसिंग एण्ड अर्बन डेवलपमेंट कॉर्पोरेशन लिमिटेड, (भारत सरकार का उपक्रम), कोर 7ए, हडको भवन, इंडिया हैबिटेट सेन्टर, लोधी रोड, नई दिल्ली-110 003
दूरभाष (ई.पी.बी.एक्स.): 011-24649610-23, फैक्स : 011-24625308, ईमेल : hudco@hudco.org ; Visit us at : www.hudco.org

Regd. Office : Housing and Urban Development Corporation Limited (A Govt. of India Enterprise) Core-7 'A', HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi - 110 003
Tel. : (EPABX) : 011-24649610-23 Fax: 011-24625308 E-mail : hudco@hudco.org Visit us at : www.hudco.org

Corporate Identity Number
L74899DL1970GOI005276

**GENERAL TERMS & CONDITIONS OF FULL SERVICE
MAINTENANCE AGREEMENT (FSMA)**

HUDCO, a premier techno financing institution under the control of Ministry of Housing & Urban Affairs, Govt. of India is engaged in providing long term finance for Housing & Urban Development in India.

SCOPE OF WORK

Sealed quotations are invited for Full Service Maintenance Agreement (FSMA) as stated in Annexure-I at an estimated **Photo copies and Print** are 6000 (approx.) per month both machine. The general terms & conditions applicable for submission of quotation/offer and for award of contract by HUDCO are as follows

1. The contract coverage is comprehensive. Under this agreement, tenderer will install a new/used Photostat and Printer Machine at HUDCO Jaipur Regional Office as per Annexure-I Specifications under Comprehensive Maintenance at their cost and risk. Agreement cover all parts, labour, software, diagnostic, licenses and on-site support(excluding blank papers). HUDCO will pay only per page charges as per agreed terms and conditions.
2. The scope of work covers preventive and corrective maintenance of Photostat and Printer Machine all equipments covered under Agreement during office hours i.e. 9:30 A.M. to 6:00 P.M. on all working days i.e. from Monday to Friday. Your Engineer shall visit this office as and when required for smooth and uninterrupted function of the machine and carry out preventive maintenance of all equipments covered under Agreement on regular basis.
3. The quotations may be submitted in three sealed cover envelopes separately which may be finally placed in one envelope. The first envelope shall contain EMD deposit slip/proof, second envelope shall contain Technical bid and third envelope shall contain financial bid. The same shall be clearly mentioned on the envelope.
4. Bid must accompany earnest money deposit of Rs. 1500/- (One thousand five hundred only) in favor of HUDCO Ltd., by any means of On-Line payment viz. RTGS/NEFT or any other On-line payment mode. The transaction slip/proof should be in envelope. The quotation/tender without EMD will be rejected. The EMD of unsuccessful bidder shall be refunded after completion of tendering process without any interest. Bank details are following :

Name of Beneficiary	Housing & Urban Dev. Corporation Ltd. (HUDCO)
Name of Bank	ICICI Bank
Name of Branch	Sahakar Marg, Jaipur
IFSC Code	ICIC0006790
Account No.	679005601593

5. The envelope containing EMD shall be opened first. The quotation/tender without EMD will be considered as unresponsive and rejected. Upon receipt of EMD amount, the technical bid shall be opened. The financial bid of only the technically qualified bidders will be opened.



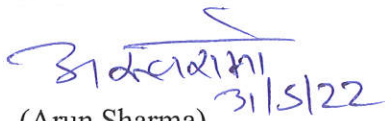
6. The rates for item(s) should be quoted in the relevant column of Annexure-I only.
7. All the information as stated in Annexure-II shall be submitted by the bidder, failing which the tender is liable to be rejected without any further notice.
8. The period of validity of quotation for acceptance should be three months from the closing date. Quotations with less validity shall not be accepted. HUDCO shall not entertain any request for escalation in cost/price on account of any reason whatsoever during the period of validity of quotation
9. Any modification in offer after the closing of tender will not be considered
10. In case any information/clarification and any information about specification of photocopy and printer machine is required, bidder may visit HUDCO office during working days (Monday to Friday between 9.30 a.m. to 6 p.m.). It may be noted that no clarification/information, after closure of the last date of receipt of quotation, would be entertained
11. Quotations received late, will not be considered.
12. The tenders/quotations shall not be based on any conditional discounts
13. On award of contract to successful tendered, the EMD shall be released upon satisfactory services after the expiry of Agreement. EMD deposited with bids shall be refunded to unsuccessful bidder after completion of the bidding process or maximum within 60 days from the date of deposit of amount whichever is earlier. The EMD shall carry no interest.
14. If service provider fails to execute the agreement, then EMD amount will be forfeited and the company will be debarred from dealing with HUDCO in future
15. Decision of RC- Jaipur-HUDCO shall be final & binding on both the parties in respect of all matters of dispute arising out of this tender
16. HUDCO reserves the right to reject any or all bids and/or alter the quantity without assigning any reason
17. The service provider should have office and Repair center in Jaipur
18. The bidder shall provide services on the site.
19. The complaint will have to be attended at the earliest on the same day. In case fault cannot be rectified immediately on attending the complaint and within 24 hours of the receipt of complaint, following penalties in addition to cost incurred by HUDCO for getting work done will be imposed by the HUDCO.
After 1 day, but within 7 days of the Receipt of complaint: Rs. 20 per day
After 7 days of the receipt of complaint and till date of final re-dressal of complaint : Rs. 50 per day
If services provided by the tenderer are found unsatisfactory, then the HUDCO reserves the right to forfeit the EMD Deposit without any further notice.
20. "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 Govt. from time to time shall be applicable to them subject to full compliance of other terms and conditions of the tender and contract". (Ref.MSME D.O. No.21(1)/2011-M.A. dated 25th April 2012).
21. If vendor quotes 'Nil' charges in Financial Bid the bid shall be treated as unresponsive and will not be considered. (Ref.Office Memorandum No.21(1)/2014-PPD dated 28th January 2012, Ministry of Finance, Department of Expenditure, North Block, New Delhi).
22. The Tentative AMC Period shall be one year i.e. 01.07.2022 to 30.06.2023 and may be extended for further period for 2 years on the same rates, terms & conditions at the discretion of HUDCO if the services of vendor are found Satisfactory.



23. **Payment Terms**

- i) The payment shall be released on monthly / quarterly basis on providing satisfactory services in terms of this agreement after the completion of the month / quarter.
- ii) HUDCO shall make payment of bills after deduction of all applicable taxes
- iii) The service provider should submit the bank details as mentioned in Annexure-III for refunding the EMD amount or making other payments through E-payments

Sealed quotations of EMD, Technical bids & Financial bids shall be opened on 20th **June 2022 at 3.30 pm** at **HUDCO, HUDCO Bhawan, Behind RHB Office, Jyoti Nagar, Jaipur-302 005**. Financial bids of those service providers shall be opened which are technically found qualified. The representatives of bidders can also participate in Tender opening.


(Arun Sharma)
Sr. Manager (Sectt.OL)
HUDCO

Encl.: As above.

Financial Bid

Sl. No	Item	Description of Photostat and Printer Machine	Rental charges per month & per page printing price in INR	No of Free page copies
(1)	(2)	(3)	(4)	(5)
1	New / used Photostat Machine (Model should not older then 2020) (1No)	- Standard Functions – Photocopy, Direct Connect Functions Scan, Duplex Print with ADF - Print Speed - 20 ppm and above - Connectivity - Network ready - Print Resolution - 600 x 600 dpi and above - Paper size - A3, A4, B4, B5 - Memory - 128 mb and above - Scan - Scan to mail box		
2	New / used Printer Machine (Model should not older then 2020) (1No)	- Standard Functions – Photocopy, Printer and colour scanner - Print Speed - 20 ppm and above - Connectivity - Network ready - Print Resolution - 4800x 600 dpi and above - Paper size - maximum A4 size - Memory - 128 mb and above - Paper Tray capacity- 250 Sheets - Scan - Scan to mail box Dupexing feature - Yes		
3	Minimum printing for Photostat(Sl.No.1) _____ copies p.m. Minimum printing for Printer (Sl.No.2) _____ copies p.m.			
4	Statutory levy (GST etc.), if any			
5	Grand Total			

Notes :-

1. No correction/overwriting/misprinting/additions etc. is allowed in this Annexure.
2. Rate may be quoted in figures as well as in words.
3. Statutory levies, if any may be indicated separately.
4. In case same rates are received, new Photostat Machine will be given priority.

Name of the agency :

Address and telephone :

Authorized Signature with stamp and date



Technical Bid

- 1) Name of the Company _____
A) Status (Private/PSU/Others) _____
B) Date of Establishment _____ Present Manpower _____
- 2) Address _____

Telephone _____ Fax _____ E-Mail _____
- 3) Name and Phone/Mobile number of the CEO/Area Manager _____

- 4) Name and Phone/Mobile number of the contact person _____

- 5) The tenderer should have support service Centre in Jaipur for which Address may be provided

- 6) No. Of years experience in the field _____
- 7) EMD Submitted Yes/No _____

(Authorized Signature with Seal)

8/15/11

BANK DETAILS

The details of Bank A/c in which payment is to be transferred and other details are as follows:

1. Name of Agency _____
2. Bank Name _____
3. Address of Bank Name _____
4. Account type _____
5. Bank A/c Number: _____
6. IFSC CODE _____
7. Bank Code _____
8. Branch Code : _____
9. MICR Code Name _____
10. Branch Phone No. _____
11. Branch Fax Nos. _____
12. PAN NO: _____
13. E-mail ID of the agency _____
14. GST/GSTIN No. _____
(Note : Registration under GST should be for Jaipur address)
(Pl. enclose copy)

Signature: _____
Name of the Authorised person with company seal

Date :
Place :

