

Sub:- Quotation for Annual Maintenance Contract (AMC) for Office Computers, Printers Scanner etc. at HUDCO Regional Office, Dimapur- regarding .-

Sir,

Housing & Urban Development Corporation Limited (HUDCO) is a fully owned Government of India Enterprise under the administrative control of Ministry of Housing & Urban Affairs, Govt. of India. We invite sealed quotations from reputed Agencies for Annual Maintenance Contract of computers & Printers items installed charge at Regional Office Dimapur for the period **01/06/2023 to 31/05/2024 (1 Year)** and approximate contract value is **Rs.40,000/- p.a.**

The terms and conditions for inviting quotation are as follows:-

Scope of work:

The scope of work covers annual preventive and corrective maintenance of Computers and Printers listed in the Annexure-II under AMC during office hours i.e. 9:30 A.M. to 5:30 P.M. on all working days i.e. from Monday to Friday.

1. All breakdown calls received from HUDCO by the agency during normal working hours should be attended to as early as possible, preferably within 2 hours on receipt of calls except on Sundays and holidays to make functioning.
2. The Agency's engineer/technician shall visit HUDCO Office at least once a month which includes periodical inspections, checking and servicing of the equipments.
3. In case the computers and printers are required to be taken out of HUDCO office premises for maintenance/repairing works, the company may make necessary stand-by arrangements in the HUDCO office premises till the office equipments is reinstalled within reasonable time.
4. The Agency shall only be solely responsible for making good the damages, if any while taking the equipments out of HUDCO Office premises for carrying out the repair works at its service centre.

Other Terms and Conditions:

1. The rates quoted should be mentioned clearly and separately as basic rate and GST rate as per the Financial Bid enclosed in Annexure –II
2. The agency should be GST Registered and should provide copy of the GST Registration Certificate. The bills raised for the services provided should be strictly in line with GST Act.
3. The agency should have regularly filed GST returns. At any point of time during the period of contract, HUDCO has the right to terminate the contract without assigning any reason, if the GST rules are not complied with.
4. The Agency should have its office within Dimapur.
5. The agency shall provide a copy of PAN card.

6. The GST rate levied should be clearly mentioned. No extra cost will be paid, if any.
7. The quotation should be submitted with an EMD of Rs 1000/- (Rupees one thousand) only by Demand Draft drawn in favor of HUDCO Ltd. payable at Dimapur, failing which quotation will not be considered. The Demand Draft of unsuccessful agency shall be returned without any interest.
8. In case of bidders who are registered with MSME, no EMD shall be payable and any other relaxations, as may be announced by the GoI from time to time, shall be applicable to them subject to full compliance of other terms and conditions of the tender and contract.
(The bidder will have to submit the copy of registration (with MSME), certificate/document along with Technical Bid.
9. Demand Draft towards EMD of successful bidder shall be retained with HUDCO till the Security Deposit of same amount is remitted to HUDCO, Dimapur Bank Account. The security deposit shall be refunded on satisfactory completion of contract of one year.
10. The AMC payment shall be made by way of e-payment mode on quarterly basis at the end of each quarter on satisfactory performance of the agency after deducting applicable taxes. The payment will be made against the bill amount raised by the agency as per agreed terms.
11. Quotations should be submitted for whole work as detailed in the scope of work & financial bid and quotations for part work will not be accepted.
12. Additional conditions on any account stipulated by bidders will not be accepted.
13. Copy of performance certificate issued by clients, copy of GST registration certificate, copy of as on date valid Establishment Certificate of Dimapur Municipal Corporation and other competent authority are to be enclosed in technical bid for qualification.
14. The technical bid (as per Annexure-I enclosed), financial bid (as per Annexure - II enclosed) and EMD should be in separate sealed covers and all three covers should be put together in one sealed envelope super scribed with "**Offer of Annual Maintenance Contract for Computers & Printers**".
15. Quotations can be sent by post or deposited in tender box available at HUDCO Office at the following address. In any case quotations should reach the Office at the address on or before **3.00 pm on 22nd May, 2023** and will be opened on the same day at 3.30 pm at our office premises. Bidders or their representatives may be present at that time of opening the bid.

Address: The Regional Chief
HUDCO Regional Office,
House No. 221, United Colony,
Near Govt. Higher Secondary School,
Half Nagarjan Road, Dimapur 797 112, Nagaland.
Phone : 03862-224365, 224323.

6. Bidder, before submitting of quotations should clearly understand HUDCO's requirement and may visit the Office premises for inspection of machines during working days (between 09:30 hrs to 18:00 hrs on Monday to Friday).

17. Quotations received after the last date will not be considered and HUDCO Regional Office will not be responsible for any postal delay.
18. HUDCO reserves the right to accept or reject any or all the quotations without assigning any reason.
19. Supply/Work order shall be issued to the bidder, who has quoted lowest amount (LI).
20. In case of same rate quoted by bidders, the bidders having more working experience shall be considered.
21. HUDCO shall have the right to terminate the contract if the services are found unsatisfactory.
22. The successful bidder has to enter into an agreement with HUDCO on a stamp paper of Rs. 100/- (Rupees one hundred) only with regard to the terms and conditions of AMC.
23. Any modification in the offer after the opening date will not be considered.
24. Bids should be complete in all respects and should fulfill all requirements or else it is liable to be rejected without assigning any reason & any communication. In addition, the bidder will be disqualified, if at any point of time it is found that information provided by him is incorrect and not complying with GST rules.
25. HUDCO reserves the right to seek any clarification or verification of any information supplied by the bidder and also seek additional information/documents during evaluation of technical bid.
26. The period of contract shall be for one year from the date of acceptance of terms and conditions and execution of contract agreement with an option of extension for one more year which will be decided by HUDCO at the end of first year.
27. Agency whose services were terminated by HUDCO, Dimapur Regional Office will not be eligible for submission of bids for AMC.
28. All the matter of dispute arising out of this contract shall be subject to courts of Dimapur jurisdiction only
29. The notice inviting rate quotation is also available on the website at www.hudco.org & <http://eprocure.gov.in>.
30. In case of any clarification required, the undersigned can be contacted at mobile No. **9436026496**.

Thanking you,

(Gaidinlung Gangmei),
Asstt Gen Manager (Admn),
HUDCO Regional Office, Dimapur

Annexure - I

Tender for Annual Maintenance Contract of Computers & Printers
at HUDCO Regional Office, Dimapur for the period **01-06-2023 to 31-05-2024**.

Technical Bid
(To be submitted in separate sealed envelopes)

Company Details			
1	Name of the Agency		
2	Registration Number		
3	Registered Address		
4	Name of Partners / Directors		
5	City		
6	Postal Code		
7	Company's Establishment Year		
8	Company's Nature of Business		
9	Company's Legal Status	(Limited Company / Under Taking / Joint Venture / Partnership / Others)	
10	Company Category	MSME / Others	
Contact Details			
1	Title	Mr./Mrs./Ms./Dr./Er./	
2	Contact Name		
3	Designation		
4	Correspondence Email		
5	Phone/Fax Details	(Phone/Fax)	(Mobile)
Other Details			
1	No. of years in existence (Minimum existence should be 3 years. Copy of registration certificate (establishment Certificate) issued by Municipal Corporation / Local body from the registered date and as on date renewal to be submitted.)		
2	List of corporate clients (copy of three work orders of three different firms are to be enclosed)	Name	Nature Period
3	No. of Engineers in the Firm		
4	GST Registration No. (Copy to be enclosed)		
5	Copy of Pan card (Copy to be enclosed)		
6	EMD Amount with details		

7	Bank Details : Account Name Name of Bank & Branch Address & Tele. No., Fax No Type of A/c & A/c. No. MICR code of Bank IFSC Code of Bank	
8	Any other information	

Date:

Signature :

Name of Authorized Person :

Name of Agency :

Seal

Annexure-II

Tender for Annual Maintenance Contract of Computers & Printers
at HUDCO Regional Office, Dimapur for the period 01-06-2023 to 31-05-2024.

FINANCIAL BID

(To provide for both Comprehensive and Non-comprehensive rates)
(To be submitted in separate sealed envelopes)

Sl. No.	Description	Model	Quantity	Rate per item	GST rate applicable
1	Desktop Dell Core i7 4th Gen., 4 GB RAM, 500 GB HDD, Win 7 Professional	Dell Core i7	3 Nos		
2	Desktop Lenovo Core i3 6th Gen, 4GB RAM, 1TB HDD, Win 10, 20.5" monitor	Lenovo Core i 3	6 Nos		
3	Acer Desktop core i5	Acer desktop	1 No		
3	Printer Epson L 3110	Epson L 3110	1 No		
4	Printer- EPSON L380 3-in-1 print, scan, copy	EPSON L1 380 3-in-1	1 No		
5	Canon Printer Cum Fax Machine	Canon Fax-L170	1 No		
6	HP Deskjet 315 all-in-one printer	HP Deskjet 315	3 Nos		
7	HP419 CISS printers(Wireless	CNIBOBDIXN	2 Nos		
8	Samsung Digital Photo Copier	Multi Xpress K2200	1 No		
9	EPABX Pe65P 10013859 (Intercom)		1 No		
10	CCTV (4 Camera)		1 No		
11	HP Scanner Ent Flow 9120FN2	HP Scanner	1 No		

I/We hereby undertake that the above information is true and for any discrepancy, we will be held responsible.

Date:

Signature

Name of Authorised Person