

**Housing and Urban Development Corporation Limited**  
**(A Government of India Enterprise)**

**Sub:- Disposal of Six nos. of Old Photocopy Machines of HUDCO Ltd.,  
Corporate Office.**

Sir/Madam,

Housing and Urban Development Corporation Ltd. (HUDCO), is a fully owned Govt. of India Enterprise (under the administrative control of Ministry of Housing and Urban Affairs, Govt. of India) invites Bids from the E-waste vendors registered with Delhi Pollution Control Committee/Central or State Pollution Control Board for disposal of Old Photocopy Machines of HUDCO.

**SCOPE OF WORK**

Sealed quotations are invited for Disposal of Old Photocopy Machines on 'as-is-where-is-basis'. The details of the machines are given at **Annexure-I**.

**Eligibility Criteria :**

- i) The Bidder should have registered with Central/State Pollution Control Committee **(copy of Registration Certificate to be enclosed)**.
- ii) The Bidder should have valid Pan & GST Number.

**GENERAL TERMS & CONDITIONS**

The general terms & conditions applicable for submission of bid and for award of contract are as follows:-

1. The bids are to be submitted as per Details of old Photocopier machines **as per Annexure-I**.
2. The period of validity of tender for acceptance should be 01 month from the closing date. HUDCO shall not entertain any request for escalation in cost/price on account of any reason whatsoever during the period of validity of quotation.
3. All applicable taxes and levies, if any, should be clearly mentioned in Financial Bid. No extra cost will be paid on account of transportation, insurance, packaging & forwarding or on any other account including budget levies, if any.
4. Any modification in offer after the closing of tender will not be considered.
5. The bidder, before submitting tender, should clearly understand HUDCO's requirement and, in case any information/clarification is required and also for inspection of machines, he/she may visit Habitat Service Centre, HUDCO Place, Andrews Ganj, August Kranti Marg, New Delhi - 110049 during working days (Monday to Friday between 11.00 AM to 5.00 PM). It may be noted that no clarification/information will be entertained after closure of the last date of bid.

6. The evaluation of tenders will not be based on conditional discounts.
7. The item(s) shall be picked up from Habitat Service Centre, HUDCO Place, Andrews Ganj, August Kranti Marg, New Delhi - 110049 within 05 days from the date of issue of work order by HUDCO.
8. In case, the vendor fails to execute the order whether in full or in the part, the vendor/company will be debarred from dealing with HUDCO for a period of one year.
9. In the event of bidder's failure to pick the machines as per contract, the company reserves the right to execute the work from any other source.
10. HUDCO reserves the right to reject any or all bids and/or alter the quantity without assigning any reason.
11. Quotations received late, will not be considered. HUDCO will not be responsible for any postal delay.
12. All differences and disputes arising between the vendor and HUDCO on any matter concerning the disposal of photocopy machines, shall be referred for arbitration to a sole Arbitrator appointed by the Chairman and Managing Director, HUDCO in accordance with the provisions of Arbitration and Conciliation Act 1996 and the decision and award of the Arbitration shall be final and binding on the parties thereof. The jurisdiction/place of arbitration shall be Delhi.
13. Proposed bidder may contact Shri Naresh Kumar, Manager (Admn) for inspection of Photocopier machines from 11.00 AM to 4.00 PM on any working day (Mobile No. 9868851461).
14. Successful bidder can take the Photocopier machines out of Habitat Service Centre, HUDCO Place, Andrews Ganj, August Kranti Marg, New Delhi - 110049 only after making the online payment to HUDCO inclusive of GST.

#### **Payment Terms**

15. The successful bidder will be required to deposit the complete payment through e-payment before picking the machines from HUDCO. HUDCO Bank detail is given as under :

|                     |                                |
|---------------------|--------------------------------|
| Name of Beneficiary | HUDCO LTD.                     |
| Bank Name           | ICICI Bank                     |
| Bank Branch         | 9A, Connaught Place, New Delhi |
| IFSC Code           | ICIC0000007                    |
| A/c Type & No.      | 000705007308                   |

Your bid should be sent in a sealed cover envelope as stated in point no.1 of this Notice Inviting Tender (NIT) subscribing "Quotation for Disposal of Photocopy Machines on as-is-where-is-basis". It should be addressed to the General Manger (Admn) HUDCO and be deposited in Tender Box available at 5<sup>th</sup> Floor of Core 7A, HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi 110003 latest by 4.30PM on or before 15<sup>th</sup> June, 2023. All the bids, will be opened on 16.6.2023 at 11.30AM. The representatives of bidders can participate in Tender opening process, if so desire.

Thanking you, for HUDCO LTD.

**Details of old Photocopier Machines**

| <b>Sl.No</b> | <b>Photocopier –<br/>Brand / Model</b> | <b>Purchase<br/>Date</b> | <b>Qty.<br/>(nos.)</b> | <b>Purchase Cost</b> |
|--------------|----------------------------------------|--------------------------|------------------------|----------------------|
| 1            | Ricoh MP5002 SP<br>W533M850039         | 27/09/2013               | 1                      | 305474.50            |
| 2            | Ricoh MP5002 SP<br>W534M150158         | 18/02/2014               | 1                      | 306332.50            |
| 3            | Ricoh MP5002 SP<br>W534M850160         | 18/02/2014               | 1                      | 306332.50            |
| 4            | Modi XeroxWC-255                       | 10/08/2006               | 1                      | 608400.00            |
| 5            | Ricoh<br>MP 5002SP<br>W534M850169      | 18.02.2014               | 1                      | 306332.50            |
| 6            | Ricoh<br>MP 5002SP<br>W533M850070      | 18.02.2014               | 1                      | 306332.50            |
|              |                                        |                          |                        |                      |

**Proforma for Bid Security Declaration**  
(On Bidder's letter head)

Whereas, I/we \_\_\_\_\_ (name of vendor/company)  
have submitted bids for \_\_\_\_\_ (name of  
work).

I/we hereby submit following declaration in lieu of submitting Bid Security.

- (1) If after opening of the tender, I/we withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) as specified in the tender document,

Or

- (2) If, after the award of work, I/we fail to fulfill the contract before the deadline defined in the tender document/job order,

I/we shall be suspended for one year and shall not be eligible to bid for tenders issued by HUDCO from date of issue of suspension order.

**Signature & Seal of the Bidder**

**TECHNICAL BID**

1. Name & Address of the Vender/Firm : \_\_\_\_\_
2. Status of Vender/Firm Pvt. Ltd./Public Ltd./Proprietorship/Partnership Firm : \_\_\_\_\_
3. Name of the Contact Person : \_\_\_\_\_
4. Telephone Landline Numbers : \_\_\_\_\_  
Mobile No. : \_\_\_\_\_  
E-mail ID : \_\_\_\_\_
5. PAN No. : \_\_\_\_\_
6. GST No. : \_\_\_\_\_
7. Whether the Bidder is having  
Registration No. with Central/  
State Pollution Control Committee: \_\_\_\_\_ Yes/No  
(Copy of registration certificate to be enclosed)
8. Validity Period of Registration Certificate : From \_\_\_\_\_ to \_\_\_\_\_

**Name and Signature of the bidder**

**Financial Bid**

| Sl. No. | Description of work                                                                           | Total Amount (Rs.) quoted for purchase of HUDCO's 6 nos. of Photocopy Machines Including of GST<br>-----% | Any other Terms & Conditions |
|---------|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|------------------------------|
| 1.      | Purchase of HUDCO's 06 Nos. (Annexure-I) of old photocopy machines on "as-is-where-is- basis" |                                                                                                           |                              |

Name and Signature of the bidder