

हाउसिंग एण्ड अर्बन डेवेलपमेंट कॉर्पोरेशन लिमिटेड (भारत सरकार का उपक्रम) Housing & Urban Development Corporation Limited (A Govt. of India Enterprise)

मणिपाल सेंटर, नॉर्थ ब्लॉक, 7 वीं मंजिल, यूनिट सं 703 और 704 सं. 47, डिकेंसन रोड, बेंगलूर - 560 042.

दूरभाष : 080-25587010,12, फैक्स Fax: 25598748, ईमेल : hudcobro@gmail.com जी एस टी नं : 29AAACH0632A1Z9, सीआईएन : L74899DL1970GOI005276

Manipal Centre, North Block, 7th Floor, Unit 703 & 704, # 47, Dickenson Road, Bengaluru - 560042.

Tel: 080-25587009,10 / 25582602, Fax: 25598748, Email: hudcobro@gmail.com, GST No: 29AAACH0632A1Z9, CIN: L74899DL1970GOI005276

No. HUDCO/BRO/Tenders/Photocopy/2023/

4.07.2023

**Sub: Notice inviting Quotation for installation of Photocopy machine on RENTAL BASIS for HUDCO Bangalore Regional Office.**

Dear Sir/Madam,

M/s Housing and Urban Development Corporation Limited (HUDCO), a Government of India Enterprise under the administrative control of Ministry of Housing & Urban Affairs, Government of India with its Registered Office at HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi – 110 003 and its Regional Office located in Manipal Centre, North Block, 7<sup>th</sup> Floor, Unit Nos.703 & 704, No.47, Dickenson Road, Bengaluru – 560 042, intends to invite sealed quotations for Photocopier Machine rental for Hudco Bangalore Regional Office for one year. Sealed quotations are invited for Photocopier Machine rental as per the following terms and conditions:

**PART – A**

1. The bids may be submitted in three sealed cover envelopes separately, which may be finally placed in one envelope.
  - a. First envelope shall contain EMD and Bank details as per Annexure – I.
  - b. Second envelope shall contain Technical Bid as per Annexure – II.
  - c. Third envelope shall contain Financial Bid as per Annexure – III.
2. Bid must be accompanied by Earnest Money Deposit (EMD) of Rs.500/- (Rupees Five Hundred Only) by way of online transfer through NEFT/ECS/RTGS as per details provided below:-

|                     |   |                                 |
|---------------------|---|---------------------------------|
| Name of Beneficiary | : | HUDCO Ltd.                      |
| Bank Name           | : | ICICI Bank                      |
| Branch              | : | M.G.Road Branch, Bengaluru      |
| IFSC Code           | : | ICIC0000002                     |
| A/c Type & A/c No.  | : | Current Account No.000205033714 |

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

पंजीकृत कार्यालय : कोर 7ए, हंडको भवन, इंडिया हैबिटेड सेंटर लोधी रोड, नई दिल्ली – 110 003

दूरभाष : 011-24649610-23, फैक्स : 011-24625308, ईमेल : hudco@hudco.org, Visit us at: www.hudco.org

Regd. Office: Core-7A, HUDCO Bhawan, India Habitat Centre, Lodhi Road, New Delhi – 110 003

Phone: (EPABX) 011-24649610-23, Fax: 011-24625308, Email: hudco@hudco.org, Visit us at: www.hudco.org

GST No: 07AAACH0632A1ZF, CIN: L74899DL1970GOI005276



3. Upon receipt of EMD & Bank details, Technical Bid shall be opened. Thereafter, Financial Bid shall be opened only of those bidders who qualify technically, as per Annexure - II.
4. EMD of successful bidder will be retained. The EMD of unsuccessful bidder will be refunded. No interest will be paid on EMD amount.
5. Before submitting the quotations, bidder should clearly understand HUDCOs requirements and, in case, any information / clarification are required, the same may obtained from this office during the working hours (**Monday to Friday between 10.00 A.M. to 5.30 P.M.**).
6. Quotations received late will not be considered. HUDCO shall not be responsible for any postal delay.
7. Evaluation of tenders / quotations will not be based on conditional discounts.
8. The agency has to strictly adhere to statutory compliances and rules.
9. HUDCO reserves the right to reject any or all bids and / or alter the quantity without assigning any reason thereof. Payment shall be made by Electronic Transfer to the Specified Bank Account on submission of bills, and after deduction of all applicable taxes.
10. In case of any dispute arising, decision of Regional Chief, HUDCO Bangalore Regional Office shall be final and binding.

## PART – B

1. The rental service is for a period of one year from **1<sup>st</sup> September 2023 to 31<sup>st</sup> August 2024**. Based on the satisfactory performance, the period may be extended for a further period of 12 months on mutual consent. *However, HUDCO reserves the right to withdraw the work order at any point of time without assigning any reason / notice*
2. The firms which are having minimum experience of 3 years in rental of Photocopy machine AMC situated in Bangalore are eligible to participate in the tender.
3. The Firm should install Photocopy Machine at HUDCO REGIONAL OFFICE and maintain in Good Working Condition and ensure that the machine is in running condition, throughout the Agreement period. The firm shall attend to any breakdown and provide standby if repair is not possible in situ and repair takes more than a Day.

4. Rent includes cost of service, spares and Toner etc, Hudco will provide space with power connection & paper only.
5. Bids should be complete in all respects and should fulfill all requirements or else it is liable to be rejected without assigning any reason and any communication. In addition the bidder will be disqualified, if at any point it is found that information provided by them is incorrect.
6. The rates should clearly specify taxes, levies, etc. In case this information is not given specifically it will be presumed that the rates quoted are inclusive of all relevant taxes, other charges etc. HUDCO however, prefer that rates, inclusive of all rates & taxes are quoted.
7. Payment shall be made by electronic transfer to your account after receipt of the bills and satisfactory completing assigned job on monthly basis.
8. The validity of the quotations will be for 3 months from the date of receipt of the quotations.
9. The agency will be responsible for compliance of all statutory provisions related to minimum Wages, etc, in respect of the Service Engineers / Mechanic deployed by it. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed by them in the Department.
10. Bidders under Micro Small and Medium (MSME) development act 2006 are exempted from payment of EMD deposit on enclosing of the requisite certificate issued by authorities. The participating Micro Small and Medium enterprises concern quoting the price within the band of L-1 + 15% may be allowed to supply/serve provided the MSME matches the rates of L-1 party in a situation where the L-1 rates are quoted by the company other than MSME.
11. Contractor/ vendor shall be required to issue tax invoice in accordance with GST Act and/or Rules so that input credit can be availed by HUDCO. In the event that the Contractor/ vendor fails to provide the invoice in the form and manner prescribed under the GST Act read with GST invoicing Rules there under, HUDCO shall not be liable to make any payment on account of GST against such invoice.
12. The quoted price shall be inclusive of all taxes except "Goods and Services Tax" (hereinafter called GST) i.e. IGST or CGST and SGST/UTGST applicable in case of interstate supply or intra state supply respectively and GST compensation Cess if applicable).

13. The bidder to ensure the deposition of GST liability and return filing as per the schedule dates and in case of any lapse on the part of bidder in regard to non-uploading/incorrect uploading of invoice particulars on GST Portal, in case of any non-allowance of GST input Credit to HUDCO and interest or penalty, if any levied on HUDCO due to any of the above then same will be recovered from the supplier/service provider.
14. Proper measure should be taken care to pass on by way of reduction in pricing of contract, if any arises due to changes in rate of GST and / or eligible ITC.
15. Bid must be accompanied by, proof of submission of Earnest Money Deposit (EMD) submitted by way of online transfer. The quotation, without EMD, will be summarily rejected. In the event of failure of the vendor to execute the order, the EMD amount would be forfeited.
16. Payment(s) will be made by NEFT/RTGS system upon receipt of bill/invoice favouring the operator's bank account. The applicable taxes shall be adjusted from the payment as per Income Tax Act and GST Act.

#### **PART – C**

The quotation should be sent in a sealed cover containing all three envelopes as per Sl. No. 1, super scribing "Quotation for Hiring of Photocopy Machine on Rental basis" and should be addressed to Regional Chief either by post or deposited personally in the Tender Box available at

- Hudco Bangalore Regional Office, Manipal Centre, 7th Floor, Unit 703 & 704 North Block, No. 47, Dickenson Road, Bangalore 560042.
- The last date for submitting the quotation is **21/07/2023 by 4.00 p.m..**
- The **EMD and Technical Bid** will be opened on **21/07/2023 at 5.00 p.m.** and the **Financial Bid** of the technically qualified firms will be opened subsequently. The representative of bidders can participate in tender opening, if so desired.

Thanking you,

For and on behalf of HUDCO



Authorised signatory

**Annexure – I**

**Quotation for Hiring of Photocopy Machine on Rental basis for the period of one year from 01/09/2023 to 31/08/2024**

***EMD Remittance Details & Bank Details***  
**(To be submitted in separate sealed envelope)**

**Part – A : EMD Remittance Details :**

**EMD for an amount of Rs 500/- (Rupees Five Hundred Only) in favour of HUDCO Ltd should be remitted through the Bidders Bank Account to HUDCO's Bank Account as per the details given below :-**

Name of Beneficiary : HUDCO Ltd.  
Bank Name : ICICI Bank  
Branch : M.G.Road Branch, Bengaluru  
IFSC Code : ICIC0000002  
A/c Type & A/c No. : Current Account No.000205033714

It is entirely the responsibility of the Bidder to ensure the receipt of EMD amount in HUDCO's Bank Account as per the Schedule published for Tender opening. Any reasons for delay, non-receipt, return, etc. of EMD amount at HUDCO's Bank account in time, shall not be accepted and Bids without EMD amount, shall be liable for rejection, summarily.

| Date of EMD Remittance | Bidder's Bank through which EMD is remitted | Branch Name, Branch Code, Branch IFSC | EMD Amount (Rs.) |
|------------------------|---------------------------------------------|---------------------------------------|------------------|
|                        |                                             |                                       |                  |

**Part-B : Bidder's Bank Details :**

|                                     |  |
|-------------------------------------|--|
| Bank Name:                          |  |
| Bank A/c Number                     |  |
| A/C type<br>(SB / CA / OD / Others) |  |
| Branch Name                         |  |
| Bank Code                           |  |
| IFSC Code No                        |  |
| Branch Address                      |  |
| Branch Telephone No.                |  |

Before submitting this bid, I/We hereby accept all the terms and conditions mentioned in the NIT and it is certified that I/We have read and understood the terms and conditions.

**Date:**

**Signature:**

**Name of Authorized Person:**

**Name of Agency:**

**Seal**

**Quotation for Hiring of Photocopy Machine on Rental basis for the period of one year from 01/9/2023 to 31/8/2024**

*TECHNICAL BID*

**(To be submitted in separate sealed envelope)**

|   |                                                                                                                                                                                                         |               |               |
|---|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|
| 1 | Name of Company / Bidder                                                                                                                                                                                |               |               |
| 2 | Address :<br><br>Tel/Mobile/Fax/E-mail etc.<br><br>Contact Person:                                                                                                                                      |               |               |
| 3 | Name & Telephone/Mobile Number of CEO                                                                                                                                                                   |               |               |
| 4 | Status<br>(Private/PSU/MSME/Others-specify)                                                                                                                                                             |               |               |
| 5 | Year of Establishment / Registration details<br>(copy to be enclosed)                                                                                                                                   |               |               |
| 6 | Present Manpower                                                                                                                                                                                        |               |               |
| 5 | PAN & GST Registration Details etc.                                                                                                                                                                     |               |               |
| 6 | Whether Vendor has been undertaking similar jobs for last 3 years. <b>(if yes, submit supporting documents)</b>                                                                                         |               |               |
| 7 | Details of major clients for whom vendor has provided similar work, especially govt. office, banks during last three years.<br><b>(Copy of minimum 3 work orders of different firms to be enclosed)</b> | <b>Nature</b> | <b>Period</b> |
|   |                                                                                                                                                                                                         |               |               |

**Date:**

**Signature:**

**Name of Authorized Person:**

**Name of Agency:**

**Seal**

ANNEXURE - III

*FINANCIAL BID*  
(To be submitted in separate sealed envelope)

| Description of Work                                                                                                   | No of Pages<br>Per Month<br>(minimum<br>guarantee) | Rental Value<br>per Month | Cost/Copy over<br>& above<br>minimum<br>guarantee |
|-----------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------|---------------------------------------------------|
| Installation of Photocopy (A3 & A4) machine on RENTAL BASIS for HUDCO with scanning facilities (except paper & power) | 3000                                               |                           |                                                   |
| <b>TOTAL AMOUNT</b>                                                                                                   |                                                    |                           |                                                   |
| Total Amount in Words :                                                                                               |                                                    |                           |                                                   |

\* If there are different brands say Canon, Lexmark etc. Please quote rate separately.

**Notes:**

1. Payment will be made on monthly basis on submission of bill and on satisfactory servicing.
2. Rates / unit & Total Amount must be quoted in words and figures.
3. The Statutory Taxes are to be indicated separately and changes if any will be considered based advance information with proof/justification. (\*)

Date:

Signature:  
Name of Authorized Person:  
Name of Agency:  
Seal