

Sub :- Sealed tender invited for sale of old unused office IT Related equipments and items of HUDCO Regional office Guwahati (As is where is basis).

Sir,

Housing & Urban Development Corporation Limited (HUDCO) is a fully owned Government of India Enterprise. It is a Techno Financing Institute having its Regional Office at 2nd floor Housefed Complex, Rukminigaon, GS Road, Guwahati-781022.

Sale of old unused IT Related office equipments and items are to be done which are available at HUDCO Regional Office, Guwahati. Therefore sealed tenders are invited (As is where is basis). then you may submit your quotation to The Regional Chief, HUDCO Regional Office, 2nd floor Housefed office Complex, Rukminigaon, GS Road, Guwahati-781022, The general rule, terms and conditions are as follows:-

1. The bidder has to submit their bids in the Tender box kept in our HUDCO Guwahati Regional office or by post on or before **06.12.2023 by 03:00 PM**. Bids received will be opened on the **same day at 04:00 PM**. The bidder or the representatives of the bidder can participate in the bid opening process.
2. Sealed bids should be earmarked as "Quotation for sale of Old Unused IT Office Equipments & Items" along with the Last date of submission and name of the firm.
3. Please mention the rates clearly in numbers and in words. If there will be difference between words and numbers then amount of words will be considered. Please mention the rates in relevant column of Annexure-III.
4. Bids will be valid upto 60 days. The bids with lesser valid period will not be considered.
5. HUDCO will not consider the escalation during the validity of the bids.
6. HUDCO will not consider change in rates once the bids are opened.
7. Bidder, before submitting quotations, should clearly understand HUDCO's requirements and in case, inspection of Equipments/items or any information/clarification is required. He / she may visit HUDCO office during working days preferably with a prior appointment on any working day during office hours from 10.00 a.m. to 5 p.m. to know about it. It may be noted that request for clarification/information after closure of the last date of receipt of quotation shall not be entertained.
8. The bids received after the date and time of submission of bid will not be considered. HUDCO will not be responsible, if the bids are received delayed by post. HUDCO reserves the right to accept the quotation for single item or for all items.

9. A Minimum reserve price for the tender is **Rs.28,466/-(inclusive GST)**.
10. HUDCO reserves the right to reject any or all of the bids without assigning reason.
11. Tender should be complete and rates should be quoted for each items. If the rate not quoted for any item, than quotation will be rejected.
12. Bid must accompany earnest money deposit of Rs. 500/- (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 first envelope. The quotation without EMD will be rejected. The EMD of unsuccessful bidder shall be refund after completion of tendering process without any interest. Bank details are following:

Name of Beneficiary	Housing & Urban Development Corporation Ltd.
Name of Bank	Union Bank of India
Name of Branch	GS Road, Guwahati
IFSC Code	UBIN0555584
Account No.	555801010050259

13. All three envelopes have to be submitted in one sealed envelope. First envelop shall contain Bank details as per Annexure-I and EMD slip/proof or MSME Certificate. Second envelop shall contain Technical bid as per Annexure-II. Third envelop shall contain Financial bid as per Annexure-III.
14. The successful bidder will bear all expenditure on transportation of items.
15. HUDCO decision will be bound on both the parties if any disputes arise during tender process.
16. In case the H1 party fails to uplift items / equipment within the stipulated period, HUDCO has the discretion to award the contract to H2 party on H1 rates. HUDCO is not bound to give any notice / reminder to H1 party for their failure to deposit the required security deposit or remove / uplift machines / equipment within the stipulated period. In such case the EMD of the H1 party will be forfeited. The E-waste being disposed is to be treated in line with applicable rules / notifications/ guidelines etc. as may be prescribed by the Government. The successful bidder shall be responsible to ensure this action.
17. The firms registered with NSIC / MSME are exempted from the payment of EMD. Copy of valid certificate must be submitted in first envelop of EMD.
18. The successful bidder with highest bid will be issued a sale order and shall have to make full payment (Less the EMD) in HUDCO bank account through NEFT for the quantity at the quoted rate, within 7 days from the receipt of Sale order.

19. In case the bidder fails to pay the full amount within 7 days of receipt of sale order, his EMD is liable to be forfeited and his bid will be cancelled.
20. The bidder should take delivery of the items within 7 days from the date of Delivery Order, failing which 2% of bid order value per day will be charged extra after the stipulated time.
21. The disputes, legal matters, court matters, if any shall be subject to Guwahati jurisdiction only.
22. The E-waste being disposed is to be treated in line with applicable rules / notifications/ guidelines etc. as may be prescribed by the Government. The successful bidder shall be responsible to ensure this action.

Please visit HUDCO website at **www.hudco.org** for downloading all proformas and terms and conditions etc.

A Purkayastha
DM-IT
Authorised Officer.

Date: 21/11/2023

Annexure –I

(BANK DETAILS)

The details of Bank A/c:-

Name of Agency/Firm	Particulars
Bank Name:	
IFSC Code :	
Bank A/c Number:	
Branch Name:	
Branch Address:	
Branch Telephone No:	
A/C type: (SB A/c/ CA/Cash Credit with code)	

Date:

Name of the Agency

Address & Telephone

Signature with Stamp

Annexure-II

Technical BID

Name of the Vendor	
Address of the vendor	
Phone Number	
PAN number of the vendor (Attach copy)	
Aadhar Number(Attach copy)	
GSTIN No.(If applicable)	
Experience	

FINANCIAL BID**Annexure–III**

Item No.	Particulars of Items	Quantity	Date of Purchase	Reserve Price(including GST in Rs)	Value per unit (To be filled by Bidder in Rs)	Total Value (In Rs)
1	2	3	4	5	6	7
1	Cannon Laser Printer LPB-2900b	1	20-Mar-13	401		
2	HP-PIV DESKTOP COMPUTER WITH 17' TFT	1	25-Jan-08	1494		
3	HP-PIV DESKTOP COMPUTER	1	31-Mar-08	1645		
4	HP COMPUTERS	2	23-Jul-09	3678		
5	HP DESKTOP COMPUTERS	2	30-Mar-10	4094		
6	2 HP PRO 3090 DESKTOP & 1 HP P-1008 LASER PRINTER	3	04-Aug-10	4560		
7	HUDCO NET WAN SYSTEM	1	15-May-07	10034		
8	SERVER WAN	1	22-Oct-01	622		
9	SERVER WAN	1	03-Apr-01	621		
10	UPS APC (WAN)	1	03-Apr-01	266		
11	UPS APC (WAN)	1	03-Apr-01	266		
12	LEASED LINE MODEMS (WAN)	3	03-Apr-01	441		
13	LEASED LINE MODEMS (WAN)	1	03-Apr-01	147		
14	DIAL UP MODEMS (WAN)	1	03-Apr-01	6		
15	RACK (WAN)	1	03-Apr-01	64		
16	WINDOWS NT OPERATING SYSTEM (WAN)	1	08-Apr-01	10		
17	WINDOWS NT OPERATING SYSTEM (WAN)	1	08-Apr-01	10		
18	WINDOWS NT OPERATING SYSTEM (WAN)	1	08-Apr-01	10		
19	WINDOWS NT OPERATING SYSTEM (WAN)	1	08-Apr-01	10		
20	WINDOWS NT OPERATING SYSTEM (WAN)	1	08-Apr-01	10		
21	SYSTEM INTEGRATION CHARGES (WAN)	1	03-Apr-01	77		
22	ZONAL UNICENTRE TNG CONSOLE (WAN)	1	03-Apr-01	0		
Total				28,466		
Total in words					Twenty Eight Thousand Four Hundred and Sixty Six.	

Authorized Signatory (Signature In full):

with seal & Date: