

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

Dear Sir / Madam,

Housing & Urban Development Corporation Limited (HUDCO), a Government of India Enterprise, intends to invite sealed quotations for Photocopier Machine rental for Hudco Bengaluru Regional Office for one year, extendable on mutually agreed terms. Sealed quotations are invited for Photocopier Machine rental as per the following terms and conditions:

PART – A

1. 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.
2. 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.
3. Rent includes cost of service, spares and Toner etc, HUDCO will provide space with power connection & paper only.
4. 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.
5. 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.

6. HUDCO reserves the right to accept or reject any or all the quotations without assigning any reason.
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 shall ensure the compliance of statutory laws, rules and regulations, including labour legislations, Service tax etc.,
10. All matter of dispute arising out of the above transaction, if any, shall be subject to courts of Bangalore jurisdiction only.

Cover page superscribing on top	<u>" Sealed Quotation for installation of Photocopy machine on RENTAL BASIS for HUDCO Bangalore Regional Office"</u>
Addressed to	Regional Chief, HUDCO Regional Office, No.703 & 704, North Block, Manipal Centre, 47 Dickenson Road, BANGALORE – 560 042. Either by post or deposit personally to our office
Last date for submission	On or before 04.00 PM 24.07.2026
Bid Opening date	24.07.2026 at 05.00 PM

The representative of bidders can participate in Tender opening if so desired

Thanking you

For and on behalf of HUDCO

*Regional Chief
Hudco Bangalore Regional Office*

FINANCIAL BID

Description of Work	No of Pages Per Month (minimum guarantee)	Rental Value per Month	Cost/Copy over & above minimum guarantee
Installation of Photocopy (A3 & A4) machine on RENTAL BASIS for HUDCO with scanning facilities (except paper & power)	3000		
TOTAL AMOUNT			
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. (*)

BANK DETAILS

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

Bank Name, Branch Name & Address, Telephone Number		
Account Type	Bank Code	IFCS Code
(SB A/c/ CA/)		