



## REQUIREMENT OF HEAVY DUTY PHOTOCOPY MACHINES ON RENTAL BASIS

### ABOUT NATIONAL HOUSING BANK

National Housing Bank (NHB), a statutory organisation is wholly owned subsidiary of the Reserve Bank of India. NHB is an Apex Financial Institution formed under the Act of the Parliament with a mandate for Promotion, Development and Regulation of the Housing Finance Sector.

Apart from regulating the housing finance companies (HFC), NHB also extends financial support by way of equity participation in HFCs and refinance facility to financial institutions such as Banks, HFCs, Co-operative Sector Institutions, Housing Agencies, etc. benefiting the masses both in urban and rural areas.

The head office of NHB is located in New Delhi and it has a regional office located at Mumbai and representative offices at various locations across India.

### 1. SCOPE OF WORK:

- NHB intends to hire three heavy duty photocopier machines, for its office at NHB, India Habitat Centre, Lodhi Road, New Delhi-110003. The annual expected volume of work is about 2,50,000 copies approximately. However, the number is indicative only.
- The vendor has to provide **CANON IR3245 or higher capacity** Machines of Canon.

### 2. GENERAL TERMS & CONDITIONS:-

1. The period of validity of quotation for acceptance shall be six months from the closing date. NHB shall not entertain any request for escalation in cost/price on account of any reason whatsoever during the period of validity of quotation.
2. The vendor should have at least 2 years' experience of providing the photocopier machines on hire in PSU/Govt. Sector/Banks/Financial Institutions/Large Corporates/other institutions (**supporting documents to be attached**).
3. All applicable taxes and levies, if any, should be included in the price in

Financial Bid. No extra cost will be paid on account of transportation, insurance, packaging, spare parts, maintenance of machines etc., on any other account including budget levies, if any.

4. The Contractor, before submitting quotations, should clearly understand NHB's requirement and in case any information/clarification is required, they may visit NHB office during working days (Monday to Friday between 11.00 a.m. to 4.00 p.m.). It may be noted that no clarification/information, after closure of the last date of receipt of quotation, would be entertained.
5. In the event any machine being non-operational for a continuous period of 24 hours, the vendor will provide a back-up machine.
6. In the event of vendor's failure to supply/provide the services of acceptable quality as per contract, the company reserves the right to execute the work from any other source at the vendor's risk & cost and the difference in the cost shall be borne by the vendor.
7. If the vendor is not able to supply/provide the services within the specified period, he would be liable to pay liquidated damage @ ½% per day or part thereof subject to maximum of 10% of the total cost of the contract.
8. If the services are found satisfactory, the contract may be renewed for another year with mutual consent of both the parties on the same terms & conditions.
9. The vendor should submit the Bank details as mentioned in the Annexure-E.
10. All differences and disputes arising between the vendor and NHB on any matter concerning the work of photocopy, shall be referred for arbitration to a sole Arbitrator appointed by the Managing Director, NHB 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.
11. NHB reserves the right to reject any or all bids and/or alter the quantity keeping in view the requirement of NHB without assigning any reason.
12. Vendor will have to provide the information as asked for in Annexure - A of the quotation letter.
13. Vendor have to quote their rates as per the commercial bid format given in Annexure - C and will be selected on the basis of L1 criteria as defined therein.

### **3. PAYMENT TERMS: -**

- i. Monthly Bills to be raised by the vendor on National Housing Bank and the payment would be made on monthly basis after deduction of applicable taxes in accordance with the provision of income tax act / rules on the subject.

The quotation is to be sent in sealed cover envelopes superscribing "**Quotation**

for hiring Heavy Duty Photocopier Machines” and should be sent to **The Deputy General Manager (Administration) NHB** deposited in Tender Box available at 4th Floor of **Core 5A, India Habitat Centre, Lodhi Road, New Delhi - 110003** by 5:00 P.M on or before 16.11.2015

#### 4. SECURITY DEPOSIT

The bidder has to submit a security deposit of Rs. 5,000/- (Rs. Five Thousand only) (The Security Deposit of unsuccessful bidder shall be refunded after completion of tendering process and the Security Deposit of the selected vendor shall remain with NHB as security deposit during the period of execution of contract for which no interest will be paid on the same.) The security deposit shall be released only after successful completion/satisfactory execution of the contract by way of an e-payment in favour of **National Housing Bank**. The Accounts details are given below:

1. *Beneficiary Name:* National Housing Bank
2. *Beneficiary Address:* Core 5A, 4th Floor, India Habitat Centre, Lodhi Road, New Delhi 110 003
3. *Beneficiary Bank Name:* State Bank of Hyderabad
4. *Beneficiary Bank Branch Address:* Pragativihar Delhi Branch, Ground Floor, Core-6, Scope Complex, Lodhi Road, New Delhi - 110 003
5. *Type of Bank Account:* Current account
6. *Beneficiary Bank A/C No:* 52142903844
7. *IFCS code of Bank branch:* SBHY0020511
8. *MICR No.:* 110004005

The proof of the payment should be enclosed and put in the envelope containing the Technical Bid; in the absence of which the bid may not be considered for further evaluation. The bidders are also required to submit ECS Mandate Form as enclosed in Annexure-D.

- The security deposit may be forfeited:
  - If a Bidder withdraws its bids during the period of bid validity
  - If a Bidder makes any statement or encloses any form which turns out to be false/incorrect at any time prior to signing of the contract
  - In case of successful Bidder, if the Bidder fails to Sign the contract.

**5. BANK'S RIGHT TO ACCEPT OR REJECT ANY BID OR ALL BIDS**

The Bank reserves the right to accept or reject any bid and annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the ground for the Bank's action. Bank reserves the right to select more than one bidder keeping in view its large

**6.SIGNING OF CONTRACT.**

The successful bidder(s) to be called as vendor, shall be required to enter into a Service level Agreement (SLA) with the Bank, within 7 days of the award of the tender or within such extended period as may be specified by the Bank.

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## BIDDER INFORMATION

1.	Name and Address of Agency with Tel. No., Fax & Email	
2.	Name and Tel. No/Mobile No. of Owner	
3.	Name and Tel. No/Mobile No. of Contact person	
4.	Name of the organization to be mentioned. 3 year of Experience of doing similar work in Govt./PSU Sector (Proof to be attached along with certificate)	
5.	<p>Details of Photocopy machines their make, model &amp; year of purchase-</p> <p>1.With networking printing 2.Networking scanning</p> <p>3.Scan to folder/email</p> <p>4.Duplexing from back to back 5.Copying/printing with automatic reverse document 6.Two input trays,</p> <p>7.Reduction/enlargement/ <b>(machines should not be more than 2 years old )</b></p>	<p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p> <p>Yes/No</p>

**COMPLIANCE STATEMENT  
DECLARATION**

**Terms and Conditions**

We hereby undertake and agree to abide by all the terms and conditions stipulated by the Bank in this quotation including all addendum, corrigendum etc. (Any deviation may result in disqualification of bids).

**Signature:**

**Seal of company**

**Technical Specification**

We certify that the systems/services offered by us for tender confirms to the specifications stipulated by you with the following deviations

List of deviations

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

(If left blank it will be construed that there is no deviation from the specifications given above)

**Signature:**

**Seal of company**

## ANNEXURE - C

## FINANCIAL BID FORMAT

S. No.	Description of Items	Details/ Specifications	Rate per month per machine
1	2	3	4
1)			

S. No.	Rate per copy above 10000 copies
2)	

- The price quoted should be inclusive of all.
- No charges to be levied by the firm for 10000 copies every month.
- Please quote the rate per copy for subsequent copies over and above 10000.

L-1Criteria :

- a) The total of rate per month + (rate per copy \* 10000)
- b) The lowest rate of a) quoted by the firm would be L-1.

**Annexure - D**

**ECS MANDATE  
FORM FOR PROVIDING DETAILS OF BANK ACCOUNT FOR CREDIT OF PAYMENT  
FROM NATIONAL HOUSING BANK**

(Please fill in the information in CAPITAL LETTERS)

1. Name of the vendor/supplier \_\_\_\_\_

2. Address of the vendor/supplier \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ Pin Code \_\_\_\_\_

E-mail id \_\_\_\_\_

Phone /Mobile No. \_\_\_\_\_

\_\_\_\_\_

Permanent Account Number (PAN) \_\_\_\_\_

Service Tax Registration No. \_\_\_\_\_

\_\_\_\_\_ TIN No. \_\_\_\_\_

**3. Particulars of Bank Account**

A. Name of Account same as in the Bank \_\_\_\_\_

B. Name of the Bank \_\_\_\_\_

C. Name of the Branch \_\_\_\_\_

D. Address of the Branch with Tel No. \_\_\_\_\_

\_\_\_\_\_

E. Account No. (appearing in Cheque book) \_\_\_\_\_

F. Account Type (SB, Current, etc.) \_\_\_\_\_

G. MICR No. \_\_\_\_\_

H. IFSC Code of the bank branch  
(to be obtained from the respective branch) \_\_\_\_\_

I/We hereby authorize National Housing Bank to credit payment(s) to my/our above bank account by ECS. # (#ECS will accepted on centers where the facility is available).

I/We hereby declare that the particular given above are correct and complete. If the transaction is delayed or not effected at all by ECS for reasons of incomplete or incorrect information, I/we would not hold National Housing Bank responsible. I also undertake to advise any change in the particulars of my account to facilitate updation of records for purpose of credit of amount through RTGS/NEFT.

I also agree that without prejudice to the generality of the foregoing, in the event National Housing Bank is not able to carry out the ECS instructions given by me, National Housing Bank may make such arrangements for payment as deemed appropriate by it, for effecting the transaction.

Place:

Date:

Authorized Signatory/ies

\_\_\_\_\_  
Certified that the particulars furnished above are correct as per our records.

Bank's Stamp:

Date:

Signature of

the Authorized Official of the Bank

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