

**TENDER FOR SALE OF OLD/USED
PHOTOCOPIER/FAX MACHINES
& EPABX INSTRUMENT ON 'AS IS
WHERE IS BASIS'**



**Administration Department
National Housing Bank
Core 5-A, 4th Floor, India Habitat Centre,
Lodhi Road, New Delhi - 110 003.
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'Head, Administration Department, National Housing Bank invites sealed tenders in the prescribed format from the dealers who are interested in buying old/used Photocopy/Fax Machines and EPABX Instrument on 'As Is Where Is' basis as per list given at Annexure-A. The sealed tenders shall reach to Deputy General Manager, Administration Department, National Housing Bank by 6 p.m. on 19.06.2017.

THE TIME SCHEDULE AND OTHER DETAILS OF TENDERING ARE SPECIFIED BELOW:

| | | |
|------|--|---|
| I. | Date of commencement of collection of Tender Documents | 30-05-2017 |
| II. | Last date and time for collection of Tender Documents | 19-06-2017 |
| III. | Last date and time for submission of Tender Documents | 19-06-2017 |
| IV. | Date & time of opening of Tender | 21-06-2017 at 3 p.m. |
| V. | Earnest Money Deposit (EMD) | 5% of the total quoted price |
| VI. | Place of opening of Tender | National Housing Bank Administration Department Core 5-A, 4th Floor, India Habitat Centre, Lodhi Road, New Delhi -110003. |

INSTRUCTIONS TO THE TENDERERS

- Quotation/tender must accompany Earnest Money Deposit (EMD) of 5% of the total quoted price by way of Electronic Clearance System (ECS) in favour of “**National Housing Bank**” payable at New Delhi. **The offers without Earnest Money Deposit will be rejected.**
- Our Bank account details for ECS are as under:

| | |
|--------------------------|--|
| BANK NAME | State Bank of India |
| BANK BRANCH NAME | Pragativihar, Core-6, Ground Floor, Scope Complex, Lodhi Road, New Delhi - 110 003 |
| BANK ACCOUNT HOLDER NAME | National Housing Bank |
| BANK ACCOUNT NUMBER | 52142903844 |
| IFS CODE OF BANK BRANCH | SBIN0020511 |
| MICR No. | 110004005 |

- The tender shall be completed in all respect (should be signed and dated by the Authorized Signatory in all pages). The Tender should be submitted in a sealed envelope marked ‘**TENDER FOR OLD/USED PHOTOCOPIER MACHINES, FAX MACHINES AND EPABX INSTRUMENT**’. The covers should have name & address of tenderer printed/written on it.
- The price shall be quoted for **all the Photocopier machines, Fax machines and EPABX Instrument** as given at Annexure - A of the Tender Document.
- The tenders will be opened at NHB HO on 21.06.2017 at 3 p.m. The Tenderers or their authorised representatives (One person only) may be present at the time of opening of the tender. Those desirous to be present at the time of opening of tenders should carry proper authority letter.
- The period of validity of the offer shall be of **30 days** from the last date of submission of the offer i.e. 18.07.2017.
- Unsealed Tenders will be rejected out-rightly. The competent authority reserves the right to accept or reject any or all the offers without assigning any reasons whatsoever.
- Submission of Tender by itself does not confer any right or entitlement to do the job.
- The interested tenderers, before submitting their tenders, should clearly understand

NHB's requirement and in case any information/clarification is required, they may contact Mr. Sourav Seal, DGM, NHB between 10.00AM to 06.00 PM on any working day. The Tenderers are free to inspect the tendered Photocopy/Fax Machines and EPABX Instrument at the NHB Head Office, Core 5-A, 4th Floor, India Habitat Centre, Lodhi Road, New Delhi - 110003 from 10.00 am to 5.30 pm on the working days from Monday to Friday w.e.f. 30.05.2017 to 19.06.2017. It may be noted that no clarification/information, after closure of the last date of receipt of tender, would be entertained.

TERMS & CONDITIONS

- I. The successful Tenderers shall lift the Photocopy/Fax Machines and EPABX Instrument from NHB HO Premises within 15 days from the date of issue of work order. In case the Photocopy/Fax Machines and EPABX Instrument are not lifted within the stipulated period, **the Earnest Money Deposit shall be forfeited.**
- II. The successful Tenderers shall make all arrangements for lifting of the Photocopy/Fax Machines and EPABX Instrument at their own cost. Tenderers shall take into account the cost of labour, cartage, transportation charges etc. before quoting the rates. In this regard no extra claim what so ever shall be entertained by the NHB. All responsibility related to labour P.F., ESI, Insurance etc. as applicable will be of the successful Tenderers.
- III. The EMD deposited by the highest successful Tenderers shall be adjusted against the payment towards cost of the Photocopy/Fax Machines and EPABX Instrument. The EMD of unsuccessful Tenderers will be refunded within one month after announcement of the decision and no interest will be payable on this account.
- IV. The highest/successful Tenderers should deposit the offered price through ECS into the account NHB before lifting the Photocopy/Fax Machines and EPABX Instrument.
- V. The Photocopy/Fax Machines and EPABX Instrument are being sold on "AS IS WHERE IS BASIS". They are being sold on the assumption that the Tenderers have inspected them and know what they are buying and the principles of "CAVEAT EMPTOR" shall apply and no reliance must be placed on any description of Photocopy/Fax Machines and EPABX Instrument etc.
- VI. The decision of the NHB will be final and binding on the Tenderers.
- VII. In the event of any dispute the legal matter shall be subjected to the jurisdiction of **New Delhi courts only.**

COMPLIANCE STATEMENT DECLARATION

HAVING EXAMINED AND UNDERSTOOD THE FOLLOWING DOCUMENTS OF THE TENDER -

1. Instructions to the Tenderers
2. Terms & Conditions
3. Tender Application
4. Annexure A

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

Tenderer's Signature

Name of the Tenderer:

Seal of the Tenderer

TENDER APPLICATION

The Deputy General Manager
National Housing Bank
Administration Department
Core 5-A, 4th Floor,
India Habitat Centre,
Lodhi Road, New Delhi -110003.

Subject: Offer for old/used photocopier machines, fax machines and EPABX Instrument on as is where is basis

Dear Sir,

I/We hereby submit our quoted rates in the enclosed format as Annexure-A. The validity of the offer is 30 days from the last date of submission of tenders. Should our tender be accepted I/We agree:-

1. A sum of ₹ _____/- (Rupees _____
_____ only) which is 5% of the quoted price is furnished as Earnest Money Deposit shall be retained by National Housing Bank, Head Office, New Delhi-110003 on account of security deposit.
2. The tender document along with your instructions regarding lifting of shall constitute the binding contract between us and National Housing Bank, New Delhi.
3. In the event of failure to take delivery of the Photocopy/Fax Machines and EPABX Instrument within stipulated time of 15 days period in full you shall be at liberty to forfeit the Earnest Money Deposit.
4. Earnest money will be refunded to us without any interest thereof if our tender is not accepted.
5. We understand that you are not bound to accept the highest or any bid received by you, and you may reject all or any bid; you may accept or entrust the entire work to one vendor or divide the work to more than one vendor without assigning any reason or giving any explanation whatsoever

Encl. - Annexure-A

TENDERER'S SIGNATURE
Tenderer's Name & Seal

ANNEXURE A

**LIST OF OLD PHOTOCOPY/FAX MACHINES AND EPABX INSTRUMENT
UNDER SALE ON "AS IS WHERE IS BASIS"**

| S.No. | Particulars | Qty. | Price Quoted by Tenderer | |
|-------|----------------------|------|--------------------------|------------------|
| | | | Amount (₹) | Price (in words) |
| 1 | Photocopier Machines | 4 | | |
| 2 | Fax Machines | 7 | | |
| 3 | EPABX Instrument | 1 | | |
| | TOTAL | | | |

Computation of Highest Bidder will be as under:-

Total amount quoted from S. No. 1 to S. No. 3 will be considered for declaring the highest bidder.