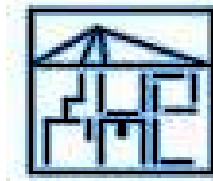


**NAME OF WORK: PHOTOCOPIER IN RENTAL BASIS FOR ONE YEAR
CONTRACT IN HPL, CORPORATE OFFICE,
JANGPURA, NEW DELHI- 110 014**

NIT NO. : HPL/(P&A)/NIT/2012-13/62

Dated : 23.11.2012



ISSUED TO : _____

HINDUSTAN PREFAB LIMITED
(A GOVT. OF INDIA ENTERPRISE)
JANGPURA, NEW DELHI : 110 014
Phone No. : 011-43149800-899
Fax No. : 011-43149865
Website : www.hindprefab.org

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HINDUSTAN PREFAB LIMITED
(A Govt. of India Enterprise)
Jangpura, New Delhi-110014

HPL/(P&A)/NIT/2012-13/62

Dated : 23.11.2012

NOTICE INVITING TENDER

Sealed quotations are invited on behalf on HPL for below mentioned work from working contractor by the undersigned on or before 10.12.2012 up to 3.00 PM & same shall be opened on same day at 3.30 PM in the office of Manager (P&A/Law), Hindustan Prefab Limited, Jangpura, New Delhi -110014.

S.No.	Name of work	Approximate cost (In Rs.)	Earnest Money Deposit (In Rs.)	Cost of Tender document
1.	Photocopier in rental basis for one year contract in HPL, Corporate Office, Jangpura, New Delhi-110 014	60,000/-	2000/-	200/-

1. The Quotation documents can be had from the office of Manager (P&A/Law), Hindustan Prefab Limited, Jangpura, New Delhi-110014 on any working day from 23.11.2012 to 08.12.2012 up to 2.00 PM. Or can be loaded from our website www.hindprefab.org. and cost shall be deposited by Demand Draft or cash in favour of Hindustan Prefab Limited payable at New Delhi.
2. Earnest Money is required to deposited along with the Quotation in the form of Demand Draft or cash in favour of Hindustan Prefab Limited payable at New Delhi or the amount is to be deposited with Cashier HPL and the receipt of the same is to be attached in the Quotation, without EMD, the quotation shall be rejected.
3. HPL reserves the right to accept any or reject all the tenders and split up the work among more than one parties without assigning any reasons.

Manager (P&A/Law)

UNDERTAKING

(To be enclosed along with EMD in Envelope)

I/We of M/s. _____ bidder for **“Photocopier in rental basis for one year contract in HPL, Corporate Office, Jangpura, New Delhi- 110 014”** do hereby undertake that I/We agree to unconditionally accept all the terms and conditions mentioned in the Quotation documents.

Further, we have noted that after unconditionally accepting the Quotation conditions in its entirety, it is not permissible to put any remarks/conditions in the Price Bid enclosed and the same has been followed in the present case. In case this provision of the Quotation is found violated at any time after opening of Tender/ Quotation I/ We agree that the Quotation shall be summarily rejected and HPL shall without prejudice to any other right or remedy be at liberty to forfeit the full said earnest money absolutely.

Signature of the Bidder

Or Authorized Person

Name of the Firm

Seal of the Firm

HINDUSTAN PREFAB LIMITED
(A. Govt. of India Enterprise)
Jangpura, New Delhi – 110014.

CONDITIONS OF CONTRACT

1. The Tenderers are required to quote rates of the items entered in the schedule of quantities in words as well as in figures.
2. Earnest Money amounting to **Rs. 2000/- (Two thousand only)** in the form of demand draft in favor of Hindustan Prefab Limited, payable at New Delhi shall have to be paid along with the tender on the same shall be adjusted towards security deposit on award of work. In case any tenderers withdraws his tender for increases the rates or modifies terms & conditions which are not acceptable to HPL, during the validity period of the tender which is 60 days from the date of opening of tender then HPL without prejudice to any right shall be at liberty to forfeit the said earnest money. However EMD of unsuccessful tenders will be returned back after award of the work.
3. Quotation shall be submitted in sealed covers super scribed **“Photocopier in rental basis for one year contract in HPL, Corporate Office Jangpura, New Delhi- 110 014”**.
4. The billing will be done on monthly basis.
5. Payment will be made with in 15 days of the receipt of bill in the office of P&A of HPL.
6. The Contractor will ensure that Machine/copier shall work smoothly whole the day.
7. The contractor will provide free service for maintenance of photo copy machine along with consumables, toner and spares parts etc.
8. Papers & Machine Operator will be provided by HPL.
9. You will be paid quoted & negotiated rate fixed up to 10,000 copies, beyond copies additional copy charge quoted & negotiated rate.
10. The contract will be for one year from the date of issue of the award letter.
11. If the machine goes out of operation & not attended up to one day Rs. 100/- per day till the machine repairs/replaced shall be deducted from you bill.
12. No conveyance expenditure for Engineer for maintenance/repair of M/C shall be paid by HPL. This shall be born by party.
13. Under section 194 of the Income Tax Act, 1961 deduction of income tax be made for sums paid carrying out the work under this contract.
14. Jurisdiction: in case of any dispute, the court in Delhi alone will have the jurisdiction to deal with matters arising, there from. The contractor must see the site conditions before quoting the rates.

Seal & Signature of Contractor

Manager (P&A/Law)

HINDUSTAN PREFAB LIMITED
(A Govt. of India Enterprise)
Jangpura, New Delhi-110014

Name of work: **PHOTOCOPIER IN RENTAL BASIS FOR ONE YEAR CONTRACT IN HPL, CORPORATE OFFICE, JANGPURA, NEW DELHI- 110 014”**

BILL OF QUANTITY

S.No.	Description of work	Monthly rental up to 10,000 Copies (In Rs.)	Extra charges per copy (In Rs.)
1.	Photocopier in rental basis for one year contract in HPL, Corporate Office, Jangpura, New Delhi-110 014”		

Total Amount in words _____
_____.

Seal & Signature of Contractor

Manager (P&A/Law)