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**BID DOCUMENT  
FOR  
DISPOSAL OF PHOTOCOPIER MACHINE  
MAKE-CANON (iR-4225)  
IN CHANDIGARH HOUSING BOARD  
CHANDIGARH  
ON 'AS IS WHERE IS BASIS'  
THROUGH E-TENDER**

DATE OF RELEASE /PUBLISHING OF E-TENDER 16/02/2022

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Last Date of Submission of e-tender: 24/02/2022

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**Website:** <http://etenders.chd.nic.in/nicgep>

**Tel:** 0172-4601707





## TENDER NOTICE

Executive Engineer-V(Elect.) on behalf of the Chairman, Chandigarh Housing Board invites sealed Item Rate Tenders through e-Procurement process from the Agencies/ Firms/ Recyder/Reprocessor/ Kabari/ Junk dealers for Disposal of Photocopier Machine Make-Canon (iR-4225) in Chandigarh Housing Board Chandigarh on 'As is where is basis'.

**Earnest Money:- Rs.2,000/--, Period of Completion:-15 Days**, Last date of submission of bid online is 24/02/2022 & date of opening bid is 24/02/2022.

For detail Milestone dates of Electronic Tendering are given at the website <http://etenders.chd.nic.in/nicgep>

Ph.: 0172-4601707

Executive Engineer-V(Elect.)  
for & on behalf of Chairman  
Chandigarh Housing Board,  
Chandigarh





## Procedure for e-Tendering for Disposal of Photocopier Machine Make-Canon (iR-4225) in Chandigarh Housing Board Chandigarh on 'As is where is basis'

In order to participate in the process, the applicant shall have to sign up and get himself/herself registered through the Chandigarh Administration's e-tender portal i.e. <https://etenders.chd.nic.in> by following the steps listed here under:

### 1. Sign up Process:

- First, the prospective bidder will have to visit the CHB website [www.chbonline.in](http://www.chbonline.in) and click on the e-tender Website link to initiate the process of e-tendering Registration sign-up. **A valid e-mail id and mobile number are the basic requirements for signing up.**
- The applicant will go through the process of registration by using the unique user id (email id of the user) provided during the e-tendering Registration sign up process and by using his/her own password. For more information/details please visit "Bidder Registration Process".
- Now the applicant can visit the Chandigarh Administration's website at <https://etenders.chd.nic.in> to proceed with the e-tender for **Disposal of Photocopier Machine Make-Canon (iR-4225) in Chandigarh Housing Board Chandigarh on 'As is where is basis'**. The applicant has to login by using the registered user ID and password along with Digital Signature (DSC).
- After successfully login at <https://etenders.chd.nic.in>, the applicant has to click on "Search Active Tenders". Thereafter the applicant shall have to **select the tender for Disposal of Photocopier Machine Make-Canon (iR-4225) in Chandigarh Housing Board Chandigarh on 'As is where is basis'**

### 2. Submission of EMD:

EMD of Rs.2000/- to be submitted online through e-tendering portal i.e. <https://etenders.chd.nic.in>. **Bidders can submit their bid only after depositing online EMD.** The payments may be deposited by bank to bank transfer using SBI MOPS or RTGS/ NEFT transfer through <https://etenders.chd.nic.in> portal.

The amount of EMD shall be adjusted towards the 25% cost of the unit, in case of e-bid being successful upon evaluation. The EMD shall be refunded online to the bidders' account in case of all unsuccessful e-bids, provided it is not forfeited.

### 3. Process of Submission of Bids

For the purpose of placing the bid, the registered bidder shall visit the Chandigarh Administration e-Tender website <https://etenders.chd.nic.in>. The bidder shall log in using his/her user id and password. The bidder shall first select the tender for which the bid is to be placed. The bidder shall submit his/her bid, in figures, in the specified column and the system shall display the same amount in words for his/her convenience and confirmation.

Only that bid amount shall be accepted by the system which is above the reserve price. The bid quoted by the bidder shall be completely safe and secure, as it will be encrypted and hashed, and will not be visible to any other person. The bidder shall





be issued an acknowledgment receipt on successful submission of his/ her e-bid, containing the acknowledgment number and date and time of submission of bid.

The bids can be placed only as per the schedule, i.e. after the commencement of the time for placing the bids and up to the last date and time as given in the schedule. No bid shall be accepted, either before the opening time or after the closing time that is specified in the schedule for accepting the bids. The bid will be accepted after evaluation of its reasonableness and the requisite EMD paid by the bidder.

#### 4. BID EVALUATION

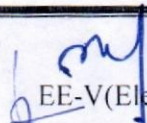
The highest bidder quoting above the reserve price shall be declared the successful bidder. In case there is more than one bid of the same highest amount, the successful bidder shall be determined by a draw of lots, to be conducted by the condemnation committee. A transparent jar shall be kept ready for the draw of lots, wherein slips of paper of equal size and colour shall be used.

The paper slip shall be drawn by any person from the public present and the result shall be announced on the spot. The successful bids shall be evaluated based on its reasonableness and its acceptance would be subject to approval of the Competent Authority.

#### 5. INSPECTION OF ITEMS:

The inspection of Item/material can be done carefully by the prospective bidders or their representatives at the designated places for which they can contact **Sub Divisional Engineer-Elect.-IV CHB**, from 0930 Hrs. to 1600 Hrs. during office hours, with prior appointment on Mobile No 9876113072. Queries can be raised to the concerned Officer at the time of inspection. No further clarification shall be entertained after the above inspection.

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EE-V(Elect.)





**GENERAL TERMS & CONDITIONS FOR DISPOSAL OF PHOTOCOPIER MACHINE MAKE-CANON (IR-4225) IN CHANDIGARH HOUSING BOARD CHANDIGARH ON 'AS IS WHERE IS BASIS'**

1. The e-tender process is open for all the citizen of India above 18 years of age after registering their name(s) at <http://etenders.chd.nic.in/nicgep>
2. Bidders must have digital signature certificate (DSC) Class-II. E-tender without digital signature will not be accepted by the e-tender portal.
3. The bidders are advised to go through the detailed Terms & Conditions of e-tender available on the web portal at <http://etenders.chd.nic.in/nicgep> before submitting their bids and taking part in the e-tender.
4. Photocopier Machine offered for sale is on '**AS IS WHERE IS BASIS**'. The inspection of Item/material can be done carefully by the prospective bidders or their representatives at the designated places. Queries can be raised to the concerned Officer at the time of inspection. No further clarification shall be entertained after the above inspection.
5. Rates will be considered through e-tender only. The bid shall remain valid for a period of **75 days** from the last day of receipt of Bid..
6. In no case, bid less than the reserve price shall be accepted.
7. Prevailing Goods & Service Tax (GST) will be charged extra. The successful bidder has to pay the tax & receipt of the same shall be produced within stipulated time.
8. The Successful Bidder shall deposit the Bid Amount quoted in the e-Bid alongwith Goods and Services Tax as applicable (presently 18% G.S.T is chargeable).
9. As per provisions contained under Section 206 (c) of the Income Tax Act, 1961, Income Tax as applicable of the amount will be payable by the successful bidders in the form of Demand Draft of nationalized and schedule bank & it will be collected by CHB and paid to Income tax Office.
10. All the statutory and non-statutory dues, taxes, rates, assessment charges, fees etc. owing to anybody. Act Govt. tax/Levy present as well as future shall be borne by the e-Bidder / participant.
11. Earnest Money Deposit (EMD) of the successful bidder shall be retained towards part sale consideration and the EMD of unsuccessful bidders shall be refunded (without interest) after finalization of e-Tender process. The Earnest Money Deposit shall not bear any interest.
12. The successful bidder shall have to deposit **25% of sale price quoted in e-Bid**, adjusting the EMD already paid, within **three days** after the acceptance of bid price by the Authorized Officer and the **balance 75% of the sale price on or before 15<sup>th</sup> day of acceptance of bid** shall be made

  
EE-V(Elect)



through RTGS/NEFT in the following account of the Chandigarh Housing Board, Chandigarh.

|                     |   |
|---------------------|---|
| Name of Bank        | State Bank of India, CHB Branch, Sector 9-D, Chandigarh |
| Bank Account Number | 10413593032   |
| IFSC code           | SBIN0010604   |

**In case of successful bidders backs out, earnest money/ amount already deposited shall be forfeited and items shall be put to re-sale and the defaulting bidder shall have no claim/right in respect of amount and shall be debarred for participate in future in CHB.**

13. A person can e-Bid on behalf of another person only if he discloses the name of such person and in case of a company, firm/institute/autonomous bodies or members of Joint Hindu Family etc. as the case may be/shall be given immediately after the e-Bid closed/accepted. No e-Bid shall be accepted in the name of a firm or a company or on behalf of any other person (s) unless the names of all other persons giving the offer are given with the complete specification of shares and the person making the e-Bid produces a valid and legal power of attorney authorizing him to e-Bid on others behalf.
14. No addition in the name of e-Bidder shall be allowed after the acceptance of e-Bid. The name of the person in whose behalf e-Bid has been accepted shall be made known to the e-Bidder at that very time and no alteration in the name shall be allowed, if the e-Bid is given on behalf of a firm or company the number of share and each share holder of exact share or each partner, co-lessee or joint lessee shall be made known by the e-Bidder immediately and no subsequent addition or alteration of number of shares declared at the time of e-Bid shall be allowed.
15. The Chairman, Chandigarh Housing Board, Chandigarh/Authorized Officer has absolute right to accept or reject any or all the offer(s) or adjourn/postpone/cancel the e-tender without assigning any reason thereof.
16. The successful bidders will have to lift the machine and clear the site properly within stipulated time of **fifteen days from the date of receipt of full bid money** to the satisfaction of the engineer-in-charge. If the bidder does not remove the machine from the site within **prescribed days**, penalty of Rs.1000/- per day plus GST for each day of delay upto next 30 days shall be levied. After that EE can confiscate the balance materials, if any lying at site. Prevailing safety norms has to be followed.
17. The Bidder shall be responsible for protecting the property of the CHB at the time of lifting of material. During lifting of the materials, if any damage





- occurred, will be compensated/ rectified by the successful bidder. The damage will be assessed by Engineer-in- Charge.
18. For any query bidders can contact the Sub Divisional Engineer, Elect. Sub Division No.IV, CHB on any working day between 9:30 AM to 4:00 PM except Saturday, Sunday and other gazetted holiday.
  19. The inspection of Photocopier Machine **put on e-tender**, will be permitted to interested bidders at Chandigarh Housing Board Chandigarh from 0930 Hrs. to 1600 Hrs. during office hours, with prior appointment on Mobile No. 9815912570 (Sh. Sanjeev Kumar Khanna, SDE); 9878234244 (Sh. Amrinder Singh, Asstt. Engineer).
  20. List of Documents required for Online Bidding duly signed:
    - i) Scanned Copy of PAN card
    - ii) Scanned copy of Residential identity Proof; Aadhar Card/ Passport/ voter ID card/ Driving License.
  21. All the disputes arising out of this sale shall be within Jurisdiction of Court at Chandigarh.





Photocopier Machine Make-Canon (iR-4225) in Chandigarh Housing Board Chandigarh on 'As is where is basis'

| Sr.No. | Item                                     | Reserve Price for sale | Remarks   |
|--------|--|------------------------|---|
| 1      | Photocopier Machine Make-Canon (iR-4225) | Rs.11,440/-            | Date of Purchase: 25.08.2015<br>Purchase cost : Rs.1,59,046/- |





**FINANCIAL BID**

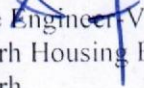
| S.No. | Description  | Quantity | Unit | Quoted price in Rs. | Amount |
|-------|--|----------|------|---------------------|--------|
| (a)   | Disposal of Photocopier Machine Make-Canon (iR-4225) | 1        | No   |                     |        |


I/we will pay to CHB Rs. \_\_\_\_\_ (in figures) i.e \_\_\_\_\_<sup>(a)\*</sup> (in words)  
\_\_\_\_\_

**\* Note:**


1. For filling up the portion marked (a)\* above the agency is to quote the amount in figure and words.
2. In case of any ambiguity or difference between the quoted amount in figures and in words, the amount quoted in words above will be considered as correct.

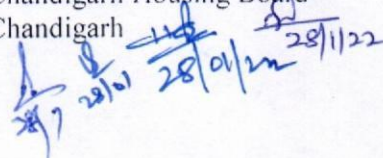
|       |                             |
|-------|-----------------------------|
| Dated | Signature of the Bidder (s) |
|-------|-----------------------------|

  
Executive Engineer V(Elect.)  
Chandigarh Housing Board  
Chandigarh

  
Superintending Engineer-II  
Chandigarh Housing Board  
Chandigarh

This NIT containing 09 pages is hereby approved.

  
Chief Engineer  
Chandigarh Housing Board  
Chandigarh

  
28/11/22  
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