

## E-TENDER NOTICE

**TENDER NO:** HLL/NOIDA/PCD/FTS/14-15

Dated 02/12/2014

E- tender under limited two bid system (Technical and Price) are invited for supply of following item to our HLL Noida Office . HLL e-tender portal can be accessed through the link: <https://etender.lifecarehll.com> or through url: [www.lifecarehll.com/tender](http://www.lifecarehll.com/tender)

S.no.	Item	Description (Brief)	Qty. (No.)
1	FTS (File tracking System)	<p>The system should have facility for the following:</p> <p><b>1. Features (Indicative)</b></p> <p>1.01 Diarizing of the receipts 1.02 Opening of new record 1.03 Linking the receipt to a record 1.04 Record Movement 1.05 Address Book 1.06 Preferred list 1.07 E- Copy attachment 1.08 Menu fields (500 characters) 1.09 Retrieval of information through powerful Search 1.10 Record management 1.11 View sent Files 1.12 File storage: Min 5 GB storage shall be provided in any cloud server expendable as per the future requirement. 1.13 Unlimited users 1.14 Data Security features</p> <p><b>2.0 Report Outputs (Desirable)</b></p> <p>2.01 View file status 2.02 Generation &amp; Report viz. User/ Deptt/ Date wise 2.03 Open &amp; closed files</p>	01

### Important Dates:-

**Closing Date and time for submission of bids: 24.Dec.2014, 14.30Hrs (IST)**

**Date and time of opening of Bids: 24.Dec.2014, 15.00Hrs (IST)**

The clarifications can be sought by the participating bidders on or before closing date & time of submission of bids.

### **1.0 General Instructions:-**

1. Please go through the bidders help document on e-tender web site link before proceeding for bidding.
  - 1.1 Bidder must have valid class 3B DSC
  - 1.2 Windows 7 & above OS
  - 1.3 Secure data connection
  
2. Please ensure that all prerequisites are in place before starting for bidding.

Once Bid is published in HLL E-tender portal bidders will receive an e-mail notification and can log in and view the details of bid and download the relevant details from the Technical folder.

**Prebid Tender Meeting:** The Prebid meeting for the above tenders to be held at HLL Lifecare Limited, B-14A, Sector -62, Noida, Gautam Budh Nagar, U.P. - 201 307  
**on 09-12-2014 at 03:00 PM**

### **2.0 Bid specific Instruction to Bidders:-**

*The bid consist of TWO parts:*

- a. Technical Bid
- b. Price Bid

### **3.0 Technical Bid:-**

All Technical details requested (as mentioned below) should be attached in C-Folder, failing which the tender is likely to be summarily rejected:-

**Bidders shall furnish the following information along with technical tender (in pdf format):**

- i. Name, full address, telephone, email, contact person of the bidder;
- ii. Tax Payer's Identification Number (TIN) No.
- iii. Copy of the PAN card
- iv. Copy of certificate of incorporation
- v. Copy of at least 2 purchase order regarding supply, installation and successful commissioning of application software system during last three years

**Please ensure that no sensitive data pertaining to Price are uploaded in Technical bid folder (C-folder)**

### **4.0 Price Bid:**

Bidders are requested to submit their price bid through the portal. Please quote your basic price for the line item and other relevant charges and Tax code against line item is included in the tender.

## **5.0 GENERAL CONDITIONS OF THE CONTRACT (GCC)**

**5.0.1.** The bidder should arrange necessary training to the end users along with two copies of user manual.

**5.0.2.** The party has to support & make minor changes as per the requirements from the HLL Noida for a period of the one year after the commissioning of the software

**5.0.3.** The bidder is required to provide CAMC services in regard to troubleshooting, upgrade & report customization for a period of 03Years.

**5.0.4.** The entire development, testing & commissioning to be completed within 45days of the placement of the work order acceptance.

**5.0.5** The Rates should be valid for a period of 90 days from the date of opening of e-tender.

**5.0.6** Unless specifically mentioned to the contrary in their offer itself, it will be assumed that all terms and conditions mentioned in this enquiry are acceptable to the bidder.

**5.0.7** HLL reserves the right to reject or accept any or all tender(s) without assigning any reason or to place the order for part or full quantity.

**5.0.8** For subsequent amendments, E-mail communication will be sent to all bidders for the particular tender. Please ensure the correctness of Email Ids given to HLL.

## **6.0 DELIVERY PERIOD FOR INSTALLATION & COMMISSIONING:**

In the event of placement of Supply order, the bidder shall supply, installation & commissioning the FTS system within 45 days from the date of confirming the purchase order.

## **7.0 PAYMENT TERMS:**

90% Payment (would be released on successful supply, installation & commissioning) balance 10% retention amount would be release after 12 months of successful completion of installation & commissioning without any interest

The following documents are required to be submitted to HLL Lifecare Limited:-

- Delivery Challan /Installation report /Final Acceptance Certificate by authorize user of HLL
- The Invoice should clearly mention the PAN/VAT/ CST No / Banker's details (A/c no, IFSC,MICR Code)

## **8.0 DELIVERY ADDRESS:**

Head (P&CD),  
HLL Lifecare Limited, B-14A, Sector-62, Noida-201307  
Uttar Pradesh State  
Contact Phone No: 0120-4071500 / 4071577

**9.0 Price Format**

S. NO.	Item	Rate in INR	Qty	Tax	Total amount in INR
<b>1</b>	<b>File Tracking System</b>				