

HLL/Noida/IT/2016

20-04-2016

Sub: Procurement of Laptop Computer under Buyback scheme.

Sealed quotations are invited from reputed firms, for supply and installation of the following specified item under buy back scheme with an old laptop on ‘as is where basis’ (Working & Not working).

Minimum specification required for the new laptop

S.No	Item	Qty	Installed Location
1	<u>Laptop Computer (Min. Spec)</u> Intel Core i3 processor, 4GB DDR3 RAM, 500 GB SATA HDD, 15.6” or 14.1 “ LED Display, Inbuilt 10/100/1000 Gigabit Fast Ethernet, Integrated Wireless and Blue tooth, Integrated DVD Writer, Keyboard with touch pad, Preinstalled Windows 8.1 Pro OS (or) higher with original license , Li-on Battery, Power Adapter and Carry case.	01 No	HLL Life Care Ltd B14A Sector 62 Noida UP 201307

Term & Conditions

- (a) The prices quoted shall be valid for a period of 90 days from the date of opening of quotations.
- (b) **The party has to submit their competitive bids in the enclosed format in Annexure-1.**
- (c) The party has to fill in the buyback value of the old laptop clearly and the total value would be calculating by considering that amount also. The comparison would be taken for the total quantity only. Incomplete quotes shall not be considered.
- (d) The condition of the old laptop opted for buy back can be checked by any interested party on taking prior permission in office hours.
- (e) **The Laptop should be Branded and the models to be clearly mentioned in the bids.**

- (f) The bid should contain complete technical specifications/make of the equipment supported with illustrative literatures / catalogues. Necessary users manuals/accessories / CD's are to be supplied along with all the equipments.
- (g) Payment of the total price of goods shall be made within 30 days on receipt of goods by consignee and upon completion of installation. For claiming this payment the following documents are to be submitted to the paying authority
- Invoice & Delivery challan
 - Installation certificate signed by both the IT Department Noida and the supplier's representative
- (h) Delivery & Installation: The items should be delivered at the mentioned locations within 07 days of the placement of order.
- (i) **The warranty - THREE Year Onsite warranty from the OEM for the Laptop.** All defective parts should be replaced free of cost during the warranty period.
- (j) No email and fax bids are accepted.
- (k) Bids should be clear in all respects and those with ambiguous clauses shall be summarily rejected.
- (l) HLL reserves the right to reject any or all the bids without assigning any reason what so ever.
- (m)The quotations shall be send to the following address by clearly written **'Quotation for the Laptop under Buyback scheme** on the envelope.

**Dy. Manager (IT)
HLL Lifecare Ltd,
B14-A Sector 62
Noida UP -201307**

Closing Date & Time of submission of bid: 30.04.2016; 03:00 pm
Opening Date & Time of Bids: 30.04.2016; 03:30 pm

If the last date mentioned is declared as a holiday to HLL, the tender submission last date & opening date would be extended to the next working day. In that case, the timings would be same as per the schedule.

Details of the Old Laptop for Buy Back:

- Compaq Presario Laptop without Hard Disk – Non Working Condition

Annexure-1

Price Format for the Laptop purchase under buyback scheme

S.No	Laptop Model & Specification	Unit price of New laptop (all incl. Taxes & Duties)	Price of old laptop under buy back option (all incl .)	Total Price
		'A'	'B'	C= A-B
			-	

Amount in Word:-

Date:

Signature with Stamp