

एचएलएल लाइफ़केयर लिमिटेड
HLL LIFECARE LIMITED
(भारत सरकार का उद्यम)
(A GOVT.OF INDIA ENTERPRISE)
पेरूरकडा पी.ओ
PEROORKADA.P.O,
तिरुवनन्तपुरम-६९५००५
THIRUVANANTHAPURAM-695 005

TENDER FOR
COMPUTER ACCESSORIES AND CONSUMABLES

TENDER FORM

Tender No: PUR/08/R1/PB/COMP STAT/1/2013-14

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PEROORKADA. P.O,
तिरुवनन्तपुरम-६९५००५
THIRUVANANTHAPURAM-695 005
(Formerly HINDUSTAN LATEX LTD)

PHONE NO:0471 2435325; FAX NO:0471 2435013;
EMAIL: materialspt@lifecarehll.com, materialsnt@gmail.com

Date: 01st Aug, 2013

TENDER NOTICE

Sealed and superscribed tenders in the prescribed form are invited from Manufacturer(s)/Authorized Dealer (s) and Leading Distributor (s) for supply of Computer accessories and consumables to our units in Thiruvananthapuram for the year 2013-14.

The technical specification, approximate quantities and other terms and conditions are given in the Tender documents, which can be had from our office on any working day from 05/08/2013 between 10.30 A.M and 3.30 P.M.

The tender documents can also be downloaded from our Website: www.lifecarehll.com. The bidders downloading the tender documents from our website are required to enclose Demand Draft for Rs.525/- drawn in favour of HLL Lifecare Ltd., payable at Trivandrum towards the cost of tender documents, along with the Bid. The Tenders not accompanied by the DD for Rs. 525/- will be summarily rejected.

The Last date of receipt of Tenders : 19/08/2013 ; 3:00 pm
Date of opening of Tenders : 19/08/2013 ; 3:30 pm

JT. GENERAL MANAGER (PURCHASE)

एचएलएल लाइफ़केयर लिमिटेड
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THIRUVANANTHAPURAM-695 005

Tender No: PUR/08/R1/PB/COMP STAT/1/2013-14 Date: 01st Aug, 2013

M/s.

Dear Sirs,

Sub: Tender Forms for Supply of Computer accessories and consumables

We are enclosing herewith the Tender Form.

The Tender Form is to be duly filled up in duplicate, signed and returned, in a sealed cover superscribed with the above Tender No., the due date and date of opening, addressed to the Joint General Manager (Purchase), HLL LIFECARE LIMITED, PEROORKADA P.O., THIRUVANANTHAPURAM-695005.

The last date & time of receipt of Bids : 19/08/2013 : 3.00 PM
Date & Time of opening of Bid : 19/08/2013 : 3.30 PM

Incomplete tender is likely to be summarily rejected without any further correspondence.

**Yours faithfully,
For HLL LIFECARE LIMITED**

Joint General Manager (Commercial)

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Tender No: PUR/08/R1/PB/COMP STAT/1/2013-14

CONTENTS OF BID DOCUMENT

I. INSTRUCTION TO BIDDERS

II. TERMS AND CONDITIONS

Schedule I – Terms and Conditions

III. PRICE BID FORM

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INSTRUCTIONS TO BIDDERS

- 1) The Bid is intended to procure computer stationery – computer accessories and consumables.
- 2) The Bid should be accompanied by Earnest Money Deposit (EMD) in the form of DD drawn in favour of M/s. HLL Lifecare Limited payable at Trivandrum for a sum of Rs. 50,000/- failing which the Tender is likely to be summarily rejected. The EMD submitted will be converted to Security Deposit and will be released at the end of contract period.
- 3) The bid should be submitted in a single sealed cover with the respective Tender No. mentioned thereon, complete in all respect, addressed to the Jt. General Manager (Commercial) HLL Lifecare Limited, Peroorkada P.O., Trivandrum – 695 005, on or before the due date and time mentioned in the Tender Notification. HLL shall not be responsible for any delay, if any, in the delivery of the bidding document or non-receipt of the same.
- 4) Bid submission / Bid opening dates
 - a. The last date & time of receipt of Bids : 19 /08/2013: 3.00 PM
 - b. Date & Time of opening of Bid : 19/08/2013 ; 3.30 PM
- 5) In the event of the date mentioned above being declared subsequently as holiday for the purchaser's office, the due date for submission and opening of bids will be the next working day at the same venue and time.
- 6) Bids received after the deadline for submission shall not be considered.

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INSTRUCTIONS TO BIDDERS

- 7) The Bidder is expected to examine all specifications, Instructions, terms and conditions given in the Bidding document. Failure to furnish all information required in the Bidding document or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidders risk and may result in rejection of the Bid
- 8) Any clarification required will have to be obtained 3 days prior to the Date of opening of the Bid.
- 9) A certificate/Declaration as given in Schedule I stating that ALL TERMS AND CONDITIONS of this Tender is acceptable should accompany the tender failing which the tender is likely to be summarily rejected.
- 10) The validity of the Bid shall be for a period of one year.
- 11) The quantity mentioned herein is approximate annual requirement with staggered delivery and in case more or less quantity is required the suppliers should be prepared to effect supply at short notice on the same terms and conditions.
- 12) Incomplete tenders will be summarily rejected without any further correspondence.

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Tender No: PUR/08/R1/PB/COMP STAT/1/2013-14

TERMS & CONDITIONS

- 1) The Tender should be complete in all respects. Incomplete tenders are liable to be rejected.
- 2) Unsealed Tenders received are liable to be rejected and this will be at the sole risk of the Tenderer.
- 3) The EMD of successful bidders will be converted to Security Deposit and will be refunded at the end of contract period.
- 4) (a) In the event of failure on the part of the supplier to supply the material as per the delivery schedule or supply material at the agreed rate during the contract period, HLL would procure the material from alternate source at the risk and cost of supplier.

(b) Failure to supply the material for any of the above reasons will entail forfeiture of Security Deposit and even blacklisting of the supplier for a minimum period of two years.
- 5) Conditional tenders/tenders with deviation will not be considered.
- 6) The quantity mentioned herein is approximate annual requirement and in case the company requires more/less quantity, the supplier should be prepared to effect supply at short notice at the agreed rate, terms and conditions.
- 7) The tenderer should be in a position to supply the items as and when ordered within 10 days of placement of order.
- 8) HLL reserves the right to split up the quantity and place the order on more than one supplier and also reserves the right to accept or reject the offer without assigning any reason.

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TERMS & CONDITIONS

9) The tender is liable to be suspended or cancelled at anytime at the discretion of the company without assigning any reason.

In the event of placing orders: -

- a) In case of rejection, the material should be taken back and replaced at supplier's risk and cost within 7 days of intimation from HLL.
- b) The supplier agrees to supply strictly as per the order terms in respect of quantity and quality. HLL reserves the right not to receive material beyond the delivery date given in the order.
- c) The supplier agrees to supply as per the rate quoted and other terms and conditions for a period of one year during which period no price escalation and no change in terms and conditions will be allowed on any ground.
- d) Acceptance of the delayed supplies and excess quantity is solely at the discretion of HLL.
- e) The parties have to abide by delivery schedule given in the supply order strictly. Penalty @ 0.5% value of the materials per week of delay subject to a maximum of 7.5% of the value of the supply defaulted will be imposed if material is accepted by the company after the stipulated delivery period
- f) All dispatch documents like delivery note/challan, packing list and invoice should contain the following details
 - i. Supply Order No.& date
 - ii. Description of items as contained in the supply Order.
 - iii. Quantity dispatched
 - iv. Total Number of packages/ serially numbered
 - v. HLL's CST No./TIN No./KVAT No.

The LR no. to should be intimated immediately after dispatch of the material by email/fax

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TERMS & CONDITIONS

- g) The following documents should accompany the consignment
- a. Invoice in triplicate
 - b. Delivery Note/Challan
 - c. Packing List
 - d. LR/AWB/----
- h) Mode of Transport shall be by road, unless otherwise specified.
- i) Payment shall be made by cheque with in 30 days of receipt, inspection and acceptance of the material.
- j) The jurisdiction of any disputed, suits and proceedings arising out of this tender shall be only in the court of Thiruvananthapuram as the case may be.

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TERMS & CONDITIONS

INDEMNITY CLAUSE:

If the supplier fails to execute the order within the time prescribed for the delivery of goods ordered or violates or infringes the existing rates as agreed to as mentioned in the supply order, the supplier shall and will indemnify the company against all losses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-delivery of goods at agreed quantity and rate with in the time specified in the supply order. The company will initiate legal action if the supplier fails to execute the supply order as per the schedule in the supply order for the actual loss suffered. No quantity tolerance will be permitted in this regard unless otherwise prior approval is taken by the company before dispatching any excess quantity supplied which shall be returned back on freight to pay basis at the risk of the supplier. Responsiveness of the Bid shall be at the discretion of HLL.

The supplier shall have no right to change the quantity stipulated in the supply order.

Bid pronounced Non Responsive by HLL shall be summarily rejected.

The decision of HLL will be final and no correspondence of this shall be entertained.

We have read and understood the above conditions and agree to abide by the same.

PLACE:
DATE:

NAME AND SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)

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SCHEDULE - I
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DECLARATION

We confirm having read and understood all the specifications, instructions, forms, terms and conditions and other requirements of the above tender (both expressed and implied) in full and that we agree to abide by all without any deviation.

SEAL OF THE APPLICANT

SIGNATURE
NAME AND ADDRESS OF APPLICANT

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CONTENTS OF PRICE BID FORM

SCHEDULE I - RATE SCHEDULE FOR THIRUVANANTHAPURAM

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PRICE BID – RATE SCHEDULE

Locations for supply: Peroorkada Factory, Akkulam Factory, Registered Office-Poojappura, R&D Division – Karamana, and ID Division, Vettamukku, Thiruvananthapuram, Kerala

NAME OF TENDERER:

Sno	Material description	Total Quantity	Basic Rate per No. (Rs.)	KVAT/ CST	Total Rate per no. (Rs.)	Value (in Rs.)
1	CANON - 328 - MF 4550 D	15				
2	Canon Ink Tan IPF710(102 BK Bundle of 5 nos)	1				
3	Canon Ink Tan IPF710(102 Cyan Bundle of 5 nos)	1				
4	Canon Ink Tan IPF710(102 Magenta Bundle of 5 nos)	1				
5	Canon Ink Tan IPF710(102 MBK Bundle of 5 nos)	1				
6	Canon Ink Tan IPF710(102 Yellow Bundle of 5 nos)	1				
7	CANON LBP 2900	10				
8	Canon MF4370 all In One laserjet - FX 9 (toner)	32				
9	CANON NPG-28 - BLACK	50				
10	CARTRIDGE (LIPI 6306 PRINTER)	6				

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PRICE BID - RATE SCHEDULE

Sno	Material description	Total Quantity	Basic Rate per No. (Rs.)	KVAT/ CST	Total Rate per no. (Rs.)	Value (in Rs.)
11	CARTRIDGE CONON LBP6630DN PRNTR(CRTG319)	5				
12	CARTRIDGE EPSON (LQ 2180)	14				
13	CARTRIDGE HP DESKJET 840C BLACK	20				
14	CARTRIDGE HP DESKJET 840C COLOR	12				
15	CARTRIDGE HP LASER JET P2055DN (05A)	100				
16	CARTRIDGE HP LASERJET 1320 [49 A]	5				
17	CARTRIDGE HP LASERJET P1505 PRNTR (36A)	23				
18	CARTRIDGE HP LASERJET P1606dn (78A)	150				
19	CARTRIDGE HP LAZERJET 1022 PRINTER 12A	15				
20	CARTRIDGE SAMSUNG SCX-4216D3	5				

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PRICE BID - RATE SCHEDULE

Sno	Material description	Total Quantity	Basic Rate per No. (Rs.)	KVAT/ CST	Total Rate per no. (Rs.)	Value (in Rs.)
21	CARTRIDGE-CANON PIXMA IP 2770 PRINTER (CL-811)	10				
22	CARTRIDGE-CANON PIXMA IP 2770 PRINTER (PG-810)	10				
23	CARTRIDGE-CANON MF4370 (FX9)	10				
24	CARTRIDGE-HP 1668 PRINTER 818 BLACK	3				
25	CARTRIDGE-HP 1668 PRINTER 818 COLOR	2				
26	CARTRIDGE-HP 3605 COLOR JET MAGENTA	3				
27	CARTRIDGE-HP 3605 COLORJET TONER BLACK	3				
28	CARTRIDGE-HP 3605 COLORJET TONER YELOW	3				
29	CARTRIDGE-HP 3605 COLORJET TONOR CYAN	3				
30	CARTRIDGE-HP 3745 INKJET COLOUR (NO.28)	45				

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PRICE BID - RATE SCHEDULE

Sno	Material description	Total Quantity	Basic Rate per No. (Rs.)	KVAT/ CST	Total Rate per no. (Rs.)	Value (in Rs.)
31	CARTRIDGE-HP 840 C INKJET-BLACK (NO.15)	50				
32	CARTRIDGE-HP COLOUR LASERJET M551 Dn-BLACK(CE400X)	4				
33	CARTRIDGE-HP COLOUR LASERJET M551 Dn-CYAN(CE401A)	3				
34	CARTRIDGE-HP COLOUR LASERJET M551 Dn-MAGENTA(CE403A)	3				
35	CARTRIDGE-HP COLOUR LASERJET M551 Dn-YELLOW(CE402A)	3				
36	CARTRIDGE-HP COLOUR LASERJET1500-BLACK (C9700A)	2				
37	CARTRIDGE-HP COLOUR LASERJET1500-MAGENTA (C9703A)	1				
38	CARTRIDGE-HP COLOUR LASERJET1500-YELLOW (C9702A)	1				
39	CARTRIDGE-HP DESIGNJET 500 BLACK (C4844A)	10				
40	CARTRIDGE-HP DESKJET 1000 BLACK(HP802)	25				

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PRICE BID – RATE SCHEDULE

Sno	Material description	Total Quantity	Basic Rate per No. (Rs.)	KVAT/ CST	Total Rate per no. (Rs.)	Value (in Rs.)
41	CARTRIDGE-HP Deskjet 1000 Tri-Color(HP802)	20				
42	CARTRIDGE-HP DESKJET 3845 BLACK	4				
43	CARTRIDGE-HP DESKJET 3845 COLOR	2				
44	CARTRIDGE-HP DESKJET D2568-BLACK (NO.818)	25				
45	CARTRIDGE-HP DESKJET D2568-COLOUR (NO.818)	20				
46	CARTRIDGE-HP DJ 3940- 21 BLACK	10				
47	CARTRIDGE-HP DJ 3940- 22- BLACK	8				
48	CARTRIDGE-HP INKJET 3940 - COLOR (NO. 22)	20				
49	CARTRIDGE-HP INKJET 3940- BLACK (NO. 21)	30				
50	CARTRIDGE-HP INKJET 5550 BLACK (NO.56)	25				

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PRICE BID - RATE SCHEDULE

Sno	Material description	Total Quantity	Basic Rate per No. (Rs.)	KVAT/ CST	Total Rate per no. (Rs.)	Value (in Rs.)
51	CARTRIDGE-HP INKJET 5550 COLOUR (NO.57)	25				
52	CARTRIDGE-HP INKJET 840 C COLOUR (NO.17)	25				
53	CARTRIDGE-HP INKJET 948C COLOUR (NO.78)	10				
54	CARTRIDGE-HP LASER JET P1007 (88A)	10				
55	CARTRIDGE-HP LASERJET 3005 DN BLACK	6				
56	CARTRIDGE-HP LASERJET BLACK (49A)	10				
57	CARTRIDGE-HP LASERJET CP1515N-BLACK (CB540A)	2				
58	CARTRIDGE-HP LASERJET CP1515N-CYAN (CB541A)	2				
59	CARTRIDGE-HP LASERJET CP1515N-MAGENTA (CB543A)	2				
60	CARTRIDGE-HP LASERJET P3005 DN (Q7551A)	18				

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PRICE BID - RATE SCHEDULE

Sno	Material description	Total Quantity	Basic Rate per No. (Rs.)	KVAT/ CST	Total Rate per no. (Rs.)	Value (in Rs.)
61	CARTRIDGE-HP LASERJET P3015 DN (55A)	3				
62	CARTRIDGE-HP LASERJET-CP 1515N YELLOW (CB542A)	2				
63	CARTRIDGE-HP OFFICEJET6500 BLACK	10				
64	CARTRIDGE-HP OFFICEJET6500-CYAN	10				
65	CARTRIDGE-HP OFFICEJET6500-MAGENTA	10				
66	CARTRIDGE-HP OFFICEJET6500-YELLOW	10				
67	CARTRIDGE-HPCOLOUR LASERJET 2600- BLACK (Q6000A)	4				
68	CARTRIDGE-HPCOLOUR LASERJET 2600- MAGENTA (Q6003A)	6				
69	CARTRIDGE-HPCOLOUR LASERJET 2600- YELLOW (Q6002A)	6				
70	CARTRIDGE-HPCOLOUR LASERJET 2600-CYAN (Q6001A)	6				

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Sno	Material description	Total Quantity	Basic Rate per No. (Rs.)	KVAT/ CST	Total Rate per no. (Rs.)	Value (in Rs.)
71	CARTRIDGE-LAZER JET-1022 HP(12 A)	40				
72	CARTRIDGE-SAMSUNG LASERJET ML-2571	5				
73	CARTRIDGE-SAMSUNG ML 2851 ND	8				
74	CARTRIDGE-TONER FOR HP LASERJET P1505 (36A)	40				
75	CARTRIDGE-XEROX WORK CENTRE PE220	10				
76	CD Writer	50				
77	CDR (700 MB / 80 Min) (Samsung/ Sony/MoserBaer) Individual pack with glass shell	500				
78	CDR (700 MB / 80 MIN) (Acer / Samsung / Imation/Sony/MoserBaer) with good quality pouch	1100				
79	COMPACT DISC-RW	10				
80	DATA TRAVELLER (PEN DRIVE) - 8 GB	50				

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Sno	Material description	Total Quantity	Basic Rate per No. (Rs.)	KVAT/ CST	Total Rate per no. (Rs.)	Value (in Rs.)
81	Deskjet D2648 - BLACK - 818 (cartridge)	27				
82	Deskjet D2648 - Colour- 818 (cartridge)	22				
83	DISK-HARD DISK-250 GB EXTERNAL HARD DISK	1				
84	DISK-HARD DISTK-500 GB	1				
85	DMP (80Col) wipro LQ540 DX - Ribbon Cartridge 80 Col.	15				
86	DMP (80Col) wipro LX 800 - Ribbon Cartridge 80 Col EPSON LX300	70				
87	DMP-Wipro1050, Epson 1070+ (132 Col) Ribbon cartridge 132 Col	165				
88	Drumkit for Toshiba E studio T2030 (photocopier)	1				
89	DRUMKIT PHOTCOPIER E STUDIO E455	2				
90	DVD R 4.5 GB with with good quality pouch (Samsung/ Sony/MoserBaer)	300				

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Sno	Material description	Total Quantity	Basic Rate per No. (Rs.)	KVAT/ CST	Total Rate per no. (Rs.)	Value (in Rs.)
91	DVD R(4.5 GB)With Individual Glass shell	450				
92	Heaterkit for Toshiba E studio T2030(photocopier)	1				
93	HEATERKIT PHOTOCOPIER E STUDIO E455	2				
94	HP 17 INKJET TRI-COLOUR CARTRIDGE (C6625A) – 17D	35				
95	HP 23 CATRIDGE (COLOUR)	5				
96	HP 78 A COLOUR CARTRIDGE (C6578D)	15				
97	HP CB-435 A	15				
98	HP Colour Laserjet 2600n - BLACK (Q6000A)	5				
99	HP Colour Laserjet CP2025dn CC532A- YELLOW	23				
100	HP Colour Laserjet CP2025dn CC530A BLACK (Toner)	25				

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PRICE BID - RATE SCHEDULE

Sno	Material description	Total Quantity	Basic Rate per No. (Rs.)	KVAT/ CST	Total Rate per no. (Rs.)	Value (in Rs.)
101	HP Colour Laserjet CP2025dn CC531A – CYAN	23				
102	HP Colour Laserjet CP2025dn CC533A-MAGENTA	23				
103	HP Deskjet 3745/3845 -BLACK NO.27	65				
104	HP Deskjet 3945/ D2360 - BLACK NO. 21	30				
105	HP Deskjet 3945/ D2360 - Colour-NO-22	15				
106	HP Deskjet 840/845c/ 948c Black No. 15	67				
107	HP INKJET CATRIDGE C4936A- 18 Black	8				
108	HP INKJET CATRIDGE C4937A 18 Cyan	6				
109	HP INKJET CATRIDGE C4938A 18 Yellow	6				
110	HP INKJET CATRIDGE C4939A 18 Magenta	6				

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Sno	Material description	Total Quantity	Basic Rate per No. (Rs.)	KVAT/ CST	Total Rate per no. (Rs.)	Value (in Rs.)
111	HP Laserjet 1010/1022 - 12 A (Toner)	45				
112	HP LASERJET 2420 dn Q6511A – 11A(Toner)	15				
113	HP Laserjet M2727nf Toner CATRIDGE Q7553A (53A)	32				
114	HP LASERJET P1007 BLACK - Toner (HP88A)	60				
115	HP Laserjet P1505/ M1522nf CB436A – 36A (Toner)	15				
116	HP LASERJET P3015 DN - Toner (HP55A)	40				
117	HP OFFICEJET J4580 901 BLACK	30				
118	HP OFFICEJET J4580 901 COLOUR	15				
119	HP OFFICEJET PRO 8100 950 BLACK	12				
120	HP OFFICEJET PRO 8100 951 CYAN	10				

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PRICE BID – RATE SCHEDULE

Sno	Material description	Total Quantity	Basic Rate per No. (Rs.)	KVAT/ CST	Total Rate per no. (Rs.)	Value (in Rs.)
121	HP OFFICEJET PRO 8100 951 MAJENTA	10				
122	HP OFFICEJET PRO 8100 951 YELLOW	10				
123	HP851 BLACK CATRIDGE (C9364Z)-851	15				
124	HP854 COLOUR CATRIDGE(C9361Z)-854	10				
125	LASERJET 500 (M551 HP) CE400A BLACK	10				
126	LASERJET 500 (M551 HP) CE401 A CYAN	5				
127	LASERJET 500 (M551 HP) CE402 A YELLOW	5				
128	LASERJET 500 (M551 HP) CE403A MAJENTA	5				
129	LIPI RIBBON CATRIDGE MT 661	10				
130	MOUSE LAPTOP MOUSE	5				

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PRICE BID - RATE SCHEDULE

Sno	Material description	Total Quantity	Basic Rate per No. (Rs.)	KVAT/ CST	Total Rate per no. (Rs.)	Value (in Rs.)
131	PENDRIVE 2 GB	10				
132	PENDRIVE 4 GB	10				
133	PENDRIVE 8 GB	10				
134	RIBBON CARTRIDGE LIPI 6312L PRINTER	10				
135	Ribbon cartridge Tally T2265/T2280(Tally genicom)	10				
136	Samsung Laserjet Cartridge CLP K6606 BLACK	6				
137	Samsung Laserjet Cartridge CLPC660 CYAN	3				
138	Samsung Laserjet Cartridge CLPM660 MAGENTA	3				
139	Samsung Laserjet Cartridge CLPY660 YELLOW	3				
140	TONER TOSHIBA E-Studio 456 SE	10				

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PRICE BID - RATE SCHEDULE

Sno	Material description	Total Quantity	Basic Rate per No. (Rs.)	KVAT/ CST	Total Rate per no. (Rs.)	Value (in Rs.)
141	TONNER FOR HP LASERJET 1160(Q5949A) – 49A (Toner)	42				
142	Toshiba E Studio T2030 Toner (photocopier machine)	5				
143	Toshiba E Stuidio 455 Toner cartridge (photocopier machine)	20				
144	Xerox phaser 3250D	3				
145	XEROX WORKCENTER 3220 TONNER (ORIGINAL)	40				

Minimum time required to start the supply after receipt of letter of indent/supply orders :

Validity : One Year (Sep-13 to Aug 14)

Certified that the rate quoted will hold good for one year during which period no upward revision will be asked for.

PLACE:
DATE:

NAME & SIGNATURE OF THE APPLICANT
(WITH OFFICE SEAL)