

Tender Enquiry Document

For

Rate Contract for Supply of Original Printer Cartridges And IT HARDWARE ITEMS



BY

HLL Infra Tech Services Limited

**A fully owned subsidiary of
HLL Lifecare Limited**

(A GOVERNMENT OF INDIA ENTERPRISE)

B-14 A, Sector-62, Noida-201 307

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SECTION I
NOTICE INVITING TENDERS (NIT)
HLL Infra Tech Services Limited(HITES)
A fully owned subsidiary of
HLL Lifecare Limited
(A GOVERNMENT OF INDIA ENTERPRISE)
B-14A, Sector-62, G. B. Nagar, Noida - 201307
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Tender EnquiryNo: HITES/ IT-01/15-16

Dated. 21-09-2015

HLL Infratech Services Ltd, invites tenders for conclusion of Rate Contract, from eligible and qualified bidders for supply of following Original Printer Cartridges and IT hardware items.

Sl. No.	Item	Configuration	Make	Estimated Qty (nos.)
Group-1				
1	DESKTOP	CORE i3/ 4 GB DDR 3 RAM 500GB HDD/ WINDOWS 8.1 (Pro), 18.5" LED MONITOR /KEYBOARD/ OPTICAL MOUSE	HP/DELL/ ACER/ LENOVO	15
2	LAPTOP	CORE i3/ 4 GB DDR3 RAM 500GB HDD / WINDOWS 8.1 (pro) MONITOR 14" LED SCREEN	HP/DELL/ ACER/ LENOVO	5
3	PRINTER	MFP COLOUR A4, NETWORK, ADF WITH DUPLEXING – MIN SPEED 22 PPM	HP/SAMSUNG/CANON	2
		MFP B/W,A3/A4, NETWORK, ADF WITH DUPLEXING – MIN. SPEED 22 PPM	HP/SAMSUNG/CANON	2
4	SCANNER	MFP B/W –A3/44 WITH ADF , DUPLEXING & NETWORK TYPE	HP/SAMSUNG/CANON	2
Group-2				
1	Cartridges for printer	HP 531	Laserjet Printer	10
2		HP 532	Laserjet Printer	10
3		HP 533	Laserjet Printer	10
4		HP 530	Laserjet Printer	10
5		HP 05 A	Laserjet Printer	12
6		HP CE740A	Laserjet Printer	10
7		HP CE741A	Laserjet Printer	10
8		HP CE742A	Laserjet Printer	10
9		HP CE743A	Laserjet Printer	10
10		CANON-328	Laserjet Printer	12
11		CANON-NPG 28	Laserjet Printer	12
12		BROTHER - 2255/TN2260/TN 2280	Laserjet Printer	12
13		HP 12 A	Laserjet Printer	12
14		HP 36 A	Laserjet Printer	12
15		HP 78 A	Laserjet Printer	12

Sl. No.	Item	Configuration	Make	Estimated Qty (nos.)
16		HP 53 A	Laserjet Printer	12
17		HP 80 A	Laserjet Printer	12
18		HP 55A	Laserjet Printer	10
19		Canon 737 BK	Laserjet Printer	08
20		HP CE 410 A	Laserjet Printer	12
21		HP CE 411 A	Laserjet Printer	12
22		HP CE 412 A	Laserjet Printer	12
23		HP CE 413 A	Laserjet Printer	12
24		CANON- 810	Inkjet Printer	10
25		CANON -811	Inkjet Printer	10
26		HP 860	Inkjet Printer	10
27		HP 861	Inkjet Printer	10
28		HP 703-Black	Inkjet Printer	05
29		HP 703 - COLOR	Inkjet Printer	05
30		HP 950 XL Black	Inkjet Printer	12
31		HP 951 XL Cyan	Inkjet Printer	12
32		HP 951 XL Magenta	Inkjet Printer	12
33		HP 951 XL Yellow	Inkjet Printer	12
34		HP 9370	Plotter- Inkjet Printer	10
35		HP 9371	Plotter- Inkjet Printer	10
36		HP 9372	Plotter- Inkjet Printer	10
37		HP 9373	Plotter- Inkjet Printer	10
38		HP 9374	Plotter- Inkjet Printer	10
39		HP 9403	Plotter- Inkjet Printer	10
Group-3				
1	LAPTOP BATTERY	a- HP PAVILION DV4:	HP	04
		b- DEL VESTRO	DELL	04
		c- LENOVO THINK PAD	LENOVO	04
		d- SONY VAIO	SONY	04
		e- HP 430	HP	02
		f- HP 250	HP	01
		g- TOSHIBA	TOSHIBA	02
2	PEN DRIVE 16GB		HP/SONY/KINSTON/SANDISK/TOSHIBA	20
3	EXTERNAL HDD -1 TB)		SEAGATE/WD/HP/SAMSUNG	10
4	INTERNAL HDD (500 GB FOR LAPTOP –SATA		SEAGATE/WD/HP/SAMSUNG	10
5	Keyboard		HP/LENEVO/LOGITECH	10
6	Optical Mouse & Keyboard Set (Wireless)		MICROSOFT/HP/LENEVO/LOGITECH	10
7	Optical Mouse (USB)		DELL/HP/LOGITECH	20
8	3 Pin Power Cable for Desktop			30
9	Alkaline Duracell battery, 1.5 volt, AA			50
10	Alkaline Duracell battery, 1.5volt AAA			50
11	DVD R/W		Samsung/ Sony/LG	10

Sl. No.	Item	Configuration	Make	Estimated Qty (nos.)
12	Telephone cable for EPABX system(100 mtr. Length)			10
13	RJ 11 connector			250
14	RJ 45 connector			250
15	IO box – 4 port			50
16	Face Plate- 4 port			50
17	Cat 6 UTP cable – 300 mtr. Length box			5
18	UPS 600 VA with Battery		Microtek/ Luminus/APC/ equivalent	10
19	RAM DDR 2, 2 GB		HP /Kingston/equivalent	10
20	RAM DDR 3, 4 GB		HP /Kingston/equivalent	10
21	VGA Cable: CE mark			10
22	Speaker (USB)- 4 Watt		I Ball/ HP/Intex/equivalent	10
23	Laptop universal Adapter		HP/Compaq/Dell/ Equivalent	10
24	Telephone: Set - with display feature -Corded		Beetel M71/ Panasonic or equivalent	10

Terms and Conditions:-

1. The tender enquiry is for fixation of rate and agency for supply of tendered items for a period of one year.
2. Interested bidders may read the tender enquiry document carefully before submitting their bid.
3. This is a two part bidding Bidders are requested to download the tender enquiry document from the website of HLL i.e. www.lifecarehll.com and may quote for one or more items under single EMD amount of Rs. 5,000/- by way of Demand Draft in favour of “HLL Infra Tech Services Limited” payable at Delhi. All tenders must be accompanied by EMD. Tenders without EMD shall be rejected.
4. Quantities mentioned above are indicative and purchaser does not commit confirmed drawal against this rate Contract.
5. Prospective bidders may attend the pre-bid meeting, for clarifications, if any, on this tender scheduled to be held in the Conference Hall of HITES at the address specified below.
6. Important Dates:
 - a. Prebid meeting : 28-09-2015, 11.00 AM
 - b. Bid submission date : 14-10-2015, 02.00 PM
 - c. Bid Opening date : 14-10-2015, 02.30 PM
7. In the event of any of the above mentioned dates being declared as a holiday / closed day for the purchase organisation, the tenders will be received/opened on the next working day at the appointed time
8. All tenders must be accompanied by EMD as mentioned against each item. The tenders without EMD shall be rejected. EMD of unsuccessful bidders shall be returned with in seven days from date conclusion of Rate Contract. EMD of successful bidders shall be retained till the completion of the contract period.

9. The purchaser reserves the right to accept or reject a tender either in part or in full without assigning any reason.
10. Language of Tender should be in English only
11. Tendering expenses shall be borne by the bidder and HITES shall not be in no case responsible.
12. Tender should be valid for its acceptance for a period of 60 days.
13. This is Two Stage bidding System: Techno-commercial Bid (Unpriced Bid) and Price Bid
14. **Techno-commercial bid** (Un-priced bid) should be comprise the following and sealed in an envelope, duly marked as “Techno-commercial Bid”
 - a. EMD amount specified above
 - b. Downloaded Tender document duly signed in all pages as a confirmation of acceptance to the terms and condition of the tender enquiry document
 - c. Documentary evidence, complying the “**Eligibility Criteria**”
 - d. Authorisation letter/ dealership agreement with the manufacturer/National franchisee by the bidder.
 - e. Copy of PAN no. of the bidder
 - f. Copy of Sales Tax/VAT Registration
 - g. Copy of P&L A/c and Balance Sheet for last three completed financial year.
 - h. Authorisation letter to quote in the bid
 - i. Technical compliance document comprising product catalogues/ Data Sheet for the quoted items
 - j. Acceptance to the warranty Condition.
15. **Price tender:** Should be sealed in a separate envelope duly sealed and marked as “Price Bid- Not to be opened with Techno-commercial bid”
 - a. Price should be quoted in INR only and inclusive of all taxes & duties and any other charges till delivery at site at Noida.
 - b. Bidder quoting more than one item should quote the prices for each item separately.
16. Both **Techno-Commercial Bid envelope** and **Price Bid envelope** should be put into a third envelope which should be sealed and super scribed with the Tender number, Due Date of Opening, Title as “Tender for Rate Contract for IT Items”.
17. Bidders shall ensure that their tenders, complete in all respects, are dropped in the Tender Box located at HITES, B-14 A, Sector -62, Noida -201307, Uttar Pradesh on or before the closing date and time indicated above, failing which the tenders will be treated as late and rejected. The tenders sent by post must reach the above said address on or before the closing date & time, as indicated, failing which the tenders will be treated as late tender and rejected.
18. Price bids shall be considered for ranking for those bids which meets the tender requirements.
19. Evaluation shall be made on item-wise basis based on the unit price quoted.
20. Purchaser reserves the rights for placement of Rate Contract/ conclusion of parallel Rate contracts.
21. Purchaser also reserves the right to arrive at reasonable eligible L-1 price and make counter offers to higher quoting eligible firms for awarding Parallel Rate Contracts

22. Delivery Period: The goods shall be delivered at the purchaser's site within seven days on placement of Supply order(s) against the Rate contract Awarded.
23. General Conditions of Contract
 - a. Inspection shall be carried out at site by the authorised representative of purchaser.
 - b. Warranty:
 - i. Standard Manufacturer's warranty / one year, whichever is higher from the date of acceptance (for all items, except Desktop and Laptop)
 - ii. For Desktop and laptop, it shall be three years onsite warranty
 - c. 100 % Payment shall be made against submission following documents
 - i. Tax invoice in Duplicate
 - ii. Proof of receipt and technical acceptance.
 - iii. Warranty Certificate, in case of Desktop and Laptop
24. Liquidated Damages: If the supplier fails to deliver any or all of the goods within the time frame(s) incorporated in the Supply Order, the Purchaser shall, without prejudice to other rights and remedies available to the Purchaser under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed supply of goods until actual delivery or performance subject to a maximum of 10% of the contract price. Once the maximum is reached Purchaser may consider termination of the contract.
25. **Eligibility Criteria**
 - a. The bidder must be an authorised dealer of the Original equipment Manufacturer (OEM) or National Franchisee of the OEM, applicable for items under Group-1 and 2 only.
 - b. The bidder should be having Sales tax/VAT registration.
 - c. Should have average annual turn over of Rs. 10 Lakh, during last three years
 - d. The bidder should have successfully dealt with IT items for at least one year. In support, bidder should submit at least proof of supply/ purchase orders (at least three numbers) from institutions of repute.
26. Amendment to this tender enquiry document, if any, shall be published in the website mentioned above. Prospective bidders may please refer the website regularly till the time for closing of submission of bid.