

**HLL LIFECARE LIMITED**  
**(A Government of India Enterprise)**  
**CORPORATE R & D CENTRE,**  
**AKKULAM, SREEKARIYAM P.O,**  
**THIRUVANANTHAPURAM-695017**  
**Email: [materialscredc@lifecarehll.com](mailto:materialscredc@lifecarehll.com)**  
**Website: [www.lifecarehll.com](http://www.lifecarehll.com)**  
**PH: +91 471 277 4700**  
**FAX: +91 471 277 4707**



**INVITATION FOR BIDS**

**FOR**

**Website Design and Development**  
**AT**

**CORPORATE R & D CENTRE,**  
**AKKULAM, SREEKARIYAM P.O.**  
**THIRUVANANTHAPURAM – 695 017**

**Enquiry No. HLL/CRD/PUR/TENDER/2018-19/01**

**Date: 14<sup>th</sup> April 2018**

Sealed and super scribed tenders under single bid systems are invited from qualified website developers for Design and Development of Official website for HLL R&D with a professional look & design **based on the below mentioned scope of work**

Sl. No	Brief Description of Item/Work	EMD in Rs	Tender Fee in Rs
1	Website Design and Development as per the scope of work given by HLL,Corporate R & D Centre, Akkulam, Thiruvananthapuram - 695017	Rs 2,000/-	Rs.300/-

1. The Bidder is expected to examine the specifications and terms and conditions in the Bid Documents. Any subsequent changes / amendments will be intimated through email. At any time prior to the deadline for submission of tenders, the purchaser may, for any reason deemed fit by it, modify the Tender documents by issuing suitable amendment(s) intimated through email.

- a) Date of issue of tender document - 14.04.2018 onwards
- b) Last date and time for receipt of bids - 04-05-2018 up to 15.00pm.
- c) Date and time of opening of bids - 04-05-2018, 16.00 pm.
- d) Address for communication, receipt and place of opening of bids:

Head (R&D)  
Corporate R&D Center,  
HLL Lifecare Limited  
Akkulam , Sreekaryam (PO),  
Trivandrum - 695017, India,  
Ph:0091-471-2774700 (Off) Kerala,  
e-mail : [materialscrdc@lifecarehll.com](mailto:materialscrdc@lifecarehll.com)

2. Tender Fee and EMD shall be submitted in the form of demand draft drawn from a nationalized bank in favour of HLL Lifecare Limited payable at Thiruvananthapuram. In line with the Government orders, SSI, MSME units and firms registered with NSIC will be exempted from payment of tender fee/Earnest money deposit (EMD) provided they are registered for the items they intend to quote against the tender. These units are required to submit copy of their valid registration certificate along with the bid.

## 1. Scope of Services

The website should be with a dynamic admin panel to manage the dynamic modules of the website from the client side. The website should have the following pages

### Sitemap

- Home
  - Banners
  - Highlights
- Who we are
  - Overview
  - HLL Lifecare
  - Board of Directors
  - Management Team
  - Awards & Recognitions
- Research & Development
  - Overview
  - Facilities
  - Collaborations
  - Milestones
  - People
- News & Events
- Contact
  - Contact Address
  - Feedback form

## 2. Project Timeline and Warranty

Proposed timeline: It is expected to be completed within maximum time limit of 45 working days from signing of contract.

### 3. Deliverables

The Assignment will be considered complete on:

- Hosting of website to the temporary server provided by R&D /3rd party hosting provider ;
- Transfer of all user / copy rights to HLL R&D;
- Firm/Agency must submit the Sample Website Design before final programming stage;
- Necessary training to R&D staff on maintenance of Website;

### 4. Training, Maintenance / Support Period

The Firm/Agency will transfer the website to specified web server after operational acceptance from project team.

- Firm/Agency will provide three months maintenance and technical support for the website, as per the details below:
- During support, following is expected:
  - Trouble shooting: In case site is down, any link is broken, any functionality not working properly etc.
  - Technical Assistance: In case Website needs to be shifted from one server to another, any patch up-gradation on Open Source CMS and server etc.
  - Remote support for assistance in changing/editing/modifying modules, webpage via call or emails (if at all required).
  - Bug fixes for any existing functionality.

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The Firms/Agencies shall clearly specify the terms and conditions of the support.

**5. Eligibility Criteria:**

- The Firm/Agency should be in operation for a minimum of 3 years as on 1st April 2018.
- The Firm/Agency should have a registered office in Kerala.
- The Firm/Agency should have experience in handling website management work for at least 5 central government/ state government organisations/ PSU
- Self-Certification stating that the Firm / Agency or its Subsidiaries / Associates are not Debarred / Blacklisted by any Central / State Governments, Government Departments, Government Bodies or PSUs.

**6. Evaluation:**

Only those who meet the minimum eligibility criteria as mentioned above shall be invited to make the Technical Presentation on Methodology, Work plan, Deployment of professional team etc. The technical presentation shall be evaluated by a committee constituted by HLL Lifecare. This committee will short list Firms/Agencies based on their competence as revealed in the presentation. The Financial Bid of only those Firms/Agencies, who are short listed by the evaluation committee after the presentation, will be opened after intimating the short listed Firms/Agencies. The proposal should reach the address given below on or before the prescribed date.

**Address:**

HLL Lifecare Limited,  
Corporate R & D Centre,  
Akkulam, Sreekariyam PO  
Trivandrum – 695017  
Kerala, India  
Telephone: - +91 471 2774700

## **Terms & Conditions**

1. HLL reserves the right to revise or alter the scope of the services before acceptance of any bid.
2. However, in such an eventuality the Bidder may be given an opportunity to consider such changes and revise the offer if found necessary.
3. **The Bidder's particulars should be furnished in Form A-1.**
4. **The Bidder shall enumerate the operational experience in similar services offered to large clients in Form A-2.**
5. **The Bidder should provide declaration in Forms A-3**
6. Prices quoted should clearly indicate the cost and TAX, expenses payable to any party or Government and should be in Indian Rupees only. Statements such as "Taxes as applicable" will not be entertained.
7. Taxes will be paid at actual.
8. **The Bidder has to quote rate of service in the Form A-4. The Bidder has also to give total cost wherever applicable.**
9. The proposal to be sent to following address;  
**HEAD (R&D)**  
**HLL Corporate R&D Centre,**  
**HLL lifecare limited,**  
**Akkulam, Sreekariyam – P.O.**  
**Trivandrum, Kerala – 695017 Phone: 0471-2774700**
10. The prices quoted shall be valid for a period of 90 days from the date of opening of bids.
11. Penalty at 0.5% per week's delay subject to maximum of 7.5% is applicable for delayed delivery.
12. Statutory documents like licenses if any should be supplied along with the product.
13. Bids should be clear in all respects and those with ambiguous clauses shall be summarily rejected.
14. The supply order will be placed on the first lowest responsive bidder.
15. **Payment terms will be :**
  - **25% payment as advance against advance bank guarantee valid for 3 months or till the completion of work**
  - **25% after design confirmation**
  - **Balance 50% against successful completion of work and handing over.**

**Note: Based on Government Notification (45/2017 dated 15.11.2017), we are eligible for availing concessional CGST/SGST @2.5% each applicable for R & D institutions other than hospitals registered with DSIR.**

**The supplier should provide the quote with concessional GST. Essentiality Certificate and DSIR Certificate will be given at the time of issue of purchase order.**

16. Payment will be released from HLL Corporate R &D Centre, Akkulam within 30 days from the date of satisfactory installation. For claiming the payment, the following documents are to be submitted.
  - (i) **Invoice.**
  - (ii) **Installation report**
17. **Bids should be submitted on or before 15:00hrs on 04.05.2018 and the same will be opened at 16:00Hrs on the same day at HLL Corporate R&D Centre, Akkulam, Sreekariyam, Thiruvananthapuram in the presence of the representative of the bidder who choose to attend. If the bid opening day is declared as holiday for HLL, the bid will be opened at the next working day of HLL.**
18. **The envelopes containing the bid should bear the Invitation for Bids title and enquiry number, and the statement DO NOT OPEN BEFORE \_\_\_\_\_ (Here insert time and date of bid opening)**

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19. Any bid received after the deadline will be rejected
20. No fax/email bids will be accepted
21. Any dispute arising out of the tender/bid document/ evaluation of bids/issue of purchase order shall be subject to the jurisdiction of the competent court at Thiruvananthapuram only.

Thanking you,  
Yours Faithfully,

**HEAD (R&D)**

**Hard copy to be sent to following address:**

**HEAD (R&D)  
HLL Corporate R&D Centre  
HLL lifecare limited  
Akkulam, Sreekariyam – P.O.  
Trivandrum, Kerala – 695017**

**Form A-1**

**BIDDER'S PARTICULARS**

1	<b>Name of the Company</b>	
2	<b>Registered office Address</b>	
3	<b>Corporate Profile:</b>	
	Chairman	
	Managing Director	
	Directors	
4	<b>Office for correspondence:</b>	
	Contact person's name	
	Designation	
	Address	
	Telephone No/s	
	Fax No/s	
	E-mail ID	
5	<b>Income tax no. (GIR/PAN)</b>	
6	<b>GST Regn. No. and Date</b>	
7	Employee strength/profile:	
	1) Development Engineers / Programmers	
	2) Support Engineers	
	3) Administrative Support Staff	
8	<b>ISO Certification Details (If yes, attach copies of the of the Certificate/s)</b>	

Date:

Signature:

Place:

Name:

Designation:

Company:

Seal of the Company:

**Form A-2**

**CLIENTELE / EXPERIENCE**

Sl.No	Name of the client, Contact person, Designation & telephone no.	Period of Contract	Details of the service provided to the client (Design, Maintenance etc along URL of the sites developed	Approximate value of the contract (In lakhs)

Date:

Signature:

Place:

Name:

Designation:

Company:

Seal of the Company:



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**Form A-3**

**TERMS AND CONDITIONS AS AGREED**

Our company is agreeable to provide Website as per the Scope of Work and the General Terms and Conditions. A copy of the same duly signed by us is attached.

(The Bidder should initial each page of the Scope of Work and the General Terms and Conditions mentioned above and attach with Form A-4 in confirmation of the Terms and Conditions agreed by the Bidder. If the Bidder has reservations about any of the scope of work or Terms and Conditions mentioned therein, the same has to be stated as an additional Annexure to this Form and signed.)

Date:

Signature:

Place:

Name:

Designation:

Company:

Seal of the Company:

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**SCHEDULE OF RATES**

S.No	Description	Taxes, if any			Total Amount
		Tax Head	%	Amount	

Note: All taxes applicable should be specified clearly. Taxes will be paid at actual.

Date:

Signature:

Place:

Name:

Designation:

Company:

Seal of the Company: