



(A Government of India Enterprise)

Corporate and Registered Office,
HLL Bhavan, Poojappura,
Thiruvananthapuram– 695 012
Kerala, India.

Phone: 0471 – 2354949

Website: www.lifecarehll.com

Invitation for Bids

**RATE CONTRACT – SUPPLY AND INSTALLATION OF COMPUTERS AT HEAD OFFICE,
FACTORIES AND OTHER OFFICES OF HLL LIFECARE LTD (HLL) ACROSS INDIA**

Date	:	20.08.2014
IFB No.	:	HLL/CHO/IT/RC- Computers /2014

The schedule of the bid is given below.

Last date and time for submission of e-tender	:	15.00 Hrs on 30.08.2014
Time and date of opening of Technical Bids (through e-tendering)	:	15.30 Hrs on 30.08.2014

NOTICE INVITING TENDER

HLL Lifecare Limited, Corporate and Registered Office, Poojappura, Thiruvananthapuram invites **e-Tender** under open two bid system from reputed Original Equipments Manufacturer (OEM) / OEM Authorised Agency/Distributor/Channel partner for the supply and installation of Desktop Computers and Laptop Computers at Head office, factories and other offices of HLL across India under rate contract against the internal requirement of HLL. HLL e-Tender portal can be accessed through URL <https://etender.lifecarehll.com> or through www.lifecarehll.com/tender and click on *E-Tenders*.

S.No	Item	Qty *(Nos).
1.	Desktop Computer	100
2.	Laptop Computers	50

***Quantities indicated are approximate only, can vary based on actual requirement.**

Date, Time & Venue of Pre-Bid Meeting : 25.08.2014 at 11.30 Hrs

Venue : HLL Lifecare Ltd.,
Corporate & Registered Office
HLL Bhavan, Poojapura,
Thiruvananthapuram-695012
Phone: 0471-2354949

Last date for registration of new vendor : 28.08.2014 at 11.30 Hrs

Last date and time for submission of Tender Fee : 29.08.2014 at 11.30 Hrs

Last date and time for submission of EMD : 29.08.2014 at 15.30 Hrs

Last date and time for submission of e-Tender : 30.08.2014 at 15.00 Hrs

Date and time of opening technical bid through e-tendering : 30.08.2014 at 15.30 Hrs

GENERAL INSTRUCTIONS

1. Please go through the *bidders help document* provided in the e-tendering portal before proceeding for bidding.
2. Detailed step-step tutorial video/ manual, Frequently Asked Questions are available in the portal.
3. Please ensure that all prerequisites are in place before starting for bidding.
4. In the event of any amendments in the Bid, an E-mail communication will be sent to all registered bidders for the particular RFx. Please ensure the correctness of Email IDs given to HLL.

5. The bidders are requested to note that it is mandatory to have a valid Class 3B Digital Certificate and Encryption Certificate issued by any certifying authority approved by Govt. of India to participate in the online bidding. The bidders are requested to ensure that they have the same, well in advance.
6. Once the bid is published in HLL e-tender portal, the bid document and relevant details from the technical folder can be viewed/downloaded using log on credentials by all registered vendors of HLL for e-tendering or using Guest login for a new vendor. The prospective bidder can also download the bid document from the website www.lifecarehll.com.
7. Interested bidders, who are not registered/empanelled with HLL as a Vendor, please complete the Vendor registration procedure and ensure that they are in possession of valid User ID on or before 28.08.2014 at 11.30 Hrs. For the vendor registration purpose, the bidder can submit (by e-mail- sivakumar@lifecarehll.com) the duly filled format given in Technical RFx (C-Folder).
8. The exported public key of Digital Certificate in *.cer format should also be submitted through e-mail by both registered /new vendors for the purpose of mapping the same in the Server for enabling the bidders to participate in the e-tender on or before 28.08.2014. at 11.30 Hrs.
9. Bidders will not be able to participate in the e-tender after the closing time mentioned for the submission of bid. Please make note of the dynamic time displayed in the screen.
10. TENDER FEE (NON-REFUNDABLE): INR.1000.00 (Rupees One Thousand only) in the form of DD taken from any Nationalized / Scheduled bank in favour of HLL Lifecare Limited payable at Thiruvananthapuram. The bidder can create response in e-tender portal for the bid only after the payment of Tender fee, before the deadline and subsequent acknowledgement by HLL.
11. EMD: INR.1,00,000.00 (Rupees One lakh Only) in the form of DD in favour of HLL Lifecare Limited payable at Thiruvananthapuram / Unconditional Bank Guarantee taken from any Nationalized /Scheduled bank valid for 3 months.
12. The bidders can view the status of the EMD & Tender fee amount submitted, by logging to portal using their username and password, once HLL Lifecare Ltd acknowledges the receipt of the EMD and Tender fee.
13. Since this being an open bid, interested bidders need to first register for the bid. Hence the bidders are requested log in to portal using their credentials (user name and Password), select the particular RFX and in the detail screen click on "Register" icon. This is a mandatory prerequisite for all further activities like, Tender fee & EMD acknowledgement, Creating the Response & receiving E-mail communications with reference to the RFX etc.,
14. The Price Bid of those Bidders, who qualify in the Technical Bid, only will be opened. The date and time of opening of price bid will be intimated separately.

L. Ajithkumar
Associate Vice President (IT)