

**Tender Enquiry No.:** HLL/IT/NOIDA/2014  
(By Courier/E-mail/FAX)

**Date:** 19/02/2014

**LIMITED TENDER ENQUIRY**

**Sub:** Procurement of 8 No. of Desktop Computers at HLL Noida Office

S.No	Item	Configuration (minimum)	Qty( Nos).
1.	Desktop Computer	Intel Dual Core CPU 2.8GHz, 2GB DDR3 RAM, 500 GB HDD, DVD RW, Standard Keyboard, Optical mouse, 18.5" LED/TFT, Pre-loaded genuine Windows professional 7 or Windows 8 Pro (Licensed) with (3-3-3) years on site OEM warranty)	08 (Eight)

❖ **INSTRUCTIONS TO BIDDER (ITB)**

(A). All quotation/s and subsequent Correspondence should be sent to the address given below:

**Assistant Manager (IT)  
HLL Lifecare Ltd.  
B-14A, Sector-62,  
Noida-201 307  
Phone: 0120-4071531**

Note: Bidders who have not received any direct enquiry from HLL may participate in this tender with prior intimation to the above address.

B). SEALED QUOTATIONS SHALL BE SUBMITTED IN TWO BID (ENVELOPE) SYSTEM ONLY:

The 1<sup>st</sup> envelope superscribed with “ **Technical Bid, Signed copy of Tender Enquiry Document**” shall contain relevant documents mentioned herein.

The 2<sup>nd</sup> envelope superscribed with “**Price bid and Name of item**” shall contain the ‘Price schedule’.

Both envelopes may be placed in separate 3<sup>rd</sup> envelope superscribed with “**Tender No. & Date of Opening**”

C). **Tender should reach this office on or before 03.03.2014 upto 03.00PM.** All offers will be opened on the same day at 1530 hrs (IST), in presence of the representatives of firm(s) who may choose to be present.

D). If tender-opening day happens to be a holiday, the next working day will be treated as tender opening day at the scheduled time.

E). Late tender/telegraphic tenders & tenders over email shall not be considered

and no claim, whatsoever will be accepted.

**F). VALIDITY:**

The Rates should be valid for acceptance of order at least for 45 days from the date of opening of Techno-Commercial tender.

G). The tenderer should sign & stamp each page of this tender enquiry document as a token of having read & understood the terms & conditions contained herein.

**1.0** The Manufacturer or their Authorised agent can participate in this tender.

**2.0** The bidder should have minimum 3 years of experience in Branded Computer Hardware sales, the documentary evidence for the same to be enclosed along with the bid. The bidder has also to provide the following documents along with the bid :-

(a) Copy of the Incorporation certificate & Self-certificate stating that the bidder has not been blacklisted/debarred/by any institution of the central/state Government/PSU.

(b) PAN /TIN Details

These should be placed in Envelope1.

**3.0 PRICES:**

- Prices quoted in INR only should be 'Firm & Final' for full quantity, inclusive of all levies prepaid up to consignee end, inclusive of all charges like packing & forwarding, loading, unloading, transit insurance, all duties & taxes, any other incidental expenses, installation and commissioning of the equipment at consignee site.
- In case the quotation does not indicate clearly whether the Prices are firm or not, the quoted Price shall be deemed as firm & final. The overwriting should be avoided in the quotation.
- Excise duty, Sales Tax and other levies, if applicable, should be indicated clearly with their present rates. In case applicable taxes, duties etc., are not indicated clearly, it would be assumed that the same are included in the basic rates.
- Octroi / Entry Tax / Tax by local Municipal body shall be re-imbursed at actual if not exempted. Where ever required, the tenderer should obtain the Octroi exemption certificate , road permit & entry tax exemption certificate from the consignee much in advance to avoid payment of such local taxes or duties.
- A certificate indicating that the rates quoted are same as charged to other Govt./PSU's for similar supplies made in recent past should accompany the bid in support of its price reasonability in Envelope 2.

**Prices should be stated clearly** as per Price Schedule in Annexure-II.

**4.0 PRODUCT SPECIFICATIONS:**

Brand name and type of Product being offered by the Firm must be clearly mentioned in the offer. The bid should contain complete technical specifications/make of the equipment supported with illustrative literatures / catalogues. Necessary users manuals/accessories / CD's/ Drawings are to be supplied along with all the equipments etc and Manufacturers price list, if any, must accompany the quotation in Envelope1.

Bidders should confirm that the stores offered conform strictly to relevant specifications asked in this Tender Enquiry Document. Deviations, if any, are to be clearly mentioned.

- 5.0 Unless specifically mentioned to the contrary in their offer itself, it will be assumed that all terms and conditions mentioned in this enquiry are acceptable to the tenderer.
- 6.0 The tender quotation of the Supplier not in conformity with the above conditions is liable to be rejected.
- 7.0 HLL will have the right to increase or decrease up to 20% of the quantity of goods and services specified in the schedule of requirements without any change in the unit price or other terms and conditions at the time of award of contract.
- 8.0 HLL reserves the right to reject or accept any or all tender(s) without assigning any reason or to place the order for part or full quantity.
- 9.0 The bidder should have supporting / service centre at Noida.
- 10.0 "Instruction to Bidders" whereby they are required to furnish clause by clause compliance of specification bringing out clearly deviation from specification, if any. The firms are advised to submit the compliance statement in the following format along with Technical bid failing which their offer will be treated as incomplete and are liable to be ignored.
- 11.0 Format of compliance statement:

Para of Tender Enquiry specificaiton	Specification of product offered	Compliance to T/E Specification Whether yes or No	In case of non Compliance deviation From T/E Specification to be indicated in Unambiguous terms
(1)	(2)	(3)	(4)

- 12.0 Bidders may please note that complete Tender Enquiry Document is available on our website <http://www.lifecarehll.com/tender> or [www.eprocure.gov.in](http://www.eprocure.gov.in) and submit its tender by utilizing the downloaded document .

**❖ GENERAL CONDITIONS OF THE CONTRACT (GCC)**

**1.0 INSPECTION:**

The purchaser reserves the right for inspection and testing the quality & standards of the stores for assessment of quality before dispatch to the consignees or at the consignee end wherever required.

**2.0 DELIVERY PERIOD FOR SUPPLY, INSTALLATION & COMMISIONING:**

In the event of placement of Supply order, the bidder shall supply the stores within 15 days of order. The time and date of delivery stipulated in the schedule shall be deemed to be the essence of the contract and delivery must be completed not later than the date as specified in the contract.

Installation and commissioning, wherever required, shall be completed within 15 days of handing over the site of installation complete in all respect by the consignee. The delay on the part of supplier in regard to installation will attract the provisions of liquidity damages clause.

### **3.0 LIQUIDATED DAMAGES:**

In the event of placement of an order, if the Supplier fails to deliver, install and commission the stores in full or part thereof within the delivery period as stipulated in Clause 2.0 above, the Purchaser reserves the right to levy Liquidated damages @ 1% (One percent) per week of the amount of the undelivered stores for delay in supplies subject to maximum 5% of value of the supply Order. Once the maximum is reached, the purchaser may consider termination of the contract and purchase the same from elsewhere, at the risk and cost of the Supplier.

### **4.0 PAYMENT FOR SUPPLY PORTION:**

Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner.

**100 % Payment** of the price of goods shall be made on receipt of goods by consignee and successful commissioning within 15 days of the successful delivery & installation of the ordered items. The following documents are required to be submitted to HLL Lifecare Limited :-

- Delivery Challan
- Installation report duly certified by the IT In charge of HLL Noida
- Warranty Certificate from OEM to be provided along with the original Invoice
- The Invoice should clearly mention the PAN/VAT/ CST No / Banker's details ( A/c no , IFSC , MICR Code )

### **5.0 TRANSIT INSURANCE:**

Rates quoted being door delivery basis, the Supplier shall be fully responsible till full material is received in good condition upto destination. As such the Supplier shall dispatch the material duly insured & expenses on this account shall be borne by the Supplier.

### **6.0 REPEAT ORDER:**

Repeat order up to 50% of the quantity of the Supply Order can be placed within 6 months after the completion of original order on the same rate & terms and conditions of original Supply Order provided there is no downward trend in Prices.

### **7.0 WARRANTY:**

- (a) Desktop Computers has to be offered as per '**LIST OF REQUIREMENT**' & the OEM warranty shall be offered for a period of THREE YEAR ON SITE from the date of installation. If manufacturers guarantee / warranty stands for longer duration, the longer guarantee/warranty period shall be applicable.
- (b) The Supplier shall be responsible to replace the material free of cost at site in whole or in part if found defective in any respect after receipt at site or during normal & proper usage or storage/maintenance for which the Purchaser shall give prompt written notice. Such replacements shall be effected by the Supplier within a reasonable time actually required to do so which in no case shall be more than 15 days.
- (c) The above provisions shall also equally apply to the material replaced by the Supplier under this Clause, in case the same is again found to be defective after its replacement.
- (d) If the Supplier fails to act with requisite promptness and thereby entails avoidable loss to the purchaser, it shall be liable to suitable action as deemed fit during the Operative Warranty period.
- (e) All the defective parts should be replaced at free of cost during the warranty period.

## 8.0 FORCE MAJEURE:

If at any time, during the currency of the contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of public enmity, civil commotion, sabotages, fires, floods, explosions, epidemics, quarantines, restrictions, strikes, lock outs or acts of God (herein after referred to as 'the events') then provided, neither party has any claim for damage against the other in respect of such non-performance or delays in performance, deliveries under the contract shall be resumed as soon as possible if any of the events have ceased to exist within one month of expiry of contract delivery period. After this, the purchaser may cancel the contract at its descretion without any financial repercussion on either side.

## 10.0 APPLICABLE LAW & RESOLUTION OF DISPUTES :

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force. Any dispute arising out of or in connection with this tender, Jurisdiction of the court will be from the place where the tender enquiry document has been issued, i.e., New Delhi, India

## ANNEXURE-I

### LIST OF REQUIREMENTS

#### Part I:

S.No	Item	Configuration (minimum)	Qty( Nos).
1.	Desktop Computer	Intel Dual Core CPU 2.8GHz, 2GB DDR3 RAM, 500 GB HDD, DVD RW, Standard Keyboard, Optical mouse, 18.5" LED/TFT, Pre-loaded genuine Windows professional 7 or Windows 8 Pro (Licensed) with (3-3-3) years on site OEM warranty)	08 (Eight)

#### Part II: Required Delivery Schedule:

Delivery shall be within **15 days** from date of Notification of Award. The date of delivery will be the date on which the goods are delivered to the consignee's site (Tenderers may quote earliest delivery period).

#### Part III: Scope of Incidental Services:

Installation & Commissioning, Supervision, Demonstration, Trial run, Training for operation and trouble shooting to the technicians /operators of the Consignee.

#### Part IV:

The supplier shall keep sufficient stock of spares for repair / replacement against warranty during warranty period and supplies to be made against any order within 15 days after completion of warranty for a period of 5 years.

#### Part V:

Delivery required at HLL Lifecare Limited, B-14A, Sector-62, Noida-201307

**PRICE SCHEDULE****PRICE SCHEDULE FOR DOMESTIC GOODS OR GOODS OF FOREIGN ORIGIN LOCATED WITHIN INDIA**

1	2	3	4	5				6
Sr. No.	Brief Description of Goods	Country of Origin	Quantity (Nos.)	Price per unit (Rs.)				Total Price (at Consignee Site) basis (Rs.)  4 x 5(g)
				Ex - factory/ Ex -warehouse /Ex-showroom /Off - the shelf (Considering discounts if any, P/F etc) (a)	Excise Duty (if any) [%age & value]  (b)	Sales Tax/ VAT(if any) [%age & value]  (c)	Unit Price (at Consignee Site) basis  (g) =a+b+c	

Total Tender price in Rupees: \_\_\_\_\_

In words: \_\_\_\_\_

**Note: -**

If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.

Name \_\_\_\_\_

Business Address \_\_\_\_\_

Signature of Tenderer \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Seal of the Tenderer \_\_\_\_\_