

HLL/KFC/IT/2015

07-02-2015

**Sub: Procurement of Laptop Computer under Buyback scheme reg**

Sealed quotations are invited from reputed firms, for supply and installation of the following specified item under buy back scheme with an old laptop on 'as is where is basis' ( Working & Not working) .

**Minimum specification required for the new laptop**

Sl.No	Item	Qty	Installation Location
1	<b><u>Laptop Computer ( Min.Spec)</u></b> Intel Core i3 processor, 4Gb DDR3 RAM,500 GB SATA HDD, 15.6" or 14.1 " LED Display, Inbuilt 10/100/1000 Gigabit Fast Ethernet, Integrated Wirelless and Blue tooth,Integrated DVD Writer, Keyboard with touch pad, Preinstalled Windows 8.1 Pro OS ( or) higher with original license , Li-on Battery, Power Adapter and Carry case.	1No	HLL Lifecare Ltd, Cochin Special Economic Zone, Kakkanad

**Terms & Conditions:**

- 1) The prices quoted shall be valid for a period of 90 days from the date of opening of quotations. The price should be tax exclusive, as taxes are exempted in SEZ procurements by providing relevant certificates ( Form 43 etc).
- 2) The party should have minimum 3 years' experience in the supply of IT products, party has to enclose the documents to prove the same.
- 3) **The party has to submit their competitive bids in the enclosed format in Annexure-1.**  
The party has to fill in the buyback value of the old laptop clearly and the total value would be calculating by considering that amount also. The comparison would be taken for the total quantity only. Incomplete quotes shall not be considered.
- 4) The condition of the old laptop opted for buy back can be checked by any interested party on taking prior permission in office hours.
- 5) **The Laptop should be Branded and the models to be clearly mentioned in the bids.**
- 6) 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.
- 7) HLL will have the right to increase or decrease the quantity of goods and services specified in the schedule of requirements without any change in the unit price or other terms and conditions in the validity period.

- 8) Payment of the total price of goods shall be made within 30 days on receipt of goods by consignee and upon completion of installation. For claiming this payment the following documents are to be submitted to the paying authority
  - a) Invoice & Delivery challan
  - b) Installation certificate signed by both the user and the supplier's representative
- 9) Delivery & Installation: The items should be delivered at the mentioned locations within 10 days of the placement of order. Penalty @ 0.50 % per week's daily subject to a maximum of 5% is applicable for delayed delivery.
- 10) Transporting & all the other delivery charges shall be paid by Bidder only.
- 11) **The warranty - THREE Year Onsite warranty from the OEM for the Laptop** . All defective parts should be replaced free of cost during the warranty period.
- 12) No email and fax bids are accepted.
- 13) Bids should be clear in all respects and those with ambiguous clauses shall be summarily rejected.
- 14) HLL reserves the right to reject any or all the bids without assigning any reason what so ever.
- 15) The quotations shall be send to the following address by clearly written **'Quotation for the Laptop under Buyback scheme** 'on the envelope.

**Dy.Manager (IT)**  
**HLL Lifecare Ltd , Plot No- 16/A-1,**  
**Cochin Special Economic Zone**  
**Kakkanad,Cochin-682037**  
**Ph : 0484-2413999**

**Last date of quotation submission : 3 p.m, 25/02/2015.**

**Date of Tender Opening : 3.30 PM, 25/02/2015**

**Tender opening Venue : HLL Lifecare Ltd, Kakkanad**

If the last date mentioned is declared as a holiday to HLL , the tender submission last date & opening date would be extended to the next working day . In that case, the timings would be same as per the schedule.

#### **Details of the Old Laptop opted under buy back scheme**

<p><b><u>Model- Sony Vaio CR363</u></b> <b>Intel Pentium D 1.73 GHz, 512 MB RAM, 200 GB HDD, DVD ROM, Windows Vista Business OS</b></p>
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Any quotation received after the deadline for submission of bids will be rejected.

**For & Behalf of HLL Lifecare Ltd**

Dy Manager (IT)

Price Format for the Laptop purchase under buyback scheme

Sl.No	Laptop Model & Specification	Unit Price of new laptop (Without Tax) ( A)	Price of old laptop under buy back option - Incl.all duties/taxes if any ( B)	Total Price ( C ) = ( A ) - ( B )

Total Price in Words -

**\*\* Taxes are exempted for the procurement of item under SEZ , HLL would provide relevant certificates instead of the same.**