



HLL Lifecare Limited
(A Government of India Enterprise)
Corporate and Registered Office,
HLL Bhavan, Poojappura,
Thiruvananthapuram– 695 012
Kerala, India.
Phone: 0471 – 2354949,2775612
CIN:U25193KL1966GOI002621
Website: www.lifecarehll.com

Invitation for Bids

SUPPLY OF IBM DATA (TAPE) CARTRIDGES

IFB No. :	HLL/CHO/IT/DC/2020
Date :	18 th March 2020

The schedule of the bid is given below.

Last date and time for receipt of bids	: 15.00 Hrs. on 25.03.2020
Time and date of opening of Bids	: 15.30 Hrs. on 25.03.2020

Dear Sir,

Sub: Supply of IBM Data (Tape) Cartridges.

HLL Lifecare Limited, Thiruvananthapuram invites the competitive bids from the eligible bidders for the supply of **IBM Data (Tape) Cartridges (LTO4)** mentioned in **Annexure-1** at Corporate and registered office (CHO), Poojappura, Thiruvananthapuram.

The terms and conditions of the bid are given below.

1. The prices should be quoted as per the format for price schedule enclosed as **Annexure –II.**
2. In the price schedule, if there is any discrepancy between the unit price and total price the unit price shall prevail and the total price shall be corrected by the purchaser.
3. The prices quoted shall be valid for a period of 90 (Ninety) days from the date of opening of bids.
4. The items should be delivered and installed within 2 (Two) weeks from the date of issue of Purchase Order.
5. Penalty @ 0.50 % of the total Purchase Order value for each week of delay or part thereof subject to a maximum of 5 % is applicable for the delay in completion of the works.
6. The bid shall be evaluated by taking the total amount quoted for all the items.
7. Bids should be clear in all respects and those with ambiguous and conditional clauses shall be rejected.
8. The bidder who requires any clarification on the tender shall notify the undersigned through e-Mail at **sivakumar@lifecarehll.com**. However no post bid clarification shall be entertained.
9. By submitting the bid it is presumed that the bidder has verified the tender Documents and technical specification of the items in details and has quoted the tender rate accordingly.
10. 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 during the validity period.
11. By submitting the bid it is presumed that the bidder has verified the tender Documents and technical specification of the items in details and has quoted the tender rate accordingly.

12. The supply order shall be placed on the lowest responsive bidder.
13. Payment will be released within 30 days from HLL Lifecare Ltd, Corporate and registered Office, Poojappura, Trivandrum against successful delivery and acceptance by HLL. For claiming the payment, the following documents are to be submitted.
 - a. Three copies of Invoices
 - b. Delivery/Installation report duly signed by the concerned person of HLL and representatives of the supplier.
14. The bids should be submitted at the following address.

Vice President (IT)
HLL Lifecare Limited
Corporate and Registered Office,
HLL Bhavan, Poojappura,
Thiruvananthapuram – 695 012,
Phone: 0471- 2354949,2775612.

15. Bids should be submitted on or before **15:00 Hrs on 25.03.2020** and the same **will be opened at 15.30 Hrs on the same day** at Corporate Head Office, Poojappura, and Thiruvananthapuram in the presence of the representative of the bidder who chooses 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.
16. The envelopes containing the bid shall bear the Bid Number with date and the words “DO NOT OPEN BEFORE” (Here insert the time and date of bid opening).
17. Any bid received after the deadline will be rejected.
18. HLL Lifecare Limited reserves the right to accept or reject any or all of the bids without assigning any reason whatsoever.
19. No Email or fax bids will be accepted.
20. 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,

P. Sivakumar
Deputy General Manager (Hardware)

Annexure-1

Sl.No	Item	Part No.	Qty	Location
1	IBM LTO4 Data Cartridge Tape Ultrium 4 pack including barcode label	95P4436	30 [★] (packs)	HLL Lifecare Limited, HLL Bhavan, Poojappura, Trivandrum -695012 Phone: 0471 - 2354949 0471 - 2775612
2	IBM LTO 4 Cleaning Cartridge including barcode label	35L2086	5Nos	

★ Five (5) numbers per pack

Price Schedule								Annexure – II			
SI.NO	Description of item / work	Unit	Quantity	Basic Price (Rs)	Taxes/ Duties (Rs)	Other incidental costs if any (Rs)	Total Price for each unit (Rs)	Amount (Rs)			
1	2	3	4	5	6	7	8= 5+6+7	9= 4 * 8			

Total Price (in Figure) : Rs.....

Total Price (in words) : Rs.