

HLL Lifecare Ltd, Central Marketing Office

HLL Bhavan, Pallikaranai,
Chennai-600100.
TamilNadu, India.
Tel: 044-29813733/34
Website: www.lifecarehll.com

Bid Document

For

Disposal of old unserviceable/condemned IT items

LETTER FOR INVITATION

Date of Issuance: 09.01.2024
Ref. No.: HLL/CMO/IT/SCRAP/23-24/0901

To,

Dear Sir,

HLL Lifecare Limited (HLL) a Govt. of India Enterprise under the Ministry of Health and Family Welfare invites proposals for Disposal of old unserviceable / Condemned IT items such as computer hardware/ laptop / printer /UPS & other miscellaneous IT items from the recyclers / dismantlers / pre-processors of e-waste register with Central Pollution Control Board or with the State Pollution Control Board. More details are provided in the Schedule of Requirements (Annexure-1).

You are requested to go through the bid document carefully and submit your proposals as per the instructions and guidelines given in the document.

Thanking You,

Yours Faithfully,



Manager(IT),
HLL Lifecare Limited,
HLL Bhavan,
S.No : 26/4, Velachery Tambaram Road,
Pallikaranai, Chennai -600100

Sl.No	Events	
1	Publish Date & Time	09.01.2024 16.30 Hrs
2	Last date for submission of Bids	29.01.2024 11.30 Hrs.
3	Opening of Bids	29.01.2024 15:30 Hrs.

Annexure-I

GENERAL TERMS & CONDITIONS

The bid should be submitted strictly as per the following terms and conditions:

1. The bidder shall have to be registered as recyclers/dismantlers/pre-processors of e-waste Central Pollution Control Board, Government of India or with the State Pollution Control Board. Documents of registration and validity of the authorization shall be produced with the bid.

2. The old unserviceable/ condemned IT items for sale are kept in the office of HLL Lifecare Limited, Chennai, Mumbai and Kolkata. The bidders can inspect the condition of goods by visiting these offices on any working days between 2:00 PM to 4.00 PM before 23.01.2024.

3. Disposal of old unserviceable/ condemned IT items mentioned in Annexure II. These items have been discarded and are no longer usable.

4. The tenderer Documents along with all its Annexures duly signed on each page by the tenderer. Tenders which do not comply with these instructions or conditional Tenders shall be summarily rejected. It should be clearly understood by the Tenderer that no opportunity shall be given to them to alter, modify or withdraw any offer at any stage after submission of the Tender.

5. **Validity of the Bids:** The bids shall be valid for a period of 90 days from the date of opening of the bids, failing which the bid shall be rejected subject to force majeure or such other period may be decided by the Competent Authority.

6. **Award of tender:** The tender shall be awarded with the approval of the competent authority to the bidder whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the highest evaluated bid (H-1)

7. EVALUATION CRITERIA:

a) The successful bidder will be the one, which offers the highest total rate (H-1) for the entire lot of scrap as detailed in Annexure-II.

b) The undersigned will not entertain any claim for damage done by the way of theft, fire or any other unforeseen calamity after realizing full payment against the Unserviceable Material/items.

c) The successful bidder must lift all the Unserviceable Material/items at his own cost.

d) The lifting of items must be done during working days between office hours i.e., 10:00 AM to 05:00 PM

e) No selection or sorting whatsoever of the goods will be allowed. The entire lot should be cleared by getting proper Gate Pass/ Challan.

f) Any uncleared or un-noticed materials left over by the successful bidder within the premises cannot be claimed later.

g) No enquiry of bidder shall be entertained once the material is lifted by them.

e) Prices quoted by the bidder shall be exclusive of GST and other levies as applicable. Applicable GST/ taxes, if any, shall be paid by the successful bidder

f) At any time, HLL Lifecare Ltd may modify the bidding document by amendment thereto. The amendment will be notified on the office website only, which will be binding on all the bidders. Bidders should regularly visit the office website to keep themselves updated.

g) Tenders not complying with the above conditions are liable to be rejected.

8. Right of Acceptance: HLL Lifecare Limited reserves all the rights to reject any bids including of those bidders who fail to comply with the instructions without assigning any reason whatsoever and does not bind it to accept the highest or any specific bid. The decision of the Competent Authority of the HLL in this regard shall be final and binding.

i. The bid will be awarded on comparison of consolidated price of all the items listed in the Annexure-II.

ii. Any failure on the part of the bidder to observe the prescribed procedure shall render the bidder's bid liable for rejection.

iii. The competent authority of HLL Lifecare Limited reserves the right to sale of the items to the successful bidder at its discretion and this will be binding on the bidders. In case of failure to comply with the provisions of the terms and conditions mentioned in the bid document, the competent authority of HLL reserves the right to award the order to the next higher bidder.

9. Breach of Contract:

In case of breach of any of terms and conditions of the Bid, the Competent Authority of the HLL Lifecare Limited shall have the right to cancel the Bid without assigning any reason thereof, and nothing will be payable.

10. Full Payment: The successful bidder shall deposit full payment equivalent to the total value of the items (H-1), in the form of NEFT or demand draft in favour of the 'HLL Lifecare Limited, Chennai' within 15 days from the receipt of communication of the sale order.

NEFT Bank Details:

Name : HLL Lifecare Limited
A/C. No : 30307560166
Bank : State Bank of India
IFSC : SBIN0004350

No part payment will be accepted.

11. Release of sold surplus Goods to the selected bidder: The sold items may be provided to the firm only on receipt of full payment in form of Demand Draft/NEFT

12. **Lifting Period of the item:** The item/items should be lifted by the firm within two weeks from the date of full payment of the items.

13. **Arbitration:** In the event of any dispute or differences between the Bidder and HLL whether arising during the execution of orders under these terms and conditions or hereafter whether by breach or in manner in regard to the construction of the terms and condition or the respective

rights and liabilities of the parties hereto there under or any matter or thing out of or in relation to or in connection with these terms and conditions, then the decision of the competent authority of the HLL Lifecare Limited shall be final and binding on both the parties.

14. The Bid shall be subject to the jurisdiction of the Courts of Law at Trivandrum.

15. Price bid should be quoted as per Annexure-III.

16. The bid should be submitted at the following address

HLL Lifecare Limited,
Central Marketing Office,
S.No: 26/4,HLL Bhavan,
Thambaram Velachery Main Road,
Pallikaranai,
Chennai-600100.

CHECK LIST.

Sl.No	Description	Pg.No
1	Documents Related to the registration of the Recycler/ Preprocessors of e-waste issued by MOEF/ Central Pollution Control Board or with the State Pollution Control Board for the recycling/ reprocessing of Electronic waste. (Obsolete / Unserviceable Computer hardware	
2	Copy of GST Registration	
3	Certificate to be signed by bidder (Annexure-IV)	
4	Copy of PAN Card	
5	ITR for last 3 years	
6	Additional information (if any)	

For HLL Lifecare Limited



A.Alexpandi
Manager (IT)

Annexures- II

Items Details:

SI.No	Items Description	Qty	Year of Purchase	Location
1	Desktops (Dual Core/Core 2 Duo Processor)	28	2008,2009 & 2010	Chennai
2	Printers(Laser/ Ink Jet Mono & MFP) (HP/Canon/Epson)	27	2004 to 2012	
3	Laptops(Dual Core/Core 2 Duo/Core i3 Processor) (HP/Lenovo/Sony/Dell/Toshiba/Acer)	40	2007 to 2013	
4	Delta 20 KVA Online UPS IGA 10 KVA Online UPS SOCOMEK 5 KVA Online UPS		2008 2010 2014	
5	Desktops(Dual Core Processor)	8	2009	Mumbai
6	Offline UPS	3	2007	Kolkata

Note: Above mentioned quantity of the items may be increased or decreased, and other item/items may be included for disposal

Annexure - III

Price Bid:

SI.No	Item Description	Qty (Nos)	Total Amount (Rs.)
1	Desktops	36	
2	Laptops	40	
3	Printers	27	
4	Online UPS	3	
5	Offline UPS	3	
Grand Total			

In words:Rupees only.

Annexure-IV

**CERTIFICATE TO BE SIGNED BY BIDDER FOR DISPOSAL OF OLD UNSERVICEABLE/
CONDEMNED IT ITEMS SUCH AS COMPUTER HARDWARE/ LAPTOP/
PRINTER/BATTERY & OTHER MISCELLANEOUS IT ITEMS**

I/We have inspected the obsolete items and am/are interested to purchase the same on “As is where is basis”. I/WE ALSO CERTIFY THAT:

I/We have read and understood the rules, regulations, terms and conditions of tender as applicable from time to time and agree to abide by them.

(Signature of the Tenderer/Authorized Signatory)

Name:

Address :

Seal :