

Tender Supply, Installation, Testing and Commissioning of EPABX and Telephones at Hindlabs Diagnostic Centre and Polyclinic, Thiruvanthapuram .

Tender No. HLL/CHO/HCS/PROJ/EPABX/2016/dated22.02.2016



**HLL LIFECARE Ltd
CORPORATE AND REGD. OFFICE
HLL BHAVAN, POOJAPPURA
THIRUVANANTHAPURAM
0471-2354949, Ext. 328.**

The schedule of the bid is given below.

Last date and time for submission of Bids : 15.00 Hrs on 29.02.2016

Time and date of opening of Bids : 15.30 Hrs on 29.02.2016

EMD

Rs.3,000 (Rs. Three Thousand only) by the way Demand Draft (DD) from a Nationalized/Scheduled bank in favour of HLL Lifecare Ltd payable at Trivandrum

Dear Sir,

Sub: Supply, Installation , Commissioning & Maintenance of EPABX and telephones at Hindlabs Diagnostic centre and Polyclinic, Trivandrum project.

Tender under limited single bid system (Combined Technical & Price) are invited for Supply, Installation, Testing, Commissioning, training and Maintenance of **EPABX and telephones** at Hindlabs Diagnostic centre and Polyclinic, Trivandrum project.

The Technical specification with schedule of requirements are given in Annexure..

Terms and conditions

1. The prospective bidder should have minimum three years experience in supply, installation, commissioning and maintenance of **EPABX and telephones**. The copies of purchase order /satisfactory performance certificates/Installation certifications for the similar works (at least two such installations value of Minimum Rs.Twenty five thousand per work using the quoted product) done for the past three years may be attached along with the bid.

2. The exact brand/model of all the quoted items should be mentioned with complete technical specifications supported with illustrative literatures/catalogues/brochures. The OEM brand of quoted products should be existence for the past five (5) years (minimum) and should be available in the market.

3. **The bidder should enclose a DD (Demand Draft) of Rs.3,000 (Rs.Three Thousand only) as EMD from a Nationalized/Scheduled bank in favour of HLL LIFECARE LTD payable at Trivandrum.**

Bids without EMD would be summarily rejected.

4. The EMD amount would be returned to all the unsuccessful bidders within 15 days of the bid opening by the way of Electronic Transfer (or) Cheque. The bid amount of the successful bidder would be released after the successful installation and commissioning of the ordered items.

5. The bidder should be the authorized partner of the OEM for the products quoted for which authorization letter of the OEM should be attached along with the bid.

6. The bidder should have service support centre / authorized service partner at Trivandrum District and such details may be mentioned in the bid.

The prices should be quoted as per the format enclosed as Annexure.

The prices should be clearly mentioned with taxes (Sales TAX or VAT/Service Tax/Excise Duty/Customs Duty/ Educational Cess) wherever applicable

7. 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 accordingly.
8. The prices quoted should be valid for a period of 90 days from the date of opening of bids.
9. The bidder shall quote for all the items and the bid will be evaluated by taking the total amount of all the items quoted together.
10. The purchase order will be placed on the first lowest responsive bidder meeting technical requirement.
11. 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.
12. The items should be delivered and commissioned at the respective location within 10 days from the date of placement of order.
13. Penalty at 0.5 % per week's delay subject to a maximum of 5 % is applicable for delayed delivery and commissioning.
14. The onsite warranty should be for the period of minimum 2 (Two) Years from the date of commissioning. During the warranty period, all the defective items should be replaced at free of cost.
15. Bids should be clear in all respects and those with ambiguous clauses shall be summarily rejected.
16. Documentation with regard to the user manual, connection diagrams, standard operating procedure, etc., should be prepared and submitted to HLL upon completion of the works.
17. Training should be imparted to the HLL personnel about the standard operating procedure of the items at free of cost.
18. The clarifications can be sought by the participating bidders on or before closing date & time of submission of bids.
19. Payment schedule is as given below
 - (i) Payment of 90% of the total price of the goods shall be paid within 30 days upon delivery, installation, commissioning and acceptance.
 - (ii) Payment of 10% of the total price of the goods shall be paid against a Performance Bank Guarantee from a Nationalized Bank equal to 10% of the contract value valid for the guarantee period of one year from the date of installation & Commissioning.
21. Bidder shall provide TIN Number, Service Tax Registration No. , PAN No.

Statutory deductions like income tax, work contract tax, VAT, ESI, PF etc will be deducted from the bill as per the rules of the company.

22. Necessary user manuals/CDs/DVDs are to be supplied along with the equipments.

25. Bids should be submitted latest by before 15:00 Hrs on 29.02.2016 and the same will be opened at 15:30 Hrs on the same day with the presence of representatives of the bidder who choose to attend. If the bid opening day is declared as holiday, the bid will be opened at the next working day of HLL.

26. The bids should be submitted to the following address.

27. Any bid received after the deadline for submission of bids will be rejected.

28. HLL reserves the right to accept or reject any or all of the bids without assigning any reason whatsoever.

29. The envelopes containing the bid shall bear the words "DO NOT OPEN BEFORE" (Here insert the time and date of bid opening).

29. No Email or fax bids will be accepted.

30. 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,

Associate Vice President & Business Head(HCS)
HLL Lifecare Limited.
Poojapura, Thiruvananthapuram

ANNEXURE**Scope of Deployment of EPABX and Telephones:-**

EPABX and Telephones should be installed in ,Hindlabs Diagnostic centre and Polyclinic is situated in the first and second floor of Sopanam complex, Trida , Opposite medical college , Thiruvananthapuram.

Price Bid

SL NO	ITEM DESCRIPTION	UNIT RATE	QTY	Tax	AMOUNT
01	<p>02- Trunk Lines 38-Extensions (inclusive of master telephone) Expandable upto 5 Trunk Lines and 50 Digital / Analogue Extensions</p> <ul style="list-style-type: none"> ● Voice Messaging ● Auto call attendant facility ● Auto Welcome music / instruction facility ● Call waiting module ● Call Auto masking module ● Supports Microsoft OS ● Mobile Phone Integration (Mobile Extension) ● Room Monitoring ● Call Conference ● Caller identification on all Extensions, Call Return ● Long Conservation cut off ● Lightning Protection ● Disconnection module ● Alarm module ● Separate billing module for each extension ● Warranty 2 years 		01		

02	Master/ Operator telephone- >=24 KEYS		01		
03	INSTALLATION, TESTING AND COMMISSIONING CHARGES(if any) (No need to include cable rates or cable laying charges- Cable is already laid in the premises.)				
04	PUSH BUTTON TELEPHONES WITH CALLER ID		05		
05	PUSH BUTTON TELEPHONES WITH OUT CALLER ID		20		
	CMC CHARGES AFTER WARRANTY	1 st year	2 nd year	3 rd year	Total
Grand Total					

NB :

The format given above as price bid shall be strictly followed. All fields need to be filled, No alternation is allowed.

“Any deviation may leads to Disqualification”

Authorised signature of the Bidder

With seal