

Sub: Procurement of Desktops & Laptops for HLL, Noida

Sealed quotations are invited from reputed firms, for supply and installation of the following specified items as per terms mentioned below:

S.No	Item	Configuration (minimum)	Qty(Nos).
1.	Laptop Computers	Intel dual core processor 2.8GHz, 2GB DDR3 RAM 500 GB SATA HDD, 14" /15" LED display, 10/100/1000 Gigabit Fast Ethernet, Integrated wireless and Blue tooth, Integrated DVD writer, Keyboard with Touch pad, preloaded Windows 7 professional / 8 Pro with license, Li – Ion Battery, Power adapter/carry case (3-3 year on site warranty) (As against the buyback scheme with 1 Acer Aspire 4736 Laptop with a purchase year of 2009)	02 (Two)
2.	Desktop Computer	Intel Corei3, 2GB DDR 2 RAM, 500 GB HDD, In built LAN, Keyboard, Optical mouse, 18.5" LED/TFT, Pre-loaded genuine Windows professional 7 with 03 years on site warranty)	07 (SEVEN)

Terms & Conditions:

- 1) The bidder should be authorized dealer/ agent of the quoted brand. Certificate from OEM should be attached.
- 2) Bidder must have three years of experience in the field of IT Hardware supply & should attach the following documents:-
 - (a) Certificate of incorporation
 - (b) Self-certificate stating that the bidder has not been blacklisted/debarred/by any institution of the central/state Government/PSU.
 - (c) Documentary evidence like work order/Supply Order & performance certificate from the client to prove the same.
- 3) OEM of the quoted brand should have more than 5 years of experience in supply of Laptops/Desktops.
- 4) The Authorization letter from the OEM of the product quoted should be submitted along with the bid
- 5) The prices quoted shall be unconditional, firm & valid for a period of 90 days from the date of opening of tender / quotations.
- 6) The bidder should submit their competitive rates on the format attached in Annexure-1. Bids in other formats would **NOT BE ACCEPTABLE.**
- 7) Items to be supplied / delivered with all the necessary support at B14A, Sector- 62, Noida – 201307 (UP) along with Delivery Challan & Invoice to AM (IT) within 14 days of issue of confirmed Purchase order.
- 8) For delayed delivery beyond stipulated delivery date in Purchase Order, Penalty @ 0.50 % per week's, subject to a maximum of 5% of the order value.

- 9) The bid/ quotation should contain complete technical specifications/ Model & Make of the Equipment along with operating & user manual / catalogues & CD's containing necessary Drivers/ Softwares etc to be supplied along with the equipment's.
- 10) HLL Lifecare Limited reserves the right to alter the quantity of goods and services specified in Tender Enquiry document, without any change in the unit price or other terms and conditions at the time of award of contract.
- 11) Bids should be clear in all aspects & those with ambiguous clauses shall be summarily rejected.
- 12) Warranty shall be offered for a period of **THREE YEARS ON SITE** from the date of installation.
- 13) Bid will be evaluated on the basis of total amount of all the items.
- 14) Supply order will be placed on the first lowest responsive bidder.
- 15) The bidder should attach the following along with the bid :-
- 5.1 An **EMD of Rs. 9,000/- (Rs. Nine Thousand only)** by the way of DD from a Registered/Scheduled/Nationalized bank in favour of "HLL Lifecare Ltd" payable at New Delhi. **The bids without EMD will be summarily rejected.**
- 5.2 EMD would stand to be forfeited in the event of non-execution of Purchase Order within the stated delivery period of the material as mentioned in the Purchase Order.
- 5.3 EMD of the all the unsuccessful bidders will be released within one month after the tender opening
- 16) **PAYMENT TERMS :-**
- 7.1 **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)
- 17) All the defective parts should be replaced free of cost during the warranty period.
- 18) No email and fax bids are accepted.
- 19) HLL Lifecare Limited reserves the right to reject any or all the bids without assigning any reason what so ever.
- 20) Contract would be cancelled, if noncompliance of the existing Term & Conditions.

21) The quotations shall be sent to the following address Super scribing '**Quotation for Desktops & Laptops**' on the sealed envelope.

Assistant Manager (IT)
HLL Lifecare Limited ,
B-14A , Sector-62 , Noida-201307, UP , Ph: 0120-4071531

**LAST DATE OF RECEIPT OF DULY COMPLETED QUOTATIONS:-
29th January 2014 , 1500 hrs (IST)**

All offers will be opened on the same day at 1530 hrs (IST). If the bid opening day is declared as holiday by HLL, the bid will be opened at the next working day of HLL.

Any offer received after the deadline for submission of bids shall be rejected.

For & on Behalf of HLL Lifecare Ltd

Assistant Manager (IT)