

HLL Lifecare Ltd,
Chennai Marketing Office,
HLL Bhavan, Pallikaranai,
Chennai-600100.
TamilNadu, India.
Tel: 044-29813733/34
CIN: U25193KL1966GOI002621
Website: www.lifecarehll.com

Invitation for Bids

Supply & Installation of Laptops under buyback scheme

Date	: 28.07.2021
Ref No	: HLL/CMO/IT/Laptop/21-22/2807

The schedule of the bid is given below:

Last date and time for receipt of bids	: 15.00 Hrs on 17.08.2021
Time and date of opening of bids	: 15.30 Hrs on 17.08.2021

HLL/CMO/IT/LAPTOP/2021/2807

Dated 28th Jul 2021

Dear Sir/Madam,

Sub: Supply and Installation of Laptop Computer

HLL Lifecare Limited, Chennai invites the competitive bids from the eligible bidders for the supply and installation of 21 Nos. of Laptop Computers for our Chennai, Trivandrum, Mumbai and Kolkata office under buyback of 15 Nos. of Laptop computers. The details are attached as Annexure- I.

TERMS & CONDITIONS

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

- 1.1. The prices quoted shall be valid for a period of 90 days from the date of opening of Bids
- 1.2. The exact brand/model (business category is only preferred for Laptop) of all the quoted items should be mentioned with complete technical specifications supported with illustrative literatures/catalogues/broachers.
- 1.3. The items should be delivered within 2 weeks from the date of placement of order.
- 1.4. Penalty @ 0.5% per week's delay subject to a maximum of 5% is applicable for delayed delivery.
- 1.5. Necessary User manuals/CDs/DVDs/accessories are to be supplied along with the equipment's.
- 1.6. The onsite warranty should be for the period as given below

Laptops - 3 Years

All the defective parts should be replaced at free of cost during the warranty period

- 1.6 (a) The total amount will be calculated as follows

Total amount = Total amount of new items – Total amount of old items (Buyback items).

- 1.7. Bids should be clear in all respects and those with ambiguous clauses shall be rejected
- 1.8. The supply order shall be placed on the lowest responsive bidder.

1.9. Payment will be released within 30 days from the date of installation. For claiming the payment, the following documents are to be submitted.

- a) Three (3 Nos) Copies of Invoices
- b) Delivery/Installation report duly signed by the concerned person of HLL and representatives of the supplier.
- c) Warranty Certificate if any

1.10. Mention the software (if any) that are pre-loaded in the system as bundle.

1.12. Bid should be submitted on or before **3.00 Hrs on 17.08.2021 and the same will be opened at 03.30 Hrs** on the same day at central marketing office, Chennai in the presence of the representative of the bidder who choose 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.

1.13. The bid should be submitted at the following address

HLL Lifecare Limited,
S.No: 26/4, HLL Bhavan,
Thambaram Velachery Main Road,
Pallikaranai,
Chennai-600 100.

1.14. Any bid received after deadline will be rejected.

1.15. HLL Lifecare Ltd reserves the right to accept or reject any or all of the bids without assigning any reason what so ever.

1.16. 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).

1.17. No Email or fax bids will be accepted.

1.18. The prices should be quoted as per the format for the price schedule enclosed as Annexure-II
For HLL Lifecare Limited



A.Alexpandi
Manager (IT)

2. Eligibility of the Bidder:

The prospective bidder should satisfy the following criterion.

- 2.1 The bidder should be an Indian company and in continuous business of supply, installation and maintenance of Desktops and Laptops similar to the items mentioned in the schedule of requirements (**Annexure-1**). (Supported with the copy of Registration certificate/Certificate of incorporation).
- 2.2 The bidder should not have been blacklisted by any state/central Government organizations/firms/institutions for which the statement stating that the bidder has not been blacklisted by any institution of the Central/state Government.
- 2.3 The bidder should be regular taxpayer under the Income Tax Act. Please furnish the details of service tax number, Permanent Account Number (PAN) etc.
- 2.4 The bidder should be submitted the below mentioned documents.
 - i) Copy of the Registration Certificate or certificate of incorporation
 - ii) Details of Permanent Account Number issued by income tax Authority.
 - iii) Self declaration of non-blacklist by state/Central Government
 - iv) Copy of GST documents
 - v) Signed copy of bid documents
 - vi) Warranty Compliance Statement
 - vii) ITR for last 3 years
 - viii) Copies of Purchase Orders for the similar items delivered / Certificate from the clients for the successful delivery for the past period of three years. The above documents (minimum one) from State/Central Government institutions/PSU are preferable
 - ix) Bid should be comply with the price information of the items as specified in Annexure-1 in the format of price schedule attached as Annexure-2

3. Billing and Delivery Address:

(a) Billing Address:

HLL Lifecare Limited,
S.No:26/4, HLL Bhavan,
Thambaram Velachery Main Road,
Pallikaranai, Chennai -600 100.
Phone: 044- 29813733/34
GST No: **33AAACH5598K1Z8**

(b) Delivery Location:

Branch Office	Address	Qty
Mumbai	HLL Lifecare Limited, 501 & 502, 5 th Floor, Plot No:86, Sector-11, Near Mandir Chowk, Khopra Road, Behind Kophra Bus Stand, Kharghar, Navi Mumbai-410 210.	4
Kolkata	HLL Lifecare Limited Suit No:901, 9 th Floor, 224A, Krishna Building, A.J.C Bose Road, Kolkata-700 017.	1
Trivandrum	HLL Lifecare Limited Mahilamandiram Road, Poojapura, Thiruvananthapuram – 695 012.	4
Chennai	HLL Lifecare Limited, S.No:26/4, HLL Bhavan, Thambaram Velachery Main Road, Pallikaranai, Chennai -600 100. Phone: 044- 29813733/34. GST No: 33AAACH5598K1Z8	12

Annexure-1
i) New Items:

Sl.No	Minimum Technical Specifications		Qty	Locations of Installation & Delivery
	Laptop Commercial Model			
1	Processor	Intel core i5 processor with 11th Generation (4 Cores,8MB Cache,2.4Ghz)	4	Mumbai
	Memory and Slots	8 GB DDR4 3200 Mhz RAM upgradable 16 GB and minimum 2 DIMM slots		
	Storage	512 GB SSD	12	Chennai
	Display	14" LED HD Backlit (Non Touch)		
	Ports and Connector	1*USB3.0/1*USB2.0/1*Type-C /1*HDMI/1*RJ 45 Ethernet/1*audio		
	Media Devices	inbuilt Camera (HD-720p),dual array Microphone	4	Trivandrum
	Graphics and Audio	Integrated Graphics Card/Internal Speaker Audio port		
	Connectivity	Intel Dual Band WI-FI 802.11ax+Bluetooth 5.1	1	Kolkata
	Operating System	Windows 10(64 bit) professional		
	Accessories	AC Power Adaptor, Backpack		
		Warranty	3(Three) years onsite OEM warranty	
	Total		21	

ii) Buyback Items:

Sl.No	Description	Specification	Qty
1	HP 430	Intel Core i3 ,4GB RAM,512GB HDD,14"Screen,windows 7	1
2	HP Probook 4440S	Intel Core i3 ,4GB RAM,512GB HDD,14"Screen,windows 7	3
3	Dell Vostro 2420	Intel Core i3 ,4GB RAM,320GB HDD,14"Screen,windows 7	1
4	Acer Aspire E1-530	Intel Dual Core Processor,2GB RAM,320 GB HDD,15.6"Screen,Windows 7	1
5	Toshiba Satellite B40-A	Intel Dual Core Processor,2GB RAM,320 GB HDD,14"Screen,Windows 7	1
6	Lenovo B40-80	Intel Core i3 ,4GB RAM,512GB HDD,14"Screen,windows 7	1
7	HP Probook 4430S	Intel Core i3 ,4GB RAM,512GB HDD,14"Screen,windows 7	1
8	Toshiba Satellite B40-A	Intel Dual Core,2 GB RAM,320 GB HDD,14" Screen,Windows7	2
9	Dell Inspiron 1440	Intel Core 2 Duo,2 GB RAM,320 GB HDD,14"Screen,Windows Vista	1
10	Dell Inspiron	Intel Core 2 Duo,2 GB RAM,320 GB HDD,14"Screen,Windows7	1
11	Dell Inspiron N4110	Intel Core i3 ,3GB RAM,320 GB HDD,14"Screen,windows 7	1
12	Dell Vostro 1450	Intel Core 2 Duo,2 GB RAM,320 GB HDD,14"Screen,Windows7	1
Total			15

Annexure- 2

Price Schedule

Sl.No	Description of item /work	Unit	Qty	Basic Price(Rs)	Taxes/ Duties (Rs)	Other incidental costs if any	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.