

Corporate and Registered Office,

HLL Bhavan, Poojappura,

Thiruvananthapuram– 695 012

Kerala, India.

Phone: 0471 – 2354949

Website: [www.lifecarehll.com](http://www.lifecarehll.com)

## *Invitation for Bids*

***Microscope***

Date : **31st January 2015**

IFB No. : HLL/CHO/HCS/PROC/2014-15/4204/TEN-6

**The schedule of the bid is given below.**

**Last date and time for receipt of bids : 15.00 Hrs on 09.02.2015**

**Time and date of opening of Technical Bid : 15.30 Hrs on 09.02.2015**

***Sub: Supply & Installation of Microscope***

Healthcare Services Division of HLL Lifecare Limited, for the Hindlabs Diagnostic Laboratory at AIIMS Raipur, invites sealed tenders, from eligible and qualified bidders for supply, installation and commissioning of Microscope. Eligible bidders are requested to submit their best offer along with complete technical details, Commercial terms & conditions as per this tender document.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl.No** | **Tender No.** | **Qty** | **EMD(in Rs.)** | **Item Description** |
| 1. | HLL/CHO/HCS/PROC/2014-15/4204/TEN-6 | 1 | 10,000/- | Microscope |

Quotation should be sealed and super scribed with tender number and address to:

**The Senior Manager (Procurement)**

**Healthcare Services Division**

**HLL Lifecare Limited.**

**HLL Bhavan, Poojappura**

**Trivandrum, Kerala-695012**

**INSTRUCTIONS TO BIDDER**

Tender should be submitted in two parts, Part – I (Technical Bid) & Part – II (Financial Bid). Envelop of Part – I should be super scribed as “Tender for Supply & Installation of Microscope, Part – I Technical Bid” and Envelop of Part – II should be super scribed as “Tender for Supply & Installation of Microscope, Part – II Financial Bid”.

Refer Annexure 2 for technical bid format & Annexure 3 for financial bid format

1. **Pre – Qualification Criteria:**

a) Only manufacturer(s) or their sole authorized distributor / agent are eligible to bid. Authorization letter in the prescribed format (Annexure – 4) from Original Equipment Manufacturer (OEM) in favour of authorized Agent to bid / negotiate / conclude the order against this tender, must be enclosed with technical bid.

The tenderer should have a minimum 03 (three) years of experience for supply & successful installation of goods of similar specifications. Atleast 02 (two) latest satisfactory installation reports must be enclosed with the technical bid.

The tenderer should not have been debarred or blacklisted by any Central / State Government Departments of India.

Signed & stamped compliance sheet of the technical specification of the goods with technical printed literature mentioning all the terms & conditions clearly, must be enclosed with the technical bid.

Signed & stamped guarantee / warranty declaration certificate must be enclosed with the technical bid.

Tenders should state categorically whether they have fully trained technical staff for installation / commissioning of the equipment and efficient after sales service.

The tenderer shall submit the copy of the tender document and addenda thereto, if any, with each page should be signed and stamped to confirm the acceptance of the entire term & conditions of the tender.

The bid will be summarily rejected in case any or all of the following;

* + - 1. The bid with conditional and ambiguous clauses
      2. The bid without EMD

The tender of any tenderer, who has not complied with one or more of the conditions of pre-qualification criteria and / or fail to submit the required documents in prescribed format as mentioned / or required / or conditional tender are liable to be summarily rejected.

**2. Product Specification**:

Brand name and type of Product being offered by the Firm must be clearly mentioned in the offer. Tenderer should confirm that the product offered conform strictly to relevant specifications. Deviations, if any, are to be clearly mentioned. Complete product specifications, technical details, illustrations, literature, printed pamphlets/leaflets etc, must accompany the quotation. Leaflets, pamphlets, etc. shall be taken for information purpose only and shall not form the part of the contract. The specifications of the microscope are given in **Annexure-1.**

**3. Earnest Money Deposit (EMD)** & **Security Deposit**

a) The Bid shall be accompanied with an Earnest Money Deposit (EMD) of INR.**10,000.00** (Rupees Ten Thousand Only) in the form of a Demand Draft drawn in favour of **“HLL LIFECARE LIMITED, THIRUVANANTHAPURAM”** of any Nationalized /Scheduled bank payable at Thiruvananthapuram. Payment in any other form will not be accepted. Bid submitted without EMD shall be summarily rejected. No interest shall be paid on any of these deposits.

b) The EMD of the successful Bidder will be treated as **Security Deposit** and it will be returned after the completion of the warranty period.

c) Security deposit equivalent to 5 % of the order value or EMD amount whichever is greater shall be furnished within 21 days of receipt of Purchase order

d) The EMD of unsuccessful bidders will be returned as promptly as possible to them within one month of selection of successful bidder.

e) The EMD will be forfeited if;

i. The Bidder withdraws the bid during the period of bid validity.

**or**

ii. The Bidder fails to accept the Purchaser’s corrections of arithmetic

errors in the Bidder’s bid (if any),

**or**

(iii). The Successful Bidder fails to accomplish the task.

**4**. **Rate:** Rates should be quoted in Indian Rupees (INR) on DOOR Delivery Basis at HINDLABS, AIIMS Raipur, Chhattisgarh Inclusive of all the Charges, with break-ups as:

- Basic Cost.

- VAT /CST as applicable.

- Total Cost (F.O.R at HINDLABS, AIIMS Raipur, Chhattisgarh)

- AMC charges after warranty period

**5.** **Validity:** The quoted rates must be valid for a period of 120 days from the date of closing of the tender. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. If the bidder quotes the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected.

In case the tenderer withdraws, modifies or change his offer during the validity period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof. The tenderer should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

1. **Delivery & Installation**

All goods ordered should be delivered within one month from the date of the issue of purchase order (PO). Satisfactory installation / commissioning and handover of the equipment shall be completed within 2 weeks from the date of receipt of the material at HLL premises and it will be ready to use within 12 weeks on faultless working condition from the date of issue of PO or within such time as may be extended by HLL

**Satisfactory Installation:** Satisfactory installation / commissioning and handing over of the equipment mean the faultless functioning of the equipment for a minimum period of 30 days after satisfactory installation.

**Liquidated Damages (LD):** If the supplier fails to perform the satisfactory installation / commissioning of the equipment and / or which is not ready to use within stipulated time then penalty at the rate of 1% per week subject to maximum of 10% of the order value will be deducted.

Penalty @ 0.5% per week’s delay subject to a maximum of 5% is applicable for delayed delivery.

1. **Training of Personnel:**

The supplier shall undertake to provide the technical training to the personnel involved in the use of the equipment at the Institute premises, immediately after completing the installation of the equipment for a minimum period of a one week at the company cost. Successful bidder should provide replacement warranty and free service of microscope for a minimum period of **three years** from the date of installation. All the defective items/parts should be replaced at free of cost during the warranty period.

1. **Guarantee / Warranty and Service Contract (AMC / CMC):**

The Tenderers must quote for 3 years comprehensive warranty (Including all Spares, Accessories and Labour) from the date of completion of the satisfactory installation. The warranty charges shall not be quoted separately otherwise the offer shall be summarily rejected. Also the bidders are requested to submit their quote (Rates) for subsequent 5 years Comprehensive Maintenance Contract (CMC) (Including All Spares, Accessories and Labour). Failure to comply this condition will entail the rejection of the bids. The price comparison shall be taking into account on basic price and post warranty CMC.

CMC charges will be paid in half yearly installments after satisfactory service.

During the service contract period two service visits to be conducted apart from emergency or troubleshooting visits.

In case supplier has failed to repair / or rectify the equipment during the warranty / guarantee period, HLL may employ or pay other person for the repairing of the equipment, all the such damages, loss and expenses shall be recoverable from the supplier.

The Supplier shall be responsible to replace the material free of cost at site in whole or in part if found defective in any respect after receipt at site or during normal & proper usage or storage/maintenance for which the Purchaser shall give prompt written notice. Such replacements shall be effected by the Supplier within a reasonable time actually required to do so which in no case shall be more than 10 days.

The above provisions shall also equally apply to the material replaced by the Supplier under this

Clause, in case the same is again found to be defective after its replacement.

If the Supplier fails to act with requisite promptness and thereby entails avoidable loss to the

Purchaser/ consignee, it shall be liable to suitable action as deemed fit during the operative warranty period.

Charges for AMC after warrantee shall be quoted separately as per price schedule as per Annexure -3.

**Downtime:** During both warranty and service contract (AMC/CMC) period not more than 5% downtime will be permissible. For downtime exceeding 1%, penalty equal to 1/365 of the 5% of the order value per day may be imposed. Downtime will be counted from the date and time of the filing of complaint with in the business hours.

During the AMC the time taken by HLL in providing the spares till the function of the of the unit will not be calculated as down time but the period of AMC will be extended equivalent to the period the unit remain out of order.

1. Payment will be released within 30 days from the date of successful installation. For claiming the payment, the following documents are to be submitted.
   1. Proof of remitting Security deposit
   2. Three copies of Invoice
   3. Delivery report and satisfactory installation report duly signed by the authorised person of HLL and representatives of the supplier.

Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other tax as applicable will be made from the bills payable to the Supplier at rates as notified from time to time.

Prices quoted should be **‘Firm & final’** for free delivery at the sites mentioned in this tender document, mentioning the quantity, unit price, total amount and Applicable taxes etc clearly as per the price schedule enclosed (**Annexure-3**)

The prices quoted shall be valid for a period of 120 days from the date of opening of bids.

1. **TRANSIT INSURANCE:**

Rates quoted being door delivery basis, the Supplier shall be fully responsible till full material is received in good condition at consignee’s site. As such the Supplier shall despatch the material duly insured.

1. The bidder should have service support Center at Chattisgarh. The contact details and contact number may be furnished along with the bid.
2. Bids shall be submitted latest by **15:00 Hrs on 09.02.2015** and the same **will be opened at 15:30 Hrs on the same day** at the above mentioned address in the presence of the representative of the bidder who choose to attend. Financial bid shall be opened on a later date after technical evaluation. Date and time of opening of financial bid shall be informed by email to all bidders.
3. If the bid opening day is declared as holiday for HLL, the bid will be opened at the next working day of HLL.
4. Any bid received after the deadline will be rejected.
5. HLL reserves the right to accept or reject any or all of the bids without assigning any reason whatsoever.
6. 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.
7. The envelopes containing the bid shall be bearing the words “DO NOT OPEN BEFORE …….. “ (Here insert the time and date of bid opening).
8. No email or fax bids will be accepted.
9. HLL Lifecare Ltd reserves the right to accept in part or in full or reject any or more quotation(s) without assigning any reasons or cancel the tendering process and reject all quotations at any time prior to award of contract, without incurring any liability, whatsoever to the affected bidder or bidder(s).
10. **Quantity:** The quantity of item given in the tender is tentative, which may be increased or decreased as per the requirement.
11. **Evaluation process:**

Evaluation of the proposals shall be done in two stages as:

**(a) Stage – I (Technical Evaluation):** Technical evaluation of the proposals shall be done in two stages as:

**Sub-Stage I (A) (Essential pre-qualification criteria):**

HLL will examine all the bid(s) to determine whether they qualify the essential pre-qualification criteria, whether tenderer has submitted the EMD with technical bid, whether all the documents as mentioned / or required in the tender to be submitted with technical bid, has submitted, whether all the documents are in prescribed format and has been properly signed & stamped and whether the bid are completed and generally in order.

Tender(s) who will not qualify Sub-Stage–A or conditional tender are to be treated as unresponsive and it may be rejected.

**Sub-Stage – I (B) (Technical Specification):**

HLL will examine the detailed technical specification of the quoted model, whether these are complying with the specification as mentioned in tender document.

The tender which are not complying with the tender specifications will be summarily rejected.

After the evaluation of technical bid(s), a list of the tenderer(s) who qualify the technical evaluation (Sub – Stage – Ia & Ib) shall be made. Shortlisted tenderer(s) shall be informed for the date, time and place of opening of the financial bid(s) and they may depute their representative/s to attend the opening of the financial bid(s). The financial bid(s) of the only technically qualified tenderer(s) will be opened.

**(b) Stage – II (Financial Evaluation):** Financial bid(s) of the only technically qualified tenderer(s) will be opened for financial evaluation. For evaluating the lowest bidder the rates quoted for Price bid and AMC will be considered.

10. **Award of Contract:**

After due evaluation of the financial bid(s), HLL will award the contract to the lowest evaluated responsive tenderer (hereinafter referred to as the “Supplier”).

Thanking you,

Yours faithfully,

**Smitha.L.G**

**Senior Manager (P&QM)**

**Annexure 1.**

**Technical Specification for Microscope**

**Quantity required:01**

|  |  |
| --- | --- |
| **Name of Equipment** | **Specification** |
| **Microscope** | **Optical system:**  Infinity corrected system  Magnification: 40x- 1000x For Observation.  **Eye Piece ( FOV):**  10x(22mm) or more  **Focusing**  Coaxial Coarse / Fine focusing, Right: Fine, Left ;coarse/Fine,  Focusing stroke : 26.5mm or more, Coarse 37.7mm or less/rotation,  Fine: 0.2 mm or less/rotation , Coarse motion torque adjustable,  Shall have refocusing function.  **Illuminator:**  Lamp House for LED with connecting cable having life Span of 20,000hrs or more  **Revolving nosepiece:**  Sextuple revolving nose piece with DIC slot.  **Objectives:**  Plan AchromaticX/2.5X, 4X, 10X, 20X, 40X, 100X  **Observation tube:**  Wide field Trinocular Eyepiece tube with three way light distribution (100:0/20:80/0:100).  **Stage:**  Shall be Refocusing Type.  **Condenser:**  Swing out condenser usable for 2X-100X  **Camera & software:**  Digital cooled CCD Camera approx. 5MP, with 10-12bit  Digitization, Fire wire port. Software to capture and image processing.  **Computer system:**  i5 processor, 4GB RAM,500GB HDD,DVR R/W,TET 20”.  The system should have Dual head side by side viewing attachment with binocular eyepiece 10x/22 with LED pointer.  The equipment should be USA-FDA/European-CE approved.  There should be provision of demonstration before final approval of equipment. |

**Annexure 2**

**Inviting of sealed quotations for supply & installation of Microscope at HINDLABS, AIIMS Raipur, Chhattisgarh**

**TECHNICAL BID**

|  |  |
| --- | --- |
| Particulars | Details |
| Name of Firm/Contractor/Supplier |  |
| Complete Address &  Telephone No. |  |
| Name of Proprietor/Partner/Managing  Director/Director. |  |
| Phone & Mobile No. |  |
| Model No & detailed specification of the quoted product |  |
| Name and address of service center near by  Raipur. |  |
| Whether the firm is a registered firm Yes/No (attached copy of certificate) |  |
| PAN No. (enclose the attested copy of PAN Card) |  |
| Service Tax No. (enclose the attested copy of Service Tax Certificate) |  |
| VAT No. (enclose the attested copy of VAT  Certificate) |  |
| Whether the firm has enclosed the Bank Draft/Pay  Order/Banker’s cheque as Earnest Money Deposit  as per Annexure ‘A’ |  |
| Whether the Firm/Agency has signed each and  every page of Tender/NIT |  |
| Please provide full list of consumables with rates. |  |
| Any other information, if necessary |  |

**Whether Annexure 1 is complied with (Yes/No)**

**Authorized signatory of the bidder with seal**

**ANNEXURE-3**

**PRICE BID.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | | | |
|  |  |  | **Price per unit (Rs)** | | | |
| **Sl No** | **Brief description of goods** | **Qty**  **nos** | **Rate**  **(A)** | **Excise duty(if any)% and Value**  **(B)** | **Sales tax/VAT/Entry tax (if any)and % value**  **(C)** | **Unit Price (at consignee site basis)**  **(D)** |
|  | **Model No**  **Make:**  **Manufacturer:** |  |  |  |  |  |

**AMC rate**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Sl No** | **Item description** | **4th year** | **5th year** | **6th year** | **7th year** | **8th year** | **Total comprehensive annual maintenance contract over a period of 5 years after expiry of warranty period of 3 years from date of successful installation.** |
| **a** | **b** | **c** | **d** | **e** | **f** | **g** | **h=c+d+e+f+g** |
| **1** | **Name of Equipment:**  **Make:**  **Model:**  **Qty:** |  |  |  |  |  |  |

**Payment of Comprehensive Annual Maintenance Contract would be made on half yearly basis after completion of work and satisfactory working report.**

**Total quoted price\* in Rs:-…………………………………………**

**In Words:-………………………………………………………………..**

**\* Total quoted price shall be equal to D + h.**

**Note: Charges for Annual CMC after warrantee shall be quoted separately as per price schedule.**

**Place:-**

**Date:-**

**Name:-…………………………………………..**

**Business Address:-…………………………………………..**

**Signature of Bidder:-…………………………………………..**

**Seal of the Bidder:-…………………………………………..**

**Annexure 4.**

**FORMAT FOR MANUFACTURER’S AUTHORISATION LETTER TO AGENT (on letter head)**

Ref. No. Date:

To,

Head (HCS)

HLL Lifecare Ltd

Poojappura

Trivandrum-12

.

**Sub.: Authorization Letter.**

Dear Sir,

We, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who are established and reputed manufacturers of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, having factory at\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby authorize M/s.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name & address of Indian distributor / agent) to bid, negotiate and conclude the order with you for the above goods manufactured by us.

We shall remain responsible for the tender / contract / agreement negotiated by the said M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , jointly and severely.

We ensure that we would also support / facilitate the M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_on regular basis with technology / product updates for up-gradation / maintains / repairing / servicing of the supplied goods manufactured by us, during the warranty period.

In case duties of the Indian agent / distributor are changed or agent / distributor is changed it shall be obligatory on us to automatically transfer all the duties and obligations to the new Indian Agent failing which we will ipso-facto become liable for all acts of commission or omission on the part of new Indian Agent / distributor.

Yours faithfully,

[Name & Signature]

for and on behalf of M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [N*ame of manufacturer*]

**Note:** This letter of authorisation should be on the letterhead of the manufacturing concern and should be signed by a person competent and having the power of attorney to bind the manufacturer.

**Annexure-5**

**FORM OF PERFORMANCE SECURITY**

**BANK GUARANTEE**

* + - 1. In consideration of HLL Lifecare Limited (hereinafter called “HLL”) having agreed under the terms and conditions of agreement NO…………….. dated…………. made between ………………………… (here in after called “the said contractor(s)”) for the …………….. work (herein after called “the said agreement”) for compliance of his obligation in accordance with the terms and conditions in the said agreement.

We …………….. (indicate the name of the Bank) (herein after referred to as “as Bank) hereby undertake to pay to the HLL and amount not exceeding Rs….. (Rupees………….. only) on demand by the HLL.

* + - 1. We …………………………….. (Indicate the name of the Bank) do hereby undertake to pay the amount due and payable under this Guarantee without any demure, merely on a demand from the HLL stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs…………… (Rupees………………………… only).
      2. We undertake to pay to HLL any money so demanded notwithstanding any dispute or disputes raised by the contractor (s) in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment made by us under this guarantee shall be valid discharge of our liability for payment to there-under and the contractor(s) shall have no claim against us making such payment.

* + - 1. We …………….. (Indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of HLL under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-charge on behalf of HLL. Certified that he terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) accordingly discharges this guarantee.
      2. We……………. (Indicate the name of Bank) further agree with HLL that HLL shall have the fullest liberty without our consent and without affecting any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any of the powers exercisable by HLL against the said contractor(s) and to forebear or enforce any of the terms and conditions relating to the said agreement we shall not be relieved from our liability by reasons of any such variation or extension being granted to the said contractor(s) or for any forbearance act of omission on that part of the HLL or any indulgence by HLL to the said contract(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effected or so relieving us.
      3. The guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).
      4. We…………………………… (indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of HLL in writing.
      5. This guarantee shall be valid up to ……….. unless extended on demand by HLL. Notwithstanding anything mentioned above our liability against this Guarantee is restricted to RS…………. (Rupees…………………only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liabilities under the Guarantee shall stand discharged.

Dated the ………….. day of 20….

For ………………………………

(Indicate the name of Bank)