



***HLL Lifecare Limited***  
**(A Government of India Enterprise)**  
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**

**Supply, Installation and Commissioning of Audio Conferencing system at our Offices and Factories**

Date	:	18 <sup>th</sup> February 2014
IFB No.	:	HLL/CHO/IT/ACS/2014

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

<b>Last date and time for receipt of bids</b>	<b>:</b>	<b>15.00 Hrs on 25.02.2014</b>
<b>Time and date of opening of Bids</b>	<b>:</b>	<b>15.30 Hrs on 25.02.2014</b>

Dear Sir,

**Sub: Supply, installation and commissioning of Audio Conferencing system**

HLL Lifecare Ltd (HLL), Thiruvananthapuram invites the competitive bids from the eligible and interested bidders for the Supply, Installation and Commissioning of Audio Conferencing System (both Wired and Wireless) at our Corporate and Regd. Office, Thiruvananthapuram, factories & offices in Kerala and other locations across India. The Technical Specifications with schedule of requirements and address of locations are given in **Annexure-1**.

**Terms and conditions**

1. The prospective bidder should have minimum three years experience in supply, installation and maintenance of Audio Conferencing System. The copies of purchase order /satisfactory performance certificates/Installation certifications for the similar works (at least one such installation 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.
3. The bidder should be the authorized partner of the OEM for the products quoted for which authorization letter of the OEM (addressed to HLL) should be attached along with the bid.
4. The prices should be quoted as per the format enclosed as **Annexure -2**. The prices should be clearly mentioned with taxes (Sales TAX or VAT/Service Tax/Excise Duty/Customs Duty/Educational Cess) wherever applicable
5. 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.
6. The prices quoted should be valid for a period of 90 days from the date of opening of bids.
7. 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.

8. The following documents are to be attached with bid
  1. Certificate of incorporation
  2. Audited Balance Sheet and Profit & Loss Account or Annual Report for the last three financial years \
  3. Self-certificate stating that the firm has not been blacklisted/debarred by any Central/State Govt Institutions, PSUs etc for the period of past 3 years
  4. The statutory document details like PAN,TIN,Service tax number etc
9. The purchase order will be placed on the first lowest responsive bidder.
- 10.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.
- 11.The items should be delivered and installed at all the respective location within **3 weeks** from the date of placement of order.
- 12.Penalty at 0.5 % per week's delay /month completed on daily basis subject to a maximum of 10 % is applicable for delayed delivery.
- 13.The onsite warranty should be for the period of minimum **1 (One) Year** for from the date of Installation. During the warranty period, all the defective items except consumable items if any should be replaced at free of cost.
- 14.The bidder should mention the single point of contact for the maintenance/service support of the items installed across our locations.
- 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 and 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 items at free of cost.
- 18.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 within 3 months from the date of installation against a Performance Bank Guarantee from a Nationalized Bank for the 10% of the total value valid till the warranty period.
- 19.Necessary user manuals/CDs/DVDs are to be supplied along with the equipments.

20. Bids should be submitted latest by before **15:00 Hrs on 25.02.2014** 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.

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

**Associate Vice President (IT)**  
**HLL Lifecare Ltd,**  
**Corporate and Registered Office,**  
**HLL Bhavan, Poojappura,**  
**Thiruvananthapuram – 695 012,**  
**Phone: 0471-2354949.**

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

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

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

25. No Email or fax bids will be accepted.

26. 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,

**P. Sivakumar**  
**Senior Manager (HW)**

## Annexure-1

### Type: Wireless Audio Conferencing Unit

Minimum technical Specification			Qty	Location
Audio	Bandwidth	50-11,000 Hz	2 Nos	CHO
	Channels	1 or 2 channels per system		
	Radio Frequency	North America: 1.92 to 1.93 GHz (UPCS North America)		
		International: 1.88 to 1.90 GHz (DECT EU)		
	Noise Cancelation	Active on the microphone		
	Echo Cancelation	Acoustic echo canceller for speaker/microphone		
		Line echo canceller for analog telephone line		
RF Shield	No cell phone interference due to RF Armor technology			
Speaker and Microphones	Audio Bandwidth	80-11,000 Hz		
	Battery life (talk time)	8 hours		
	Charge time	3 hours		
Base Station	Telephone	RJ11 (POTS)		
	Analog IN OUT AUX OUT	Line level input, 2 outputs, line level or mic level		
Power	HD Base Station	100-240V, 50-60 Hz, 5W (Universal Inputs)		
	Battery life	8 hours		
	Charge time	3 hours		
Hand Unit	Display	High resolution color LCD display Support for multiple Caller ID standards		
	Caller ID	ETSI, DTMF, British Telecom, Bellcore Type 1		
	Phonebook	Up to 99 entries		
	Keypad	12 key telephone keypad, 2 context sensitive soft keys answer/hang-up keys, 5 key cursor and control panel		

**Type: Wired Audio Conferencing Unit**

Minimum technical Specification	Qty	Location
<b>Power</b>	10 Nos	CHO- 2 Nos Noida- 1 No PFT- 1 No AFT- 1 No KFB -1 No HCS, Bangaluru -1 No CMO-1 No MFG- 1 No Regional Office Bangaluru -1 No
110V 60Hz AC / 220V 50 Hz AC		
<b>Network interface</b>		
<ul style="list-style-type: none"> <li>• Two-wire RJ-11 analog PBX or public switched telephone network interface</li> </ul>		
<b>Display</b>		
<ul style="list-style-type: none"> <li>• 132x65 pixel backlit graphical LCD</li> </ul>		
<b>Caller ID and phone book</b>		
<ul style="list-style-type: none"> <li>• Support for multiple Caller ID standards               <ul style="list-style-type: none"> <li>- Bellcore Type 1</li> <li>- ETSI</li> <li>- DTMF</li> <li>- British Telecom</li> </ul> </li> <li>• Phone book/speed dial list – up to 25 entries</li> </ul>		
<b>Keypad</b>		
<ul style="list-style-type: none"> <li>• 12-key telephone keypad</li> <li>• On-hook/off-hook, conference, mute, volume up/down keys, menu, navigation keys</li> <li>• 3 context sensitive soft keys including redial, hold, programmable conference key</li> </ul>		
<b>Console loudspeaker</b>		
<ul style="list-style-type: none"> <li>• Frequency response: 300 to 3300 Hz</li> <li>• Volume: adjustable to 94 dBA SPL (peak) volume at 0.5 meters</li> </ul>		
<b>Console microphones</b>		
<ul style="list-style-type: none"> <li>• Cardioid microphones 300 to 3500 Hz (Internal 3 Nos)</li> </ul>		
<b>Audio</b>		
<ul style="list-style-type: none"> <li>• Full duplex – IEEE 1329</li> <li>• Type 1</li> <li>• Up to 10 ft. microphone pick-up range</li> <li>• Gated microphones with intelligent microphone mixing</li> <li>• Dynamic noise reduction</li> </ul>		
<b>Interfaces</b>		
<ul style="list-style-type: none"> <li>• 2 External microphone connections support</li> <li>• Applications Port for connection to other communication devices such as mobile phones and computers</li> <li>• RCA Auxiliary audio jack</li> </ul>		
<b>Regulatory compliance</b>		
NA CI/C-UL <ul style="list-style-type: none"> <li>• FCC Part 68</li> <li>• FCC Part 15 Class B</li> <li>• Canadian ICES-003</li> <li>• CE Mark (R &amp; TTE Directive)</li> <li>• VCCI Class B (Japan)</li> </ul>		

**Address of location:**

CHO	<b>HLL Lifecare Limited,</b> Registered & Corporate Office, HLL Bhavan, Poojappura Thiruvananthapuram –12 Phone. 0471-2354949
PFT	<b>HLL Lifecare Limited,</b> Peroorkada Factory, Peroorkada, Thiruvananthapuram Pin – 695005 Ph. 0471-2437270
AFT	<b>HLL Lifecare Limited,</b> Akkulam Factory, Sreekaryam P.O Thiruvananthapuram - 695017 Phone: 0471-2442692
CMO	<b>HLL Lifecare Limited</b> No.185, Plot No:1, 100 ft.Byepass Road, Vijayanagar, Velacherry, Chennai - 600 042 044 - 22441727
MFG	<b>HLL Lifecare Limited</b> Plot No : 71, Sector 7, IMT Mansesar, Gurgaon District, Haryana Phone: 0124-4030949
KFB	<b>HLL Lifecare Limited,</b> Kanagala Factory, Belgaum - 591225, Karnataka 08333 – 279206
HCS-Bangaluru	<b>HLL Lifecare Limited,</b> Healthcare Service Division Headquarters, No.32/1/1, Kuvempu Coffee Board Layout, Kempapura, Bengaluru - 560024. Tel: 080 -23626201,23626202
Regional Office Bangaluru	<b>HLL Lifecare Limited</b> Regional Office, No.2, Ground Floor, 4th Cross, Ex Serviceman Colony, Banasawadi, Bangaluru – 560 043 Phone: 080 – 25424531
Noida	<b>HLL Lifecare Ltd</b> No. B 14A, Sector – 62, Noida – 201301, Gautham Budh Nagar (UP) +91120-4071500

Price Schedule							Annexure – II			
Sl.NO	Description of item / work	Unit	Quantity	Basic Price (Rs)	Taxes/ Duties (Rs)	Other incidental costs if any (Rs)	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. ....