

NOTICE INVITING e-TENDER
HLL Infra Tech Services Limited (HITES)
 B-14A, Sec-62 G.B. Nagar Noida -201307
 Ph. No.0120-4071500; Fax: 0120-4071513

TED No.: HITES/IT-02/15-16

Date 06.09.2016

HLL Infra Tech Services Limited invites **e-tender** for conclusion of **Rate Contract** from eligible and qualified bidders for **Supply of following Original Printer Cartridge and IT Hardware Items.**

S. no.	Item	Configuration	Make	Estimated Drawal Qty. (nos.)
GROUP- 1 (IT Hardware)				
1	Desktop	CORE i3/4GB DDR 3 RAM 500 GB HDD/WINDOWS 10 , 18.5' LED MONITOR/KEYBOARD /OPTICAL MOUSE	HP/DELL/LENEVO	15
2	Laptop	CORE i3/4GB DDR 3 RAM 500 GB HDD/WINDOWS 10, MONITOR 14" LED SCREEN with executive carry case.	HP/DELL/LENEVO	5
3	Printer COLOR	MFP COLOUR A4 NETWORK, ADF WITH DUPLEXING- MIN SPEED 22PPM	HP/CANON	2
4	Printer B/W	MFP B/W A3/A4, NETWORK, ADF WITH DUPLEXING –MN SPEED 22PPM	HP / CANON	2
5	Scanner	MFP B/W – A3/A4 WITH ADF DUPLEXING & NETWORK TYPE	HP/ CANON	2

GROUP- 2 (Printer's Cartridges- Different Models)				
S. no.	Configuration	Make	Estimated Drawal Qty. (nos.)	
1	HP531	Laserjet Printer	10	
2	HP 532	Laserjet Printer	10	
3	HP 533	Laserjet Printer	10	
4	HP 530	Laserjet Printer	10	
5	HP 05A	Laserjet Printer	12	
6	HP CE 740A	Laserjet Printer	10	
7	HP CE 741A	Laserjet Printer	10	
8	HP CE 742A	Laserjet Printer	10	
9	HP CE 743A	Laserjet Printer	10	
10	CANON 328	Laserjet Printer	12	
11	CANON NPG28	Laserjet Printer	12	
12	BROTHER 2255	Laserjet Printer	12	
13	BROTHER TN2260	Laserjet Printer	12	
14	BROTHER TN2280	Laserjet Printer	12	
15	HP12A	Laserjet Printer	12	

16	HP 36A	Laserjet Printer	12
17	HP78A	Laserjet Printer	12
18	HP53A	Laserjet Printer	12
19	HP80A	Laserjet Printer	12
20	HP55A	Laserjet Printer	10
21	CANON 737 BK	Laserjet Printer	08
22	HP CE 410A	Laserjet Printer	12
23	HP CE 411 A	Laserjet Printer	12
24	HP CE 412 A	Laserjet Printer	12
25	HP CE 413 A	Laserjet Printer	12
26	HP9370	Plotter – Inkjet Printer	10
27	HP9371	Plotter – Inkjet Printer	10
28	HP9372	Plotter – Inkjet Printer	10
29	HP9373	Plotter – Inkjet Printer	10
30	HP9374	Plotter – Inkjet Printer	10
31	HP 9403	Plotter – Inkjet Printer	10

Terms and Conditions:

1. The tender enquiry is for fixation of rate and agency for supply of tendered items for a period of one year & extendable up to a period of ONE additional year on same Rates & Terms & Conditions.
2. Bidders may read the tender enquiry document carefully before submitting their bid.
3. This is a single stage system bidding. Bidders are requested to download the tender enquiry document from the website www.lifecarehll.com/tender, cphp or <https://etender.lifecarehll.com/irj/portal>.
4. The submission of tender online can only be done thru "https://etender.lifecarehll.com/irj/portal"
5. **Bidders are required to quote for all items in Group-1 and Group-2.** It implies that an individual bidder has to quote for either of the one group or both the groups. Quoting for all Line Items within a Group is essential.
6. **EMD amount of Rs. 5,000/-** for the total tender by means of **demand draft in favour of "HLL Infra Tech Services Limited" payable at Noida.** Tenders without EMD would not be considered. and hence stands **rejected**.
7. The tenderers shall submit EMD in physical form at the scheduled time and venue.

IMPORTANT NOTE:- EMD (Rs. 5,000/-) should be deposited on or before 29.09.2016, 1700 Hrs. (IST). Submission beyond stipulated date & time would result in REJECTION of BID.

**EMD should be submitted at:
DM (IT)**

**HLL INFRA TECH SERVICES LIMITED,
1st Floor, B-14A, Sector -62, Noida -201307, Uttar Pradesh**

8. Quantity mentioned above are indicative and purchaser does not commit confirmed drawal against this rate contract

Important Dates:

Name of the Tender	Rate Contract for IT Hardware and Printer Cartridges
Document downloading date & time	06th Sep-2016 : 1430 IST
Last date & time of submission of Tender and EMD	29th Sept - 2016 : 1700 IST
Earnest Money Deposit (By means of DD-favoring HLL Infra Tech Services Limited	Rs.5,000/-, To be submitted in original form on or before 29.09.2016 1700 Hrs.
Date & time of opening of Tender (Technical Bid)	30st Sept 2016 1430 Hrs. (IST)

9. In the event of any of the above mentioned dates being declared as a holiday/ closed day for the purchase organization, the tender will be received/ opened on the next working day at the appointed time.
10. The purchaser reserves the right to accept or reject a tender either in part or in full without assigning any reason.
11. Tender should be valid for its acceptance for a period of 60 days.

Bid specific Instruction to Bidders (BIDDING PROCESS)

The Bidding is to be done on the **e-tender site** (URL:- <https://etender.lifecarehll.com/irj/portal>)

First Time Bidders requires to make an on-line registration on the portal to receive User ID & Password

Please read the Help document on the e-tender portal as an step-by-step guide process.

Bidders must have date/ period valid DSC, Class-3B (Sign & Encrypt)

12. Technical Bid:-

SI	Nature / Citation of the Document	Remarks-If Any
1	PAN & VAT	Attach Scan Copy ,Self Authenticated
2	Certificate of Registration/Incorporation of the Firm/Company	Attach Scan Copy ,Self Authenticated
3	EMD for Rs.5,000/- Favouring HLL Infra Tech Services Limited	In original DD Form in an envelope marked as "EMD"
4	OEM's Authorization letter for the product category.	Attach Scan Copy ,Self Authenticated
5	Copy of audited Balance sheet- last two years, with an avg. annual turnover of Rs.50Lacs. during last three successive years.	Attach Scan Copy ,Self Authenticated

All Technical details requested (as mentioned below) should be attached in **C-Folder of e-tendering site**, <https://etender.lifecarehll.com/irj/portal>

Price Bid: (ONLY ONLINE)

No manual bid would be considered.

To be filled and attached in price bid folder of e-tender module as per format attached in Annex. -1 & 2 of TED.

Important Note: All attachments (Tech + Price) must be signed and stamped and scanned to pdf format

with individual file size not exceeding 5MB. Bidder may attach more than one file but individual file should not exceed 5MB.

Criteria for evaluation of Bid:

1. The price bids of only those bidders would be considered, who comply to technical bid requirement as mentioned in TED.
 2. There are two Group namely Group 1 (It Hardware) and Group 2 (Printer cartridge)
 3. The L1 would be determined for both the group separately not timewise within the group.
13. Purchaser reverses the right for placement of rate contract/conclusion of parallel rate contracts.

Delivery period:

The goods shall be delivered at the purchaser's site within 7 days on placement of supply order(s) against the rate contract awarded.

14. General condition of contract;

a. Warranty:

OEM's warranty for IT Hardware Items (Group 1) for 3-3-3 on site warranty.

b. 100% payment shall be made against submission of following documents:

- i. Tax invoice in duplicate.
 - ii. Proof of receipt and acceptance.
15. **Amendment to this tender document**, if any, shall be published in the website mentioned above. Prospective bidders may please refer the website regularly till the time of closing of submission of bid.

Price Schedule: (Group 1)

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S. no	Item	Configuration	Make	Unit Price (Rs.)	Taxes (%)	Total unit Price incl. of all taxes (Rs.)
1	Desktop	CORE i3/4GB DDR 3 RAM 500 GB HDD/WINDOWS 10, 18.5' LED MONITOR/KEYBOA RD /OPTICAL MOUSE	HP/ DELL/ LENOVO			
2	Laptop	CORE i3/4GB DDR 3 RAM 500 GB HDD/WINDOWS 10, MONITOR 14" LED SCREEN with executive carry case.	HP/ DELL/ LENOVO			
3	Printer COLOR	MFP COLOUR A4 NETWORK, ADF WITH DUPLEXING- MIN SPEED 22PPM	HP/ CANON			
4	Printer B/W	MFP B/W A3/A4, NETWORK, ADF WITH DUPLEXING – MN SPEED 22PPM	HP/ CANON			
5	Scanner	MFP B/W – A3/A4 WITH ADF DUPLEXING & NETWORK TYPE	HP/ CANON			

Note: -

If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.

Name _____

Business Address _____ Place: _____

Signature of Tenderer _____ Date: _____

Seal of the Tenderer _____

S. no.	Configuration	Make	Unit Price (Rs.)	Taxes (%)	Total unit Price incl. of all taxes (RS.)
1	HP531	Laserjet Printer			
2	HP 532	Laserjet Printer			
3	HP 533	Laserjet Printer			
4	HP 530	Laserjet Printer			
5	HP 05A	Laserjet Printer			
6	HP CE 740A	Laserjet Printer			
7	HP CE 741A	Laserjet Printer			
8	HP CE 742A	Laserjet Printer			
9	HP CE 743A	Laserjet Printer			
10	CANON 328	Laserjet Printer			
11	CANON NPG28	Laserjet Printer			
12	CANON NPG 59	IR Copier			
13	BROTHER 2255	Laserjet Printer			
14	BROTHER TN2260	Laserjet Printer			
15	BROTHER TN2280	Laserjet Printer			
16	HP12A	Laserjet Printer			
17	HP 36A	Laserjet Printer			
18	HP78A	Laserjet Printer			
19	HP53A	Laserjet Printer			
20	HP80A	Laserjet Printer			
21	HP55A	Laserjet Printer			
22	CANON 737 BK	Laserjet Printer			
23	HP CE 410A	Laserjet Printer			
24	HP CE 411 A	Laserjet Printer			
25	HP CE 412 A	Laserjet Printer			
26	HP CE 413 A	Laserjet Printer			
27	HP9370	Plotter – Inkjet Printer			
28	HP9371	Plotter – Inkjet Printer			
29	HP9372	Plotter – Inkjet Printer			
30	HP9373	Plotter – Inkjet Printer			
31	HP9374	Plotter – Inkjet Printer			
32	HP 9403	Plotter – Inkjet Printer			

Note: -

If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.

Name _____

Business Address _____ Place: _____

Signature of Tenderer _____ Date: _____

Seal of the Tenderer _____