



**HLL Lifecare Limited**  
**(A Government of India Enterprise)**  
Corporate and Registered Office,  
HLL Bhavan, Poojappura,  
Thiruvananthapuram– 695 012  
Kerala, India.  
Phone: 0471 – 2354949,2775612  
CIN:U25193KL1966GOI002621  
Website: [www.lifecarehll.com](http://www.lifecarehll.com)

**Invitation for Bids**

**SUPPLY AND INSTALLATION OF DESKTOP COMPUTERS**  
**UNDER BUYBACKSCHEME**

Date	:	9 <sup>th</sup> June 2020
IFB No.	:	HLL/CHO/IT/Buyback/2020

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

<b>Last date and time for receipt of bids</b>	<b>: 15.00 Hrs. on 30.06.2020</b>
<b>Time and date of opening of Bids</b>	<b>: 15.30 Hrs. on 30.06.2020</b>

Dear Sir,

**Sub: Supply and installation of Desktop Computers under buyback scheme**

HLL Lifecare Limited, Thiruvananthapuram invites competitive bids from the eligible bidders for the supply and installation of **Desktop Computer (40 Nos)** under buyback scheme against the replacement of the existing desktop computers being used at HLL factories in Thiruvananthapuram. The details of required item are attached as **Annexure- I** and that of existing items are attached as **Annexure-II**.

The terms and conditions of the bid are given below.

1. The respective bidder should have minimum 3 years' experience in supply, installation and maintenance of computer hardware items. For this, the bidder can submit the documentary evidence of the copies of Supply / Work orders for the similar kind of items for the past three years along with the bid.
2. The bidder should have branch office / service support center at Thiruvananthapuram. The details may be furnished along with the bid.
3. 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 in past three years may please be submitted.
4. The bidder should be an authorised partner of the OEM for the quoted product. Manufacturer Authorisation Form (MAF) / OEM Authorisation letter (Addressed to HLL) should be submitted along with the bid.
5. The prices should be quoted as per the format for price schedule enclosed as **Annexure-III**.
6. 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.
7. The prices quoted shall be valid for a period of **90 (Ninety)** days from the date of opening of bids.
8. **EARNEST MONEY DEPOSIT (EMD)**
  - a) The Bid should be submitted along with an Earnest Money Deposit (EMD) of **INR.30,000.00** ( Rupees Thirty 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 unsuccessful bidders will be returned as promptly as possible to them within one month of selection of successful bidder.

- c) The EMD of successful bidder will be released after successful completion of all the items at the respective locations
  - d) The EMD will be forfeited if;
    - (i). The Bidder withdraws the bid during the period of bid validity.
    - or**
    - (ii). The Successful Bidder fails to accomplish the task.
  - e) Exemption on submission of EMD is applicable to the eligible bidder against the submission of necessary documents (NSIC/MSME)
9. The exact brand/model (for computers business /commercial category is only preferred) of all the quoted items should be mentioned with complete technical specifications supported with illustrative literatures/catalogues/broachers.
  10. The items should be delivered and installed within **3 (Three)**weeks from the date of issue of Purchase Order.
  11. Penalty at 0.50 % of the total Purchase Order value for each week of delay or part thereof subject to a maximum of 5 % is applicable for delayed delivery.
  12. The bid shall be evaluated by taking the total amount quoted for all the items.
  13. The total amount of the items is calculated as follows.  
Total Price = Total price of the new items – Total price of the used items.
  14. Necessary user manuals/CDs/DVDs/accessories/License documents are to be supplied along with the items.
  15. Successful bidder has to arrange their own transport to shift the used Desktop Computerstotheir site/office after the supply of new items.
  16. The warranty period (onsite) of the Desktop Computers is **3(Three)**Years under OEM support from the date of installation. All the defective parts should be replaced at free of cost and the break down calls of all the items should be attended during the warranty period.
  17. Bids should be clear in all respects and those with ambiguous and conditional clauses/without buyback offer shall be rejected.
  18. The bidder who requires any clarification on the tender shall notify the undersigned through e-Mail at [sivakumar@lifecarehll.com](mailto:sivakumar@lifecarehll.com). However no post bid clarification shall be entertained.
  19. By submitting the bid it is presumed that the bidder has verified the tender Documents and technical specification of the items in details and has quoted the tender rate accordingly.
  20. No bidder shall try to influence the Purchaser on any matter relating to its bid, from the time of the bid opening till the time the Purchase order is placed.
  21. 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 during the validity period.
  22. The supply order shall be placed on the lowest responsive bidder who is both technically and financially responsive.

23. **Payment terms:**

Payment of 95% of the total price of goods shall be made on receipt of goods by the purchaser and upon successful completion of installation and acceptance by the purchaser. For claiming this payment the following documents are to be submitted to the paying authority.

- (i) Invoice with respective GST details (Three copies)
- (ii) Delivery Challan
- (iii) Installation certificate signed by both the user and the supplier's representative.
- (iv) Warranty Certificate

Payment of 5% 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 /Scheduled Bank for the 5% of the total value valid till the warranty period.

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

25. The bids should be submitted at the following address.

**Vice President (IT)**  
**HLL Lifecare Limited**  
**Corporate and Registered Office,**  
**HLL Bhavan, Poojappura,**  
**Thiruvananthapuram – 695 012,**  
**Phone: 0471- 2354949,2775612.**

26. Bids should be submitted on or before **15:00 Hrs on 30.06.2020** and the same **will be opened at 15.30 Hrs on the same day** at Corporate and Regd. Office, Poojappura, and Thiruvananthapuram in the presence of the representative of the bidder who chooses 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.

27. 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).

28. Any bid received after the deadline will be rejected.

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

30. No Email or fax bids will be accepted.

31. Consideration of MSME shall be based on furnishing of valid UAM (UdyogAadhar Memorandum) number and copy of relevant document along with the bid only

32. 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**  
**Deputy General Manager (Hardware)**

**Schedule of Requirements**

Sl.No.	Minimum Technical Specifications		Qty	Location
1.	<b>Desktop Computer</b>		40 Nos.	HLLPFT- 25 Nos HLLAFT- 15 Nos
	CPU	Intel Core i3 8 <sup>th</sup> Generation CPU or better		
	Chipset	Intel H Series		
	Memory	4GB (1 x 4GB) DDR3 RAM upgradable up to 32 GB		
	Hard Disk Drive	500GB SATA HDD , 7200rpm		
	Monitor	18.5 " LED monitor (Same make as Computer)		
	Communication	Integrated 10/100/1000 Mbps Ethernet		
	Ports	4 X USB Ports (At least two in frontside), 1 X VGA and Audio		
	Operating System	Pre-loaded Microsoft Windows 10 Professional 64bit (Licensed).		
	Accessories	Standard Keyboard and Optical scroll mouse (Same make as Computer)		
	Others	OEM system recovery tool		
	Form Factor	Tower		
	Certifications	ISO/ Microsoft Windows/ Linux		
	Onsite Warranty	3-3-3 Years		

**Address of location**

**HLLPFT** - **HLL Lifecare Limited,**  
 Peroorkada Factory,  
 Peroorkada, Thiruvananthapuram– 695005  
 Ph. 0471-2437270

**HLLAFT** - **HLL Lifecare Limited**  
 Akkulam Factory,  
 Sreekaryam P.O, Thiruvananthapuram - 695017  
 Phone: 0471 - 2442692

**Annexure-II**

**Details of existing Desktop Computers**

<b>Sl.No.</b>	<b>Specification of the Desktop computer</b>	<b>Qty</b>	<b>Location</b>
1	PCS PRODiiGY, P4@ 2.4 GHz, 1 GB RAM, 40 GB HDD,CDD,FDD, MM keyboard, Optical Scroll Mouse, 10/100 ENC, Monitor-18.5 " LCD	19	HLL PFT-25 Nos
2	CCS P4@ 2.8 GHZ, Intel 915GVWBL MB, 1 GB RAM,40GB S HDD, CDD, 1.44FDD, Keyboard, Mouse,10/100 ENC, MONITOR-"17 LCD	2	
3	HCL Ezeebec, P4@2.6 GHz, 1 GB DDR RAM,CDD, FDD,40 GB HDD,10/100 ENC, KB, MOUSE, 15" CRT MONITOR	2	
4	ACER Power, P4 @2.4 GHz, Intel 845 chipset MB, 1GB DDR RAM, 40 GB HDD, CDD,FDD, KB, Mouse, 10/100 ENC, LCD MONITOR- 18.5"	1	
5	COMPAQ Presario P4 @ 2.4 GHz, 845 CHIPSET MB, 1 GB DDR RAM,40 GB HDD,CDD , FDD, KB, SCROLL MOUSE, 10/100 ENC, 15" LCD Monitor	1	
6	PCS PRODiiGY, P4@ 2.4 GHz, 1 GB RAM, 40 GB HDD,CDD,FDD, MM keyboard, Optical Scroll Mouse, 10/100 ENC, Monitor-18.5 " LCD	11	HLL AFT- 15 Nos
7	CCS P4@ 2.8 GHZ, Intel 915GVWBL MB, 1 GB RAM,40GB S HDD, CDD, 1.44FDD, Keyboard, Mouse,10/100 ENC, MONITOR-"17 LCD	4	
<b>Total Nos.</b>		<b>40 Nos</b>	

Price Schedule							Annexure -III	
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. ....