

HLL/Noida/IT/2013/

22nd August '2013

Sub: Installation and Commissioning of Network Points and fixing of related equipments for HLL, Noida Office.

Sealed quotations are invited from reputed firms of Delhi/NCR for the supply and installation of the items listed in Annexure-1 as per terms & conditions mentioned below:

Terms & Conditions:

- 1) The bidder should have at least TWO (02) years experience in the field Networking. During the aforesaid period, the bidder should have successfully executed three (3) nos. of such networking projects worth at least Rs.1 Lakh each .The bidders need to produce necessary documentary evidence viz. Purchase Orders, Completion Certificate in support of their claim.
- 2) The bidder should attach an **EMD of Rs.3000.00 (Rs.Three Thousand only)** by the way of DD from a Registered/Scheduled/Nationalized bank in favour of "HLL Lifecare Ltd" payable at New Delhi . **The bids without EMD shall be summarily rejected.**
 - EMD of the all the unsuccessful bidders will be released within one month after the tender opening.
 - EMD would stand to be forfeited in the event of non-execution of order by the awarded party.
- 3) The rates quoted shall be valid for a period of 90 days from the date of opening of tender.
- 4) All the items should be **as per the specifications/models mentioned in Annexure- 1** and the exact model to be specified in the Quotation clearly.
- 5)
 - a)The bid should contain complete technical specifications/make of the equipment supported with illustrative literatures / catalogues.
 - b) Necessary users manuals/accessories / CD's/ Drawings are to be supplied along with all the equipments.
- 6) 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 at the same unit price quoted at the time of award of contract & subject to the same terms & condition.
- 7) Measurement of CAT 6 cable has been taken on approximate basis only, the actual measurement may vary at the time of installation. **Payment for the CAT 6 cable and its labour cost will be calculated on actual measurement only.**
- 8) **Delivery & Installation:** The items should be delivered, installed & commissioned within 1 month of date of acceptance of order. Penalty @ 0.50 % per week's daily subject to a maximum of 5% is applicable for delayed delivery.

- 9) **Payment:** 95% of the total price of invoice amount shall be made upon completion of installation & Commissioning and the balance 5% will be kept as performance security for a period of one year.

For payment the following documents are required to be submitted to HLL Lifecare Ltd.

- a) Invoice , b) Delivery Challan
 - c) Installation certificate signed by both the user and the supplier's representative
- 10) The warranty period shall be a **minimum Three Year for the CISCO model N/W Switch & for all the other items warranty shall be minimum 1 year** from the date of installation. All the defective parts should be replaced free of cost during the warranty period.
- 11) The bid should contain necessary catalogue / brochure about all the products mentioned in the schedule of requirement.
- 12) Bid submitted thru' e-mail and fax bids are **NOT ACCEPTABLE** & would stand to be automatically **REJECTED**.
- 13) Bids should be clear in all respects and those with ambiguous clauses shall be summarily rejected.
- 14) **HLL Lifecare Limited** reserves the right to reject any or all the bids without assigning any reason what so ever.
- 15) The quotations shall be sent to the following address duly super scribing on the envelope '**Quotation for the Network related works**' on the envelope.

**Deputy Manager (IT)
HLL Lifecare Ltd ,
B-14A , Sector-62 , Noida-201307, UP , Ph: 0120-4071531**

Last date of receipt of duly completed offers is up to 3 PM, 5th September 2013. All offers will be opened on the same day at 3.30 PM. Any offer received after the deadline for submission of bids shall be rejected.

Thanking you,

Yours Sincerely,
For HLL Lifecare Ltd

Deputy Manager (IT)