



HLL Lifecare Limited
(A Government of India Enterprise)
Corporate and Registered Office,
HLL Bhavan, Poojappura,
Thiruvananthapuram– 695 012
Kerala, India.
Phone: 0471 – 2354949, 0471-2775000
CIN:U25193KL1966GOI002621
Website: www.lifecarehll.com

Invitation for Bids

Supply and Installation of Laptop Computer

| | | |
|---------|---|----------------------------------|
| Date | : | Dated 18 th June 2021 |
| IFB No. | : | HLL/CHO/IT/Laptop /2021 |

The schedule of the bid is given below.

| | | |
|-----------------------------------------------|----------|---------------------------------|
| Last date and time for receipt of bids | : | 15.00 Hrs. on 25.06.2021 |
| Time and date of opening of Bids | : | 15.30 Hrs. on 25.06.2021 |

Dear Sir / Madam,

Sub: Supply and Installation of Laptop Computer

HLL Lifecare Limited, Thiruvananthapuram invites the competitive bids from the eligible bidders for the supply and installation of **7 Nos of Laptop Computers** for our Corporate and Registered Office, Poojappura and offices in Akkulam, Thiruvananthapuram under buyback of 2 Nos of Laptop computer. The details are attached as **Annexure- I**.

The terms and conditions of the bid are given below.

1. The bidders who are not registered/empanelled with HLL may submit the following documents along with bid
 - (a) Copies of Purchase Orders for the similar items delivered / Certificate from the clients for the successful delivery for the past period of three years. The above documents (minimum one) from State/Central Government institutions/PSU are preferable.
 - (b) Copy of PAN and GST certificate
 - (c) Statement that the bidder has not been blacklisted by any institution of the Central/State Government in past three years.
 - (d) Details of support center / office of bidder in Thiruvananthapuram / Kerala
2. The prices should be quoted as per the format for price schedule enclosed as **Annexure – II**.
3. The prices quoted shall be valid for a period of 90 days from the date of opening of bids.
4. 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.
5. The exact brand/model of all the quoted items should be mentioned with complete technical specifications supported with illustrative literatures/data sheet/brochures.
6. The items should be delivered at the respective location within **3** (Three) weeks from the date of placement of order.
7. Penalty at 0.50 % of the total Purchase Order value for each week of delay or part there of subject to a maximum of 5 % is applicable for delayed delivery.
8. The bid shall be evaluated by taking the total amount quoted for all the items.

9. The total price of the item is calculated as follows.
Total Price = Total price of the items – Total price of the old items
10. Necessary user manuals/CDs/DVDs/accessories are to be supplied along with the equipment.
11. The warranty period (onsite) of the items is **3** (Three) Years from the date of installation. All the defective parts should be replaced at free of cost during the warranty period
12. Bids should be clear in all respects and those with ambiguous and conditional clauses, incomplete shall be rejected.
13. The bidder who requires any clarification on the tender shall notify the undersigned through e-Mail at sivakumar@lifecarehll.com. However, no post bid clarification shall be entertained.
14. Bidder can inspect the old items during office hours of HLL with prior permission from the undersigned
15. 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.
16. The purchase order shall be placed on the lowest responsive bidder.
17. Payment will be released within 30 days against successful Installation and acceptance by HLL. For claiming the payment, the following documents are to be submitted.
- a. Three copies of Invoices
 - b. Delivery/Installation report duly signed by the concerned person of the location and representatives of the supplier.
 - c. Warranty certificate if any
18. Mention the software (if any) that are pre-loaded in the system as bundle.
19. Please furnish the UAM (Udyog Aadhar Memorandum) number with supporting document along with the bid if the bidder is MSME vendor.
20. 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
21. Bids should be submitted on or before **15:00 Hrs on 25.06.2021** and the same **will be opened at 15.30 Hrs on the same day** at Corporate Head 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.
22. Any bid received after the deadline will be rejected.
23. HLL Lifecare Limited 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 Bid Number with date and 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
Deputy General Manager (Hardware)

Annexure-1

Schedule of Requirements

| Sl. No | Minimum Technical Specifications | | Qty |
|-------------|-------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------|
| 1 | Laptop Computer with 14" Display | | |
| | CPU | Intel Core i5 10 th Generation processor or latest | 5 Nos. (CHO- 3 Nos AFT- 1 No and CRDC - 1 No) |
| | Memory and slots | 8 GB DDR4 RAM upgradeable 16 GB and minimum 2 DIMM slots | |
| | Hard Disk Drive | 1000 GB (1 TB) SATA | |
| | Display | 14" (35.56 cm) LED HD Backlit (Non Touch) | |
| | Ports and Connectors | 1 X USB 2.0,1 X USB 3.0,1X HDMI | |
| | Connectivity | Wireless (Wi-Fi) connectivity and Integrated Gigabit Ethernet Port | |
| | Graphics and Audio | Integrated Graphics card/ Internal Speaker Audio port | |
| | Camera | HD | |
| | Battery | Li – ion battery | |
| | Operating System | Windows 10 Pro (64 bit) licensed | |
| | Accessories | AC Power Adapter, Carry case/Back pack | |
| Warranty | 3 (Three) years On Site OEM Warranty | | |
| 2 | Laptop Computer with 15.6" Display | | |
| | CPU | Intel Core i5 10 th Generation processor or latest | 2 Nos.(CHO) |
| | Memory and slots | 8 GB DDR4 RAM upgradeable 16 GB and minimum 2 DIMM slots | |
| | Hard Disk Drive | 1000 GB (1 TB) SATA | |
| | Display | 15.6" (39.5 cm) LED HD Backlit (Non Touch) | |
| | Ports and Connectors | 1 X USB 2.0,1 X USB 3.0,1X HDMI | |
| | Connectivity | Wireless (Wi-Fi) connectivity and Integrated Gigabit Ethernet Port | |
| | Graphics and Audio | Integrated Graphics card/ Internal Speaker Audio port | |
| | Camera | HD | |
| | Battery | Li – ion battery | |
| | Others | Keyboard with Numeric keypad and touchpad | |
| | Operating System | Windows 10 Pro (64 bit) licensed | |
| Accessories | AC Power Adapter, Carry case/Back pack | | |
| Warranty | 3 (Three) years On Site OEM Warranty | | |

Note : Bidder may attach the compliance sheet also for the above items.

A. Details of old item

| SI.NO | Description of items | Qty | Location |
|--------------|----------------------------------------------------------------------------------------------------------------|------------|-----------------|
| 1 | Toshiba satellite C 40 - Intel core i3/ 4GB RAM/500GB HDD/14" LED Display/ Windows 7 Pro OS | 1 | CHO |
| 2 | Toshiba satellite C50 - Intel Pentium dual core processor/2GB RAM/500GB HDD/15.6"LED Display/ Windows 7 Pro OS | 1 | |

Address of Locations

CHO

HLL Lifecare Limited,
Corporate and Registered Office,
HLL Bhavan, Poojappura,
Thiruvananthapuram– 695012

AFT

HLL Lifecare Limited,
Akkulam Plant,
Sreekaryam.P.O,
Thiruvananthapuram – 695 017

CRDC

HLL Lifecare Ltd,
Corporate R&D Centre
Akkulam, Sreekaryam.P.O
Thiruvananthapuram – 695 017

| 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 | | |
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Total Price (in Figure) : Rs.....

Total Price (in words) : Rs.