



Corporate and Registered Office,
HLL Bhavan, Poojappura,
Thiruvananthapuram– 695 012
Kerala, India.

Phone: 0471 – 2354949, 2775000

CIN:U25193KL1966GOI002621

Website: www.lifecarehll.com

Invitation for Bids

RENEWAL OF SEQRITE ENDPOINT SECURITY BUSINESS PLUS ANTIVIRUS SOFTWARE LICENSES INSTALLED AT OUR HLL OFFICES

| | | |
|---------|---|-----------------------------|
| Date | : | 30.09.2019 |
| IFB No. | : | HLL/CHO/IT/Software/AV/2019 |

The schedule of the bid is given below.

| | |
|---|-----------------------------------|
| Last date and time for receipt of bids | : 15.00 Hrs. on 10.10.2019 |
| Time and date of opening of bid | : 15.30 Hrs on 10.10.2019 |

Dear Sir,

Sub: Renewal of Seqrite Endpoint Security Business Plus Antivirus Software Licenses installed at our HLL offices

HLL Lifecare Limited Thiruvananthapuram now invites the competitive bids from the eligible bidders for the renewal of existing **2500 Nos** of User licenses of **Seqrite Endpoint Security Business Plus Antivirus Software** installed at our Head office, Factories and other offices all over India. The details are given below;

| Sl.No | Item | No of Licenses |
|-------|--|----------------|
| 1 | Renewal of <i>Seqrite Endpoint Security Business Plus Antivirus Software Licenses</i> for 1 year | 2500 |

Terms & Conditions

1. The respective bidder should have minimum 3 years experience in Antivirus implementation. For this, the bidder can submit the documentary evidence of the following along with the bid.
 - a) The copies of Supply / work orders for the similar kind of items for the past three years and /or
 - b) Certificate from at least three clients for the similar works done
2. The prices should be quoted as per the format for price schedule enclosed as **Annexure – 1**.
3. The bids will be evaluated by taking the total amount quoted for all the items.
4. The Manufacturer Authorization Form (MAF) from the OEM of the product should be submitted along with the bid.
5. The prices quoted shall be valid for a period of 90 days from the date of opening of bids.
6. The items should be delivered within **2 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 thereof subject to a maximum of 5 % is applicable for delayed delivery.
8. Necessary documentations/CDs/DVDs are to be supplied along with the item.

9. Statutory documents like licenses if any should be supplied along with the item.
10. Bids should be clear in all respects and those with ambiguous /conditional clauses shall be summarily rejected.
11. The supply order will be placed on the first lowest responsive bidder.
12. The periodic updates from OEM should be available at free of cost during the support period.
13. Necessary support should be provided as and when required within 2 Hrs of intimation of problem.
14. 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.
15. 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
16. 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
17. HLL will have the right to increase or decrease up to 20% of the quantity of licenses specified in the schedule of requirements without any change in the unit price or other terms and conditions.
18. Payment will be released within 30 days from the date of delivery of the items.

For claiming this payment, the following documents are to be submitted.

- a) Three copies of Invoice with corresponding GST Number.
 - b) Delivery report signed by both the user and the supplier's representative.
 - c) Statutory documents.
19. 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.

20. Bids should be submitted on or before **15:00 Hrs on 10.10.2019** 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.

21. The envelopes containing the bid should bear the Invitation for Bids title and number, and the statement DO NOT OPEN BEFORE _____(Here insert time and date of bid opening)
22. HLL reserves the right to accept or reject any or all of the bids without assigning any reason whatsoever
23. Any bid received after the deadline will be rejected
24. No fax/email bids will be accepted.
25. Consideration of MSME shall be based on furnishing of valid UAM (Udyog Aadhar Memorandum) number and copy of relevant document along with the bid only.
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)

| Price Schedule | | | | | | | | Annexure – I | |
|----------------|----------------------------|------|----------|------------------|--------------------|------------------------------------|--------------------------------|--------------|--|
| 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.