

HLL Lifecare Ltd,

Chennai Marketing Office,
HLL Bhavan, Pallikaranai,
Chennai-600100.
TamilNadu, India.
Tel: 044-29813733/34
Website: www.lifecarehll.com

BID DOCUMENT

FOR

SUPPLY & INSTALLATION OF 6 DESKTOPS, 2 LAPTOPS & 1 MONITOR

LETTER FOR INVITATION

Date of Issuance: 02.11.2020
Ref. No.: HLL/CMO/IT-Procurement/20-21/301

To,

Dear Sir,

HLL Lifecare Limited (HLL) a Govt. of India Enterprise under the Ministry of Health and Family Welfare invites proposals for the Supply, Installation of 6 Desktops, 2 Laptops & 1 Monitor. More details are provided in the Schedule of Requirements (Annexure-1).

You are requested to go through the bid document carefully and submit your proposals as per the instructions and guidelines given in the document.

Thanking You,

Yours Faithfully,



Deputy Manager(IT),
HLL Lifecare Limited,
HLL Bhavan,
S.No : 26/4, Velachery Tambaram Road,
Pallikaranai, Chennai -600100
Mob : 8144030535

SI.No	Events	
1	Last date for submission of Bids	17.11.2020 11.30 AM Hrs.
2	Opening of Bids	17.11.2020 03:30 PM Hrs.

TERMS & CONDITIONS

The bid should be submitted strictly as per the following terms and conditions:

1.1. The prices quoted shall be valid for a period of 90 days from the date of opening of Bids

1.2. The exact brand/model (business category is only preferred for Laptop) of all the quoted items should be mentioned with complete technical specifications supported with illustrative literatures/catalogues/broachers.

1.3. The items should be delivered within 3 weeks from the date of placement of order.

1.4. Penalty @ 0.5% per week's delay subject to a maximum of 5% is applicable for delayed delivery.

1.5. Necessary User manuals/CDs/DVDs/accessories are to be supplied along with the equipment's.

1.6. The onsite warranty should be for the period as given below

Desktops - 3 Years

Laptops - 3 Years

Monitor - 3 Years

All the defective parts should be replaced at free of cost during the warranty period

1.7. Bids should be clear in all respects and those with ambiguous clauses shall be rejected

1.8. The supply order shall be placed on the lowest responsive bidder.

1.9. Payment will be released within 30 days from the date of installation. For claiming the payment, the following documents are to be submitted.

a) Five (5 Nos) Copies of Invoices

b) Delivery/Installation report duly signed by the concerned person of HLL and representatives of the supplier.

c) Warranty Certificate if any

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

1.12. Bid should be submitted on or before **11.30 Hrs on 17.11.2020 and the same will be opened at 03.30 Hrs** on the same day at central marketing office, Chennai in the presence of the representative of the bidder who choose 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.

1.13. The bid should be submitted at the following address

Deputy Manager (IT)
HLL Lifecare Limited,
S.No: 26/4,HLL Bhavan,
Thambaram Velachery Main Road,
Pallikaranai,
Chennai-600100.

1.14. Any bid received after deadline will be rejected.

1.15. HLL Lifecare Ltd reserves the right to accept or reject any or all of the bids without assigning any reason what so ever.

1.16. 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).

1.17. No Email or fax bids will be accepted.

1.18. The prices should be quoted as per the format for the price schedule enclosed as Annexure-II

For HLL Lifecare Limited



A.Alexpandi
Deputy Manager (IT)

2. Eligibility of the Bidder:

The prospective bidder should satisfy the following criterion.

- 2.1 The bidder should be an Indian company and in continuous business of supply, installation and maintenance of Desktops and Laptops similar to the items mentioned in the schedule of requirements (**Annexure-1**). (Supported with the copy of Registration certificate/Certificate of incorporation).
- 2.2 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.
- 2.3 The bidder should be regular taxpayer under the Income Tax Act. Please furnish the details of service tax number, Permanent Account Number (PAN) etc.
- 2.4 The bidder should be submitted the below mentioned documents.
 - i) Copy of the Registration Certificate or certificate of incorporation
 - ii) Details of Permanent Account Number issued by income tax Authority.
 - iii) Self declaration of non-blacklist by state/Central Government
 - iv) Copy of GST documents
 - v) Signed copy of bid documents
 - vi) Warranty Compliance Statement
 - vii) Bid should be comply with the price information of the items as specified in Annexure-1 in the format of price schedule attached as Annexure-2

Annexure-1

SI. No	Description	Minimum Technical Specifications	Qty (Nos)	Location of Installation
1	Desktop Computer (ISO, Microsoft & Linux Certified) Intel core i5 processor with latest generation, 8 GB DDR4 RAM, 1 TB HDD, 10/100/1000 Gigabit Fast Ethernet, 22" LED monitor, DVD RW, Key Board, Optical Mouse, Windows 10 Professional, 3 years onsite warranty.		4	HLL Lifecare Ltd, Noida
2	Desktop Computer (ISO, Microsoft & Linux Certified) Intel core i7 processor with latest generation, 8 GB DDR4 RAM, 1 TB HDD, 10/100/1000 Gigabit Fast Ethernet, 24" LED monitor, DVD RW, Key Board, Optical Mouse, Windows 10 Professional, 3 years onsite warranty.		2	
3	Laptop Computer (ISO, Microsoft & Linux Certified) Intel core i7 processor with latest generation, 8 GB DDR4 RAM, 1 TB HDD, 10/100/1000 Gigabit Fast Ethernet, 14.1" display Screen, WI-FI ,Windows 10 Professional, 3 years onsite warranty, Carry case.		2	
4	LED Monitor 22" with VGA and HDMI Support ,Response Time 14 ms,		1	

Delivery and Installation Address

HLL Lifecare Limited
B-14A, Sector 62,
Gautham Budh Nagar,
Noida (UP) – 201301.

Billing Address:

HLL Lifecare Limited,
S.No:26/4, HLL Bhavan,
Thambaram Velachery Main Road,
Pallikaranai, Chennai -600 100.
Phone: 044- 29813733/34
GST No: **33AAACH5598K1Z8**

Annexure- 2

Price Schedule

Sl.No	Description of item /work	Unit	Qty	Basic Price(Rs)	Taxes/ Duties (Rs)	Other incidental costs if any	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.....