



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

Invitation for Bids

Supply and installation of Desktop computers and other Peripherals

Date	:	6 th October 2016
IFB No.	:	HLL/CHO/IT/HCS/2016/

The schedule of the bid is given below.

Last date and time for receipt of bids	:	15.00 Hrs. on 21.10.2016
Time and date of opening of Bids	:	15.30 Hrs. on 21.10.2016

Dear Sir,

Sub: Supply and installation of Desktop computers and other Peripherals

HLL Lifecare Limited, Thiruvananthapuram invites competitive bids from the eligible bidders for the supply and installation of Desktop Computers, Dot Matrix Printers, Multifunction Printer, Laserjet Printer and UPS System (Offline) for our offices in Thiruvananthapuram and Kozhikode. The schedule of requirements is given in **Annexure-1**.

The terms and conditions of the bid are given below.

1. The respective bidder should have minimum three years' experience in supply, installation and maintenance of computers and other IT peripherals for which the copy of certificate of incorporation, the copies of purchase order (minimum 3 Purchase Orders) or certificate from at least three clients in Trivandrum /Kerala for the successful completion of the similar supply of the items for the period past three years.
2. The bidder should be authorized partner of the quoted OEM in the case of desktop computer. The bidder should submit the authorization letter from OEM along with the bid.
3. The bidder should have service support center / OEM Authorized Service Partner at Thiruvananthapuram/ Kozhikode or Ernakulam. The details may be furnished along with the bid.
4. The Bidder and the quoted OEM product should have not been blacklisted by any state / central Government organizations/firms/institutions for which the self-certificate stating that the bidder and OEM has not been blacklisted by any institution of the Central / State Government in past three years may please be submitted with bid.
5. The bidder may furnish the details of PAN ,TIN etc., in their bid
6. The prices should be quoted as per the format for price schedule enclosed as **Annexure –II**.
7. 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.

8. EARNEST MONEY DEPOSIT (EMD)

- a) The Bid should be submitted along with an Earnest Money Deposit (EMD) of INR.40,000.00 (Rupees Forty Thousand Only) inclusive of taxes 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.
 - c) The EMD of unsuccessful bidders will be returned as promptly as possible to them within one month of selection of successful bidder.
 - d) The EMD of successful bidder will be treated as security deposit and 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.
9. The prices quoted shall be valid for a period of 90 (Ninety) days from the date of opening of bids.
 10. 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.A technical compliance statement for all the quoted items should be submitted along with the bid.
 11. The items should be delivered and installed at the respective locations mentioned in the schedule of requirements within 3 (Three) weeks from the date of issue of Purchase Order.
 12. Penalty @ 0.50 % per week's delay subject to a maximum of 5 % is applicable for delayed delivery.
 13. The bid shall be evaluated by taking the total amount quoted for all the items.
 14. Necessary user manuals/CDs/DVDs/accessories/License documents are to be supplied along with the items.
 15. The warranty period (onsite) of the items is as follows;
 - a. Three Years (03) - for Desktop Computers
 - b. One Year (01) - for Printers and UPSs from the date of installation and all the defective items should be replaced at free of cost during warranty period.
 16. Bids should be clear in all respects and those with ambiguous and conditional clauses shall be rejected.
 17. 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.

18. 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.
19. 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
20. HLL will have the right to increase or decrease up to 20% of the quantity of goods / services specified in the schedule of requirements without any change in the unit price or other terms and conditions during the validity period.
21. The supply order shall be placed on the first lowest responsive bidder who is technically responsive with lowest offer.
22. The break down calls should be attended within 1-2 hours from the logging of the call.
23. HLL may shift the items mentioned in the schedule of requirements at any of the offices in Trivandrum or within Kerala if required. The warranty support should be continued at the same terms and conditions without any additional cost.
24. **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 (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 for 3 years.

25. Mention the software (if any) that are pre-loaded in the system as bundle.
26. The bids should be submitted at the following address.

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

27. Bids should be submitted on or before **15:00 Hrs on 21.10.2016** 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.

28. 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).
29. Any bid received after the deadline will be rejected.
30. HLL Lifecare Limited reserves the right to accept or reject any or all of the bids without assigning any reason whatsoever.
31. No Email or fax bids will be accepted.
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
Sr. Manager (Hardware)

Schedule of Requirements

SI.No	Description of items with minimum technical specification		Qty	Location
1	Desktop Computer		39 Nos	HLLCHO- 34 Nos Hindlabs, Kozhikode- 3 Nos LCC, TVM – 2 Nos
	CPU	Intel Core i3 4 th generation CPU or better		
	Memory	4 GB DDR3 RAM upgradable up to 16 GB		
	Hard Disk Drive	500GB SATA HDD		
	Optical Drive	DVD RW		
	Display	18.5" LED Monitor		
	Communication	10/100/1000 Mbps Ethernet		
	Cabinet & Ports	Micro/Mini Tower 6 USB Ports (at least 2 in port in front) VGA and Audio		
	Operating System	Pre-loaded Microsoft Windows 10 Pro (Licensed) down gradable to Windows 8 Pro		
	Accessories	Standard Keyboard and Optical mouse with mouse pad		
	Certifications	ISO, Microsoft Windows , Linux ,Energy Star		
2	High End Desktop Computer		2 Nos	HLLCHO- 2 Nos
	CPU	Intel Core i5 4 th generation CPU or better		
	Memory	8 GB DDR3 RAM upgradable upto 16 GB		
	Hard Disk Drive	500GB SATA HDD ,7200 rpm		
	Optical Drive	DVD RW		
	Communication	10/100/1000 Mbps Ethernet		
	Graphics Card	1 GB with VGA / HDMI port		
	Ports	6 USB Ports (at least 2 ports in front) VGA,HDMI and Audio		
	Operating System	Pre-loaded Microsoft Windows 10 Pro (Licensed) down gradable to Windows 8 Pro		
	Accessories	Standard Keyboard and Optical mouse with mouse pad		
	Certifications	ISO, Microsoft Windows , Linux ,Energy Star		

3	High-end LED Monitor (24")		2 Nos	HLLCHO- 2 Nos
	Screen Size	24 Inches (Diagonal)		
	Panel Type	IPS (In-Plane Switching)		
	Backlight	LED		
	Resolution	1920 x 1200		
	Pixel Pitch	0.270 mm		
	Contrast Ratio	2000000:1 (dynamic)		
	Brightness	250 cd/m ²		
	Connectors and Ports	VGA,DVI-D,USB 2.0 HDMI (Optional)		
	Viewing Angle	160 ⁰ / 170 ⁰		
	Environmental Compliance and Standards	TCO,Energy Star,EPEAT (Gold)		
4	<u>Dot matrix Printer (80 Column) (Epson is preferable)</u> No. of pins:24 , Print direction: Bi-directional with logic seeking		3 Nos.	LCC, TVM – 3 Nos
	Print speed			
	a. High speed draft:	10 CPI - 300 cps		
	b. Draft	10/12/15 CPI - 200/240/300 cps		
	c. LQ	10/12/15 CPI – 65/80/100		
Copies: Original + 3 copies				
Interface: Parallel and USB				
5	<u>Laserjet Printer (ISO Certified)</u>		1	Hindlabs, Kozhikode
	Type	A4,Monochrome		
	Print Speed	Up to 25 ppm		
	Print quality	Up to 1200 x 1200 dpi		
	Connectivity	Hi Speed USB 2.0 and 10/100 Mbps		
Duplexing	Automatic (Standard)			
6	<u>Multifunction Printer (Print/Scan/Copy)</u>		1 No.	HLLCHO
	Type	A4,Mnochrome,Laserjet		
	Print speed	25 ppm		
	First page out	As fast as 8sec		
	Print quality	1200 x 1200 dpi		
	Copy speed	25 cpm		
	copy resolution	600 x 600 dpi		
	Scanner	Flatbed, ADF		
	Scan resolution	upto 1200 dpi		
	Connectivity	USB 2.0 and 10/100 Mbps Ethernet		
	Duplexing	Automatic		
7	<u>600VA Offline UPS(ISO certified)</u> 600VA,15-20 Minutes Backup and 3 Output Sockets.		27 Nos	HLLCHO – 25 Nos LCC,TVM-2 Nos

Address of location

1	HLLCHO	HLL Lifecare Limited, Corporate & Registered Office, HLL Bhavan, Poojappura, Thiruvananthapuram -695012 0471 - 2354949,2358014
2	Hindlab, Kozhikode	HLL Lifecare Limited Hindlabs,Ground Floor, Super Specialty Block, Govt.Medical College Thiruvananthapuram -673008 Ph: 0495 – 2350090 940002793
3	LCC, TVM	HLL Lifecare Centre, Old Blood bank Building Medical College Hospital, Thiruvananthapuram. Phone: 0471- 2446640

Price Schedule							Annexure – II			
SI.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.