

**HLL/Noida/IT/2013-14**

**05-07-2013**

**Sub: Rate Contract for the supply of Hardware Items to HLL, Noida reg.**

Sealed quotations are invited from NCR based reputed firms for submitting their competent rates to enter into a **Six Months Rate Contract** with HLL Lifecare Limited, Noida for the **supply of IT equipments /Items (All-in-one PC & Desktop Computers) for HLL, Noida.**

**Terms & Conditions:**

- 1) The bidder should be dealer/authorized agent of the quoted Brand, bidder should submit necessary certificates from OEM to prove that. Also bidder should have minimum three years of experience in the field of IT Hardware supply; they have to attach the documentary evidence like Purchase order or relevant documents with the Bids.
- 2) OEM (Original Equipment Manufacturer) of the quoted brand should have more than 10 year of experience in manufacturing/supply of Laptops/Desktops.
- 3) The bidder should attach the following along with the bid
  - 3.1 An **EMD of Rs.10,000/- (Rs. Ten 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 will be summarily rejected.**
  - 3.2 EMD would stand to be forfeited in the event of non-execution of order after tendering process.
  - 3.3 The EMD amount of the successful bidder would be kept as a Performance Security deposit. The security deposit shall be valid till successful completion of the contract. No interest shall be payable on the security deposit.
- 4) The successful bidder has to sign one rate contract with HLL Life Care Ltd. for a period of **Six Months (6Months)**. The price quoted shall be valid for a period of **6 months (Six Months)** from the date of signing the Rate Contract for the **supply of IT equipments/Items given in Annexure-1**. If HLL is satisfied with the service of the awarded party, may extend the contract to further period with the same rates, terms and conditions.

5) The bidder should submit their competitive rates on the format attached in Annexure-1.

6) **The items should be supplied within 3 weeks of the issue of Purchase order.**

- a) **All the items should be from corresponding Original Equipment Manufacturer as per the Rate Contract.** If any fraudulent identified / delay in supply without any sufficient reason/found the items are not from the OEM party, and then the contract will be cancelled with immediate effect.
- b) **All the items given in Annexure should carry Minimum 3 Year Onsite Warranty from OEM party.** During the warranty period, all the defective items should be repaired/ replaced without any expenses from HLL.
- c) If any of the ordered items would be unavailable within the contract period, the party has to deliver the higher configuration item from the same brand. In those cases the rates, terms& conditions will be same as per the rate contract.

7) **Payment :**

- (a) Would be released within 30 days of the Successful delivery & installation of the ordered items.
- (b) Installation report duly certified by the IT Incharge of HLL Noida.
- (c) Warranty Certificate from the OEM to be provided along with the original invoice.

8) Bids should be clear in all respects and those with ambiguous clauses shall be summarily rejected.

9) Bid will be evaluated on the basis of total amount of all the items.

10) Penalty at 0.50% per week's delay subject to maximum of 5 % is applicable for delayed delivery

11) HLL reserves the right to reject any or all of the bids without assigning any reason what-so-ever.

12) The quotations shall be sent to the following address duly superscribing the envelope **'Quotation for the Rate Contract for the Supply IT Equipment/items.'**

**Dy. Manager (IT)  
HLL Lifecare Ltd  
B-14A, Sector-62  
Noida-201307, UP  
Ph: 0120-4071531/555**

**Schedule of the bid is given below.**

**Last date & time for receipt of Bid Submission - 22/07/2013, 3 P.M**

**Bid Opening Date& time - 22/07/2013, 3.30 PM**

**Venue - HLL, B-14A, Sector-62, Noida**

Any quotation received after the deadline for submission of bids will be rejected. In the event of the date specified for the bid submission and opening being declared as a holiday for 'HLL' office, the due date of submission of bids and opening of bids will be the following working day at the appointed times.

**For HLL Lifecare Ltd**

**Binu Sundar  
Dy.Manager (IT)**