



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 of Software Packages

Date	:	03.01.2020
IFB No.	:	HLL/CHO/IT/Software/2020

The schedule of the bid is given below.

Last date and time for receipt of bids	:	15.00 Hrs. on 24.01.2020
Time and date of opening of Bids	:	15.30 Hrs. on 24.01.2020

Dear Sir/ Madam,

Sub : Supply of Software packages

HLL Lifecare Limited, Thiruvananthapuram invites competitive bids from the eligible bidders for the supply of Software packages for our Corporate and Registered Office, HLL Bhavan, Poojappura, Thiruvananthapuram as per the details given in **Annexure- I**.

TERMS & CONDITIONS

1. Schedule of requirement with Technical Specifications are given in **Annexure – 1**
2. The prices should be quoted as per the format for price schedule enclosed as **Annexure – 2**.
3. 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.
4. The bids will be evaluated by taking the total quoted amount for all items.
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 statutory documents and media CDs/DVDs are to be supplied along with the product.
9. The product license shall be supplied as paper license (volume license) with necessary media.
10. Bids should be clear in all respects and those with ambiguous clauses shall be summarily rejected.
11. 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.
12. 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.
13. 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.
14. The supply order will be placed on the first lowest responsive bidder.

15. HLL will have the right to increase or decrease up to 20% of the quantity of goods and services specified in the schedule of requirements without any change in the unit price or other terms and conditions.
16. Payment will be released within 30 days from the date of supply and acceptance by HLL. For claiming the payment, the following documents are to be submitted.
 - (i) Three copies of Invoice.
 - (ii) License document.

17. 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.**

18. Bids should be submitted on or before **15:00 Hrs on 24.01.2020** and the same **will be opened at 15.30 Hrs on the same day** at Corporate Head Office, Poojappura, 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.
19. 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)
20. HLL reserves the right to accept or reject any or all of the bids without assigning any reason whatsoever.
21. Any bid received after the deadline will be rejected
22. No fax/email bids will be accepted
23. 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
24. 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 with minimum Technical Specifications**

Sl.No.	Description of the item	Product Code	Quantity in Nos.
1	Microsoft Windows Server 2019 Edition OS WinSvrSTDCore 2019 OLP 2Lic NL Gov CoreLic	9EM-00671	10
2	Microsoft Windows Server 2019 CAL WinSvrCAL 2019 OLP NL Gov DvcCAL	R18-05785	30
3	Microsoft Office Standard 2019 OfficeStd 2019 OLP NL Gov	021-10618	1

