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INSTRUCTIONS TO BIDDERS

1) Sealed and superscribed Tenders under two – bid system (Techno - Commercial) are invited from Manufacturer(s)/Authorized Dealer (s) and Leading Distributor (s) for supply of Computer accessories and consumables to our units in Thiruvananthapuram for a period of one year.

2) The Bid should be accompanied by Earnest Money Deposit (EMD) in the form of DD drawn in favour of M/s. HLL Lifecare Limited payable at Trivandrum for a sum of Rs. 50,000/- failing which the Tender is likely to be summarily rejected. The EMD submitted will be converted to Security Deposit and will be released at the end of contract period.

*3)* Technical & Price Bids should be in separate sealed covers. Technical and Price Bids shall be superscribed as “Technical Bid “ and “Price Bid” on the respective covers in order to clearly identify between the two Bids. These two bids should be submitted in a single sealed cover with the Tender No. mentioned thereon, complete in all respect, addressed to the Jt. Gen. Manager (Purchase); HLL Lifecare Limited, Peroorkada P.O., Thiruvananthapuram – 695 005, on or before the due date and time mentioned in the Tender Notification. HLL shall not be responsible for any delay, if any, in the delivery of the bidding document or non-receipt of the same.

4) Bid submission / Bid opening dates

a. The last date & time of receipt of Bids : 14 /08/2014: 3.00 PM

b. Date & Time of opening of Bid : 14/08/2014 ; 3.30 PM

5) In the event of the date mentioned above being declared subsequently as holiday for the purchaser’s office, the due date for submission and opening of bids will be the next working day at the same venue and time.

6) Bids received after the deadline for submission shall not be considered.

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7) The Bidder is expected to examine all specifications, Instructions, terms and conditions given in the Bidding document. Failure to furnish all information required in the Bidding document or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidders risk and may result in rejection of the Bid

8) Any clarification required will have to be obtained 3 days prior to the Date of opening of the Bid.

9) A certificate/Declaration as given in Schedule I stating that ALL TERMS AND CONDITIONS of this Tender is acceptable should accompany the tender failing which the tender is likely to be summarily rejected.

10) The validity of the Bid shall be for a period of one year.

11) The quantity mentioned herein is approximate annual requirement with staggered delivery and in case more or less quantity is required the suppliers should be prepared to effect supply at short notice on the same terms and conditions.

12) Incomplete tenders will be summarily rejected without any further correspondence.

13) SSI units interested in availing exemption from payment of EMD should submit a valid copy of their registration certificate issued by the concerned DIC or NSIC.

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