



HEALTHCARE SERVICES DEPARTMENT

HLL LIFECARE LIMITED

HLL BHAVAN, POOJAPPURA,
THIRUVANANTHAPURAM -695 012, PHONE: 0471- 2354949 EXTN: 224 / 266.
E-MAIL: hcsit@lifecarehll.com, CIN NO: U25193KL196GOI002621
WEBSITE: www.lifecarehll.com , www.hindlabs.in

**TENDER INVITING QUOTATIONS FOR THE SUPPLY, INSTALLATION AND COMMISSIONING OF
DESKTOP COMPUTERS, PRINTERS (LASER JET , COLOR & MULTI FUNCTION), EXTERNAL
HARDISKS, PEN DRIVES & UPS.**

INVITATION FOR BIDS

The schedule of the bid is given below.

DATE : 24th DECEMBER 2018.
TENDER DOCUMENT NO. : HLL/CHO/HCS/IT/2018/100.

IMPORTANT DATES

LAST DATE FOR RECEIPT OF BIDS : 15.00 Hrs. on 07.01.2019
TIME AND DATE OF OPENING OF TECHNICAL BIDS : 15.30 Hrs. on 07.01.2019
TIME AND DATE OF OPENING OF PRICE BIDS : Will be informed to the Technically Qualified bidders

HLL Lifecare Limited (HLL), a Government of India Enterprise, invites sealed and super scribed bids from competent and experienced Suppliers/Dealers/OEMs who are capable for the Supply, Installation, Configuration & Commissioning of Desktop Computers, Multi-function Printers (MFP), Laser jet Printers, Color Printers, External HDDs, Pen drives, UPS at Multiple locations across country (Nagpur-Maharashtra, Mangalagiri-, Andhra Pradesh, Thrissur-Kerala, Kottayam-Kerala, and Alleppey-Kerala). The details of required items are attached as

SL. NO	DESCRIPTION	ANNEXURES
1	TECHNICAL SPECIFICATIONS OF HARDWARE PERIPHERALS.	Annexure-A
2	DELIVERY ADDRESS.	Annexure-B
3	DETAILS OF PREVIOUS ORDER FOR SIMILAR WORK EXECUTED DURING THE LAST 3 YEARS.	Annexure-C
4	PRE-QUALIFICATION CRITERIA ACCEPTANCE CHECKLIST.	Annexure-D
5	CERTIFICATE.	Annexure-E
6	MANUFACTURER AUTHORIZATION FORM.	Annexure-F
7	NON-BLACKLISTING DECLARATION FORM.	Annexure-G
8	PRICE BID.	Annexure-H

Terms and conditions

1. The respective bidder should have minimum 3 years' experience in supply, installation and maintenance of computers hardware items and licensed software configuration. For this, the bidder should submit the documentary evidence of the copies of Supply / Work orders for the similar kind of items for the past three years along with the technical bid as per the Annexure -C.
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 in past three years may please be submitted along with technical bid.
3. The bidder should be regular tax payer under the Income Tax Act. Please furnish the details of Permanent Account Number (PAN).
4. The price quoted should be in the format for price bid enclosed with the tender document.
5. In the price bid, 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.
6. The price quoted shall be valid for a period of 90 (Ninety) days from the date of opening of bids.
7. **PRICE NEGOTIATION:** As it is not the general norm for HLL Lifecare Limited to carry out price negotiation following evaluation of the Commercial Bids, the Tenderers are advised to submit their best quotes in response to this tender. HLL Lifecare Limited, however, reserves the right to carry out negotiations in exceptional cases with the Tenderer who has been evaluated by HLL Lifecare Limited as having offered the lowest bid in response to the Tender.

8 EARNEST MONEY DEPOSIT (EMD)

- a) The Bid should be submitted along with an Earnest Money Deposit (EMD) of INR. 50,000.00 (Rupees Fifty 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. The EMD should be included in the technical bid.
- b) 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 installation of all the items at the respective locations and submission of Installation certificate of required software mentioned in the technical bid document from the concerned IT Department.
- e) 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. **Exemption from payment of EMD:** It may please be noted that only those MSME Units in India registered with the NSIC under its Single Point Registration Scheme would be granted exemption from submission of EMD / Bank Guarantee up to the monetary limit as specified by the NSIC in their favour. In case a Tenderer is eligible for exemption from the payment of EMD, documentary proof to this effect must be enclosed. The Tenderers are required to attach a notarized copy of the MSME certificate granted by the NSIC in their favour indicating there in the specific production unit, item as registered for, along with the monetary limit for which the MSME Unit has been covered. It may also be noted that this benefit would only be extended to those MSME units that are registered with the NSIC as on date of closing of the tender.

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/brochures.
11. The items should be delivered and installed within **10 (Ten) days** 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. Bidder shall pre configure Licensed Office suite & Licensed Antivirus along with all the computer devices.
14. All the license credentials (Licensed Antivirus, Operating system, etc.) shall be handed over to the concerned IT department both as hardcopy and softcopy format after successful installation.

15. Necessary user manuals/CDs/DVDs/accessories/License documents are to be supplied along with the items.
16. The warranty period (onsite) of the hardware peripherals is 3 (Three) Years from the date of installation. All the defective parts should be replaced at free of cost and the break down calls of all the items should be attended by the Supplier during the warranty period.
17. Bids should be clear in all respects and those with ambiguous and conditional clauses offer shall be rejected.
18. The bidder will be disqualified if they have any record of poor performance such as abandoning the works, not properly supplying items as per the PO, inordinate delays in supply, litigation history, or financial failures etc.
19. The bidder who requires any clarification on the tender shall notify the undersigned through E-Mail at vimalkumarm@lifecarehll.com, aravindv@lifecarehll.com however no post bid clarification shall be entertained.

20. **CORRESPONDENCE**

All correspondence relating to this Order including Invoice shall be in English, and to:

MANAGER (IT-HCS),
HEALTHCARE SERVICES DIVISION,
HLL LIFECARE LIMITED (A Government of India Enterprise)
Corporate Head Office, Poojappura. P.O,
Thiruvananthapuram – 695012.
Kerala, India.
Phone: 0471- 2354949 | Extn : 224
E mail: vimalkumarm@lifecarehll.com, hcsit@lifecarehll.com

21. The company reserves the right to club or split the items of works, change the qualifying criteria at their discretion and to reject or cancel the Invitation for bids without assigning any reason thereof.
22. 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.
23. No bidder shall try to influence the Purchaser on any matter relating to this bid, from the time of the bid opening till the time the Purchase order is placed.
24. 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 during the validity period.
25. The supply order shall be placed on the lowest responsive bidder for all the items specified in the tender.
26. MAF is mandatory and Technical bid without 'MAF Document- Annexure – F "will be summarily rejected.

27. SETTLEMENT OF DISPUTES

Arbitration shall not be a means of settlement of any dispute or claim arising out of the contract relating to the work. Any disputes or difference arising between the parties with respect to the performance of any part of this agreement or anything connected therewith, etc shall as far as possible be mutually settled by the process of dialog and negotiation.

The Courts at Thiruvananthapuram alone shall have jurisdiction in respect of settlement of any matter arising out or in connection with the contract.

28. PAYMENT TERMS

Payment of 70% 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 representative.
- (iv) Warranty Certificate

Payment of 30% of the total price of the goods shall be paid within 2 months from the date of installation.

- 29. **Tax Deduction:** All statutory deductions like GST, Income Tax, Works Contract Tax, E.S.I., P.F. or any other government-imposed liabilities shall be borne by the Contractor (as applicable at the time of execution of job) and shall be deducted from each bill submitted by the Contractor.
- 30. Mention the other software (if any) that are pre-loaded in the system as bundle.
- 31. 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).
- 32. Any bid received after the deadline will be rejected.
- 33. HLL Lifecare Limited reserves the right to accept or reject any or all of the bids without assigning any reason whatsoever.
- 34. No Email or fax bids will be accepted.

GUIDELINES FOR SUBMITTING TENDER DOCUMENTS: -

The Tender Document consists of Two Parts: **Technical Bid and Price Bid.**

These duly filled-in tender forms shall be placed in TWO separate covers as detailed below:

- I. **Cover – I** TECHNICAL BID - EMD ,Copies of atleast 3 similar work orders in last 3 years and their completion certificates from clients along with Annexure- A,B,C,D,E & F,G
- II. **Cover – II** Price Bid [(Annexure H)].
- III. **Cover – III** Master Cover.

Cover I: - Technical Bid: The duly signed in Technical Bid (Annexure- A, B, C, D, E, F,G) along with Earnest Money Deposit (EMD) of Rs. 50,000/-, (Rupees Fifty thousand only) General Conditions of Contract, Additional Conditions duly signed in all pages should be kept in a Cover and super scribed as Technical Bid Ref: HLL/CHO/HCS/IT/2018/100 Dated: 24.12.2018.

Note: Tenders received without EMD will be rejected. No indication of the Prices will be made in the Technical Bid.

Cover II: - Price Bid: Only Price Bid (Annexure H) should be kept in this Cover and no other document should be enclosed with the Price Bid. The Tenderer must sign the Price Bid and also affix company seal. The cover containing duly filled-in Price Bid should be sealed and super scribed as Price Bid with Name of the work: and Tender Ref: HLL/CHO/HCS/IT/2018/100 Dated: 24.12.2018.

Cover III: Covers I, II should further be put in a Master envelope sealed and super scribed with the name of the work and Tender Ref: HLL/CHO/HCS/IT/2018/100 Dated: 24.12.2018. The Tenderer must sign all the pages of Annexures enclosed and furnish all details.

This should be submitted to **Associate Vice President (HCS &M), Corporate and Registered Office, HLL Bhavan, Poojappura, Thiruvananthapuram – 695 012, Phone: 0471- 2354949.** on or before the due date for submission **15.00 Hrs of 07.01.2019.** and the same **will be opened at 15.30 Hrs on the same day** at the same venue 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.

Thanking you,

Yours faithfully,

AJIT. N
Associate Vice President (HCS&M)

Annexure- A

TECHNICAL SPECIFICATIONS OF HARDWARE PERIPHERALS

This format duly filled in must be submitted along with the Technical Bid by the Tenderer (include additional page for remarks, if required). All the Technical specifications and other terms stipulated below are Mandatory and Tenderer not meeting any of the specifications & other terms are liable To be rejected.

Sl.No	Minimum Technical Specifications for HARDWARE PERIPHERALS		Qty	Remarks
ITEM No: 01 - Desktop Computer				
1	CPU	Intel i3 7th generation- 7100 or higher	21	Annexure - F Mandatory
	Memory	4GB 2133 Mhz DDR4 Ram with 32GB Expandabilty		
	Chipset	Intel H series		
	Hard Disk Drive	1TB SATA HDD , 7200rpm		
	Mouse	Optical with USB Interface(Same OEM Make)		
	Display	18.5 inch TFT / LED digital Color monitor		
	Keyboard	104 Keys(Same OEM Make)		
	Communication	Integrated 10/100/1000 Mbps Ethernet		
	Ports	6USB Ports or more (atleast 2 USB with 3.0) , 1 display port / VGA Port/HDMI , Audio port for Micro phone and head phone infornt		
	Cabinet	Mini Tower/Tower		
	DVD-RW	16X or better DVDRW drive		
	Operating System	Windows 10 or higher preloaded with media and documentation and certificate of authenticity		
	Accessories	Wired Keyboard and Wired mouse (Same OEM Make)		
	Others	OEM system recovery tool		
	Software	WPS Office & Antivirus with 3 years license		
	Warranty	5 Years On-Site OEM Warranty		
Network Interface	10/100/1000 on board integreted network port with remote bootin facility remote system installation, remote wake up ,			
Power Management	Screen Blanking, Hard disk and system idle mode in power on , set up password , power supply SMPS surge protected.			
Preloaed Antivirus Software	Microsoft security essentials.			
NOTE : CPU & Monitor shall be from the same OEM				
Brands: HP/DELL/ACER				
ITEM No: 2 - Desktop Computer				
2	CPU	Intel i5 7th generation-7400 or higher	10	Annexure - F Mandatory
	Memory	8GB 2133 Mhz DDR4 Ram with 32GB Expandabilty		
	Chipset	Intel H series		
	Hard Disk Drive	1TB SATA HDD , 7200rpm		
	Mouse	Optical with USB Interface(Same OEM Make)		

	Display	18.5 inch TFT / LED digital Color monitor		
	Keyboard	104 Keys(Same OEM Make)		
	Communication	Integrated 10/100/1000 Mbps Ethernet		
	Ports	6USB Ports or more (atleast 2 USB with 3.0) , 1 display port / VGA Port/HDMI , Audio port for Micro phone and head phone infornt		
	Cabinet	Mini Tower/Tower		
	DVD-RW	16X or better DVDRW drive		
	Operating System	Windows 10 or higher preloaded with media and documentation and certificate of authenticity		
	Accessories	Wired Keyboard and Wired mouse (Same OEM Make)		
	Others	OEM system recovery tool		
	Software	WPS Office & Antivirus with 3 years license		
	Warranty	5 Years On-Site OEM Warranty		
	Network Interface	10/100/1000 on board integrated network port with remote booting facility remote system installation, remote wake up ,		
	Power Management	Screen Blanking, Hard disk and system idle mode in power on, set up password , power supply SMPS surge protected.		
	Preloaed Antivirus Software	Microsoft security essentials .		
NOTE : CPU & Monitor shall be from the same OEM				
Brands: HP/DELL/ACER				
ITEM No: 3 - Desktop Computer				
3	CPU	Intel i7 7th generation -7700 or higher	2	Annexure - F Mandatory
	Memory	8GB 2133 Mhz DDR4 Ram with 32GB Expandabilty		
	Chipset	Intel H series		
	Hard Disk Drive	1TB SATA HDD , 7200rpm		
	Mouse	Optical with USB Interface(Same OEM Make)		
	Display	18.5 inch TFT / LED digital Color monitor		
	Keyboard	104 Keys(Same OEM Make)		
	Communication	Integrated 10/100/1000 Mbps Ethernet		
	Ports	6USB Ports or more (atleast 2 USB with 3.0) , 1 display port / VGA Port/HDMI , Audio port for Micro phone and head phone infront		
	Cabinet	Mini Tower/Tower		
	DVD-RW	16X or better DVDRW drive		
	Operating System	Windows 10 or higher preloaded with media and documentation and certificate of authenticity		
	Accessories	Wired Keyboard and Wired mouse (Same OEM Make)		
	Others	OEM system recovery tool		
	Software	WPS Office & Antivirus with 3 years license		
Warranty	5 Years On-Site OEM Warranty			

	Network Interface	10/100/1000 on board integrated network port with remote booting facility remote system installation, remote wake up ,		
	Power Management	Screen Blanking, Hard disk and system idle mode in power on, set up password, power supply SMPS surge protected.		
	Preloaded Antivirus Software	Microsoft security essentials.		
NOTE : CPU & Monitor shall be from the same OEM				
Brands: HP/DELL/ACER				
ITEM No: 4 - All In One Desktop Computer				
4	CPU	Intel i3 7th generation- 8130U or higher	10	Annexure - F Mandatory
	Memory	4GB 2133 MHz DDR4 Ram with 32GB Expandability		
	Chipset	Intel H series		
	Hard Disk Drive	1TB SATA HDD , 7200rpm		
	Mouse	Optical with USB Interface(Same OEM Make)		
	Screen Size	21.5 Full HD		
	Keyboard	104 Keys(Same OEM Make)		
	Communication	Integrated 10/100/1000 Gigabyte LAN		
	Ports	4 USB Ports or more (atleast 2 USB with 3.0) / VGA Port/HDMI , Audio port for Micro phone and head phone infront		
	DVD-RW	16X or better DVDRW drive		
	Operating System	Windows 10 or higher preloaded with media and documentation and certificate of authenticity		
	Accessories	Wired Keyboard and Wired mouse (Same OEM Make)		
	Others	OEM system recovery tool		
	Software	WPS Office & Antivirus with 3 years license		
Warranty	3 Years On-Site OEM Warranty			
Preloaded Antivirus Software	Microsoft security essentials.			
Brands: HP/DELL/ACER				
ITEM NO: 05- LASERJET PRINTER				
5	Laser jet Printer	Black and White, Automatic Duplex	22	Annexure - F Mandatory
	Media	A4, Letter and more		
	Print Speed	Black (A4, normal): Up to 28 ppm; Black (A4, duplex): Up to 18 rpm		
	Duplex printing	Automatic (standard)		
	Resolution	Black (best): Up to 1200 x 1200 dpi;		
	Operating System Supported	Windows 10 Pro Licensed		
	Media types	Paper (laser, plain, photo, rough, vellum), envelopes, labels, cardstock, postcards		
	Memory	256 MB		
	Input capacity	Tray 1: Sheets: 10; Envelopes: 10 Maximum: Up to 260 sheets		

	Output capacity	Standard: Up to 150 sheets Envelopes: Up to 10 envelopes Maximum: Up to 150 sheets					
	Energy savings feature technology	Energy savings feature technology					
	Warranty	One year onsite					
	Media size	Custom (metric): 76 x 127 to 216 x 356 mm Supported (metric): A4; A5; A6; B5 (JIS)					
	Interface Supported	USB 2.0 or higher					
	Warranty	3 Year					
Brands: CANON/HP							
<u>ITEM NO: 06- MULTI FUNCTION PRINTER</u>							
6	MF Printer	Automatic duplex - Laser - print scan copy	4	Annexure - F Mandatory			
	Print speed	Black (A4, normal): Up to 28 ppm; Black (A4, duplex): Up to 18 ipm					
	Control panel	2-line LCD text display; Buttons (OK, back, Forward/Backward, Cancel, Number of Copy, Darker/Lighter, Copy Menu , Start Copy, Main Setup);2 light-emitting diode (LED) indicator lights (Ready, Attention)					
	Print resolution	Black (best): Up to 1200 x 1200 dpi;					
	Duplex printing	Automatic (standard)					
	Processor speed	800MHz					
	Memory	256MB					
	Number of paper trays	Standard: 1 main tray, plus 10-sheet priority tray; Maximum: 1 main tray, plus 10 sheet priority					
	Duty cycle	10000 Pages					
	Paper tray	250 Pages					
	Technology	Separate toner and drum technology					
	Warranty	3 Year					
	Media types	Paper (laser, plain, photo, rough, vellum), envelopes, labels, cardstock, postcards					
	Output capacity	Standard: Up to 150 sheets					
		Envelopes: Up to 10 envelopes					
		Maximum: Up to 150 sheets					
	Energy savings feature	Auto-On/Auto-Off Technology					
	COPY						
	Copy speed5 Black (A4):	Up to 28 cpm					
	Copier specifications	Lighter/Darker; Optimize; Paper; Multi-Page Copy; Collation; Draft Mode; Maximum number of copies: Up to 99 copies					
	Copy resolution	600 x 600 dpi					
	Reduce/Enlarge	Reduce/Enlarge					
	SCAN						
Scan technology	CIS						

	Scanner specifications	Twain version: Version 1.9 (Legacy OS); Version 2.1 (Windows 8 or higher);		
	Bit depth/ Grey scale levels	24-bit / 256		
Brands: CANON/HP				
<u>ITEM NO: 057- COLOUR PRINTER</u>				
7	Color Printer	Automatic duplex - Laser - print scan copy	2	Annexure - F Mandatory
	Speed	Black (A4, normal): Up to 16 ppm; Colour (A4, normal): Up to 16 ppm		
	First page out	Black (A4, ready): As fast as 11.5 sec; Black (A4, sleep): As fast as 13.8 sec		
		Colour (A4, ready): As fast as 13.4 sec; Colour (A4, sleep): As fast as 15 sec		
	Control panel	Button and LED display		
	Print resolution	Black (best): Up to 1200 x 1200 dpi;		
	Duplex printing	Automatic (standard)		
	Processor speed	800MHz		
	Number of paper trays	Standard: 1 main tray, plus 10-sheet priority tray; Maximum: 1 main tray, plus 10 sheet priority		
	Technology	Laser		
	Warranty	3 Year		
	Energy savings feature	Auto-On/Auto-Off Technology		
	Management	JetAdvantage Security Manager		
	Memory	128 MB DDR, 128 MB NAND Flash		
	Duty cycle	Up to 30,000 pages		
	Recommended Monthly Page Volume	150 to 1500		
	Paper handling	150-sheet input tray; 100-sheet output bin		
	Type	Paper (bond, brochure, coloured, glossy, heavy, letterhead, light, photo, plain, preprinted, prepunched, recycled, rough), transparencies, labels, envelopes, cardstock		
	Weight	60 to 163 g/m ² (Uncoated/Matte, recommended)		
	Sizes custom	76 x 127 to 216 x 356 mm		
Dimensions (W x D x H)	392 x 379.6 x 244.2 mm			
Weight	13.3 kg			
Control panel	Button and LED display			
Power	Power supply type: Internal (Built-in) power supply; Power supply required			
Brands: CANON/HP				
<u>ITEM NO: 08- EXTERNAL HDD</u>				
8	External Harddisk	Hardshell Outer Layer	4	Annexure - F Not Mandatory
	Model Manufacturer Year	After 2017		
	Memory Storage Capacity	2 TB		

	USB Type	USB 3.0 High Speed Transfers		
Brands: WD /SONY				
<u>ITEM NO: 09- PEN DRIVE</u>				
9	Model Manufacturer Year	After 2017	6	Annexure - F Not Mandatory
	Memory Storage Capacity	32 GB		
	USB Type	USB 3.0 High Speed Transfers		
Brands: HP /SONY				
<u>ITEM NO: 10- UPS</u>				
10	Capacity	600 VA/360W	30	Annexure - F Not Mandatory
	Battery Back up	20 Minutes		
	Type	Desktop Model		
Brands: APC/EATON/LIEBERT				

Annexure - B

The Successful bidder should deliver the computer and other hardware items along with the required specifications as per the below mentioned table with installed licensed software at the following locations

Sl No	Location	Desktop Computer			All in One Computer	MF Printer	Laser jet Printer	Color Printer	UPS
		Server Computer (i7, 8 GB RAM)	Desktop Computer (i5, 4 GB RAM)	Desktop Computer (i3,4 GB RAM)					
1	All India Institute Of Medical Sciences, AIIMS Temporary Campus, Govt. Medical College, Nr. Hanuman Nagar Nagpur Nagpur ,Maharashtra- 440003.	1		9	5	2	5	1	15
2	All India Institute Of Medical Sciences AIIMS Temporary Campus, First Floor, Government Siddhartha Medical College, NH 16 service road, Mangalagiri, Gunadala, Vijayawada, Andhra Pradesh -520008.	1		9	5	2	5	1	15
3	Hindustan Latex Family Planning Promotion Trust 9, 316, Vikas Nagar Rd, Adarsh Nagar, Shiv Vihar Colony, Sector 11, Vikas Nagar, Lucknow, Uttar Pradesh 226022		10				12		
4	Hindlabs MRI Scan Centre, Alappuzha Diagnostic Block (J) Govt. T.D.Medical College Hospital Complex T.D.Medical College (PO), Vandanam, Alappuzha - 688005 Kerala			1	Nil	Nil	Nil		
5	Hindlabs MRI Scan Centre, Kottayam Govt. Medical College Hospital Gandhi Nagar (PO) Kottayam - 686008. Kerala			1	Nil	Nil	Nil		
6	Hindlabs MRI Scan Centre, Thrissur Radiology Block, Govt. Medical College Hospital Medical College (PO), Mulankunnathukavu Thrissur - 680596. Kerala,			1					
Total		2	10	21	10	4	22	2	30

ANNEXURE - C

DETAILS OF PREVIOUS ORDER FOR SIMILAR WORK EXECUTED DURING THE LAST 3 YEARS (Attach copies of at least 3 work orders and completion certificates from clients)				
Sl. No.	Name of Client with full address, telephone numbers and nature of work	Order details such as quantity etc.	Value of works completed	Period of Completion with dates (in months)

SIGNATURE OF BIDDER

ANNEXURE-D

<u>PRE-QUALIFICATION CRITERIA ACCEPTANCE CHECKLIST</u>				
(To be filled in by the bidder)				
NAME OF WORK FOR WHICH TENDER SUBMITTED : TENDER INVITING QUOTATIONS FOR THE SUPPLY, INSTALLATION, CONFIGURATION & COMMISSIONING OF DESKTOP COMPUTERS, MULTI-FUNCTION PRINTERS (MFP), LASER JET PRINTERS, COLOR PRINTERS, EXTERNAL HDDS, PEN DRIVES & UPS.				
TENDER NO: HLL/CHO/HCS/IT/2018/100.				
Name & Address of party:				
The Bidders must ensure that the following document in support of their credentials for Pre-Qualification of Bid are submitted along with their Bid, <u>in absence of which, the offer is liable for rejection:</u>				
1. EMD Instrument.				
2. Demand Draft or Bankers Cheque is acceptable as EMD instrument.				
3. Work Orders along with Schedule of Rates in support of their credentials for experience in similar nature.				
4. Completion Certificate issued by the Work Order issuing authority for Work orders mentioned at sl. No. 3 above.				
5. Copy of Permanent Account Number (PAN) Card.				
Sl. No	Pre-Qualifying Document	Details of Document Submitted by Bidder	ATTACHED	
			YES	NO
1	EMD: INR.50,000/-	Mention DD/BC No. :		
2	Scanned Copy of EMD Instrument submitted along with Tender	YES / NO		
3	Name of Work Orders submitted by bidder in support of their credential for experience in Similar nature of job	1		
		2		
		3		
4	Completion Certificate issued by the Work Order issuing authority for Work orders mentioned at sl. No. 3 above			

5	Name, Designation, email address and contact phone nos. of Work orders and Completion certificates issuing authority / EIC	1		
		2		
		3		
6	Permanent Account No. (PAN)	No.:		
7	The Bidder shall duly fill all the pages (duly signed and sealed) of this <u>PRE-QUALIFICATION CRITERIA ACCEPTANCE CHECKLIST</u> and the documents shall be self-attested (all pages) and serially numbered.			
8	All the documents should be either in English or Hindi Language. In case of documents submitted in language other than English or Hindi, the same should be translated into English and notarized copy may be submitted.			
<u>DECLARATION:</u> I/We understand that the above check list has to be duly filled in all respects and all the said document submitted. I/We agree to our offer being rejected in absence of above, without any further correspondence in this regard.				
Authorized Signatory				
Signature :				
Name :				
Designation:				
Stamp:				

ACCEPTANCE FORM

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

From,

To

ASSOCIATE VICE PRESIDENT

HealthCare Service Division,

HLL LIFECARE LIMITED (A Government of India Enterprise)

Corporate Head Office, Poojappura.P.O,

Thiruvananthapuram – 695012, Kerala, India

Ph: 0471- 2354949

Dear Sir,

I / We, hereby offer to design/fabricate/supply/install/testing/commission as detailed in schedule hereto or such portion thereof as you may specify in the acceptance of Bid at the price given in the price bid and agree to hold this offer open for **three months** from the date of bid opening prescribed by the Purchaser. I/We have understood the terms and conditions mentioned in the invitation for bid and Conditions of Contract furnished by you and have thoroughly examined the specifications quoted in the bid document hereto and are fully aware of the nature of the scope of work required and my/our offer is to comply strictly in accordance with the requirement and the terms and conditions mentioned above.

The following pages have been added to and form part of this bid.

Yours faithfully,

SIGNATURE OF THE BIDDER WITH SEAL

ANNEXURE- E

CERTIFICATE

I / we hereby certify that the information given with this bidding document is correct. If, at any stage, it is found to be incorrect, I / we understand that the contract will be liable to be terminated and action could be taken against me/us by the Company for damages.

SIGNATURE (S) OF BIDDER WITH SEAL

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

ANNEXURE - F

MANUFACTURER’S AUTHORIZATION FORM (MAF)

No. _____ dated _____

To,

The Associate Vice President
HCS Division,
HLL Lifecare Limited, Poojappura,
Thiruvananthapuram – 695 012.

Dear Sir,

Tender Reference No. _____

We _____ who are established and reputable manufactures of _____ having factories at _____ and _____ do hereby authorize M/s. _____ (Name and address of Agent/Dealer) to offer their quotation, negotiate and conclude the contract with you against the above invitation for tender offer.

We confirm that our company (as a single unit, not the group) has had a turnover exceeding Rs 10 crores of last three financial years (i.e. 2015-16, 2016-17 and 2017-18). We also confirm that we made profit in _____ years in last three financial years.

We hereby extend our full guarantee and warranty as per terms and conditions of the tender and the contract for the equipment and services offered against this invitation for tender offer by the above firm. In case of M/s. _____ is out of service due to any reason, we will make alternative arrangement for the service and maintenance of our product on same terms and condition.

Yours faithfully,
(Name) for and on
behalf of

M/s (Name of manufactures)

Note: This letter of authority should be on the letter pad of the manufacturing concern and should be signed by a competent person of the manufacturer.

ANNEXURE : G**NON-BLACKLISTING DECLARATION**

(To be submitted in the letter pad of the firm indicating full name and address, telephone & fax numbers etc.)

To,

ASSOCIATE VICE PRESIDENT (HCS)

HealthCare Service Division,
HLL LIFECARE LIMITED (A Government of India Enterprise)
Corporate Head Office, Poojappura.P.O,
Thiruvananthapuram – 695012, Kerala, India

Subject: Non-Blacklisting declaration in connection with **HLL/CHO/HCS/IT/2018/100** dated December 24, 2018 for the Supply, Installation, Configuration & Commissioning of Desktop Computers, Multi-function Printers (MFP), Laser jet Printers, Color Printers, External HDDs, Pen drives, UPS at Multiple locations across country (Nagpur-Maharashtra, Mangalagiri-, Andhra Pradesh, Thrissur-Kerala, Kottayam-Kerala, and Alleppey-Kerala).

Dear Sir,

This is to notify you that our Firm/Company/Organization <provide Name of the Firm/Company/Organization> intends to submit a proposal in response to invitation for **HLL/CHO/HCS/IT/2018/100** dated December 24, 2018 for the Supply, Installation, Configuration & Commissioning of Desktop Computers, Multi-function Printers (MFP), Laser jet Printers, Color Printers, External HDDs, Pen drives, UPS at Multiple locations across country (Nagpur-Maharashtra, Mangalagiri-, Andhra Pradesh, Thrissur-Kerala, Kottayam-Kerala, and Alleppey-Kerala). In accordance with the above we declare that:

- a) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this assignment.
- b) We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Sincerely,

[BIDDERS NAME]

Name:

Title:

Signature

Price Bid							Annexure - H	
Sl.NO	Description of item / work	Unit	Quantity	Basic Price per unit (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
i	Desktop Computers(i7 Processor,8 GB RAM,1 TB- HDD)	Nos	2					
ii	Desktop Computers(i5 Processor,8 GB RAM,1 TB-HDD)	Nos	10					
iii	Desktop Computers(i3 Processor,4GB RAM,1 TB-HDD)	Nos	21					
iv	All in One's Computer (i3 Processor,4 GB RAM,1 TB-HDD)	Nos	10					
v	Multi Function Printer(MFP)	Nos	4					

vi	Laser Jet Printer	Nos	22					
vii	Color Printer	Nos	2					
viii	UPS	Nos	30					
ix	External Hard Disk- 2 TB	Nos	4					
x	Pen Drive 32-GB	Nos	6					

Total Price for items (From Sl. No i to x) - (In Figures) : Rs.....

Total Price for items (From Sl. No i to x) - (In Words) : Rs.

Note: The Lowest Responsive bidder will be the evaluated based on the Total Price for all items.