



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 and Installation of Laptop Computer and Desktop Computer

Date	:	Dated 5 th September 2020
IFB No.	:	HLL/CHO/IT/EMR/2020

The schedule of the bid is given below.

Last date and time for receipt of bids	:	15.00 Hrs. on 15.09.2020
Time and date of opening of Bids	:	15.30 Hrs. on 15.09.2020

Dear Sir / Madam,

Sub: Supply and Installation of Laptop Computer and Desktop Computer

HLL Lifecare Limited, Thiruvananthapuram invites the competitive bids from the eligible bidders for the supply and installation of *Laptop Computer and Desktop Computer* 4 (Four) numbers each at **Emergency Centre, DGHS, MoHFW, Nirman Bhavan, New Delhi**. The details are attached as **Annexure- I**.

The terms and conditions of the bid are given below.

1. The respective bidder should have minimum 3 years' experience in supply, installation and maintenance of computer hardware items. For this, the bidder can submit the documentary evidence of the copies of Certificate of Incorporation, Supply / Work orders for the similar kind of items for the past three years along with the bid.
2. The bidder should have branch office / service support center at New Delhi. The details may be furnished along with the bid.
3. 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
4. The bidder should be an authorized partner of the OEM for the quoted product. Manufacturer Authorization Form (MAF) / OEM Authorization letter (Addressed to HLL) should be submitted along with the bid.
5. The prices should be quoted as per the format for price schedule enclosed as **Annexure – II**.
6. The prices quoted shall be valid for a period of 90 days from the date of opening of bids.
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 accordingly.

8. The exact brand/model (business /commercial category is only preferred) of all the quoted items should be mentioned with complete technical specifications supported with illustrative literatures/catalogues/broachers.
9. The items should be delivered at the respective location within **2** (Two) weeks from the date of placement of order.
10. 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.
11. The bid shall be evaluated by taking the total amount quoted for all the items.
12. Necessary user manuals/CDs/DVDs/accessories are to be supplied along with the equipment.
13. The warranty period (onsite) of the items is **3** (Three) Years from the date of installation. All the defective parts should be replaced at free of cost during the warranty period
14. Bids should be clear in all respects and those with ambiguous clauses shall be rejected.
15. 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.
16. 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.
17. The supply order shall be placed on the lowest responsive bidder.
18. Payment will be released within 30 days against successful Installation and acceptance by HLL. For claiming the payment, the following documents are to be submitted.
 - a. Three copies of Invoices
 - b. Delivery/Installation report duly signed by the concerned person of the location and representatives of the supplier.
 - c. Warranty certificate if any
19. Mention the software (if any) that are pre-loaded in the system as bundle.
20. Please furnish the UAM (Udyog Aadhar Memorandum) number with supporting document along with the bid if the bidder is MSME vendor.
21. 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- 2354949.2775612

22. Bids should be submitted on or before **15:00 Hrs on 15.09.2020** 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.
23. Any bid received after the deadline will be rejected.
24. HLL Lifecare Limited reserves the right to accept or reject any or all of the bids without assigning any reason whatsoever.
25. 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).
26. No Email or fax bids will be accepted.
27. 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

Sl. No	Minimum Technical Specifications	Qty
1	Desktop Computer	
	CPU	Intel Core i5 8 th Generation processor or higher
	Memory and Slot	8 GB DDR4 RAM upgradeable upto 32 GB and minimum 2 DIMM slots
	Hard Disk Drive	1000 GB SATA @ 7200 rpm
	Optical Drive	DVD R/W
	Monitor	19.5 " LED Backlit Monitor (Same make as Computer)
	Communication	10/100/1000 Mbps on board Gigabit Ethernet Port and Integrated Wi-Fi 802.11b/g/n Wireless connectivity
	Cabinet & Ports	Cabinet form factor: SFF Audio-in/ Audio-out/ Headphone out/ Microphone-in, 2 X USB 2.0, 2 X USB 3.0 ,1X VGA,1 X HDMI
	Operating System	Windows 10 Professional (pre loaded)
	Accessories	Standard keyboard and optical scroll mouse
Warranty	3 years On Site OEM Warranty	4 Nos
2	Laptop Computer	
	CPU	Intel Core i5 8 th Generation processor or better
	Memory and slots	8 GB DDR4 RAM upgradeable 16 GB and minimum 2 DIMM slots
	Hard Disk Drive	1000 GB @ 7200 rpm
	Display	15.6" LED HD Backlit (Non Touch)
	Optical Drive	Integrated DVDRW
	Ports and Connectors	1 X USB 2.0, 2 X USB 3.0, 1X HDMI
	Connectivity	Wi-Fi 802.11ac Wireless connectivity and Integrated Gigabit Ethernet Port
	Input Device	Spill Resistant Keypad/ Touchpad with multi-touch gestures enabled
	Graphics and Audio	Integrated Graphics card/ Internal Speaker (Dual)/ Audio-in/ Audio-out/ Headphone out/ Microphone-in
	Camera	In built
	Battery	Li – ion battery
	Operating System	Windows 10 Professional (pre loaded)
	Accessories	AC Power Adapter, Carry case/Back pack
	Weight	Less than 2.0 Kgs
Warranty	3 years On Site OEM Warranty	4 Nos

Price Schedule								Annexure – II	
Sl.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.....