

HLL Biotech Limited
(A Government of India Enterprise)
(A Subsidiary of HLL Lifecare Limited)
Corporate identity number of HBL: U24290KL2012GOI030732 dtd 12.3.12

TENDER ENQUIRY DOCUMENT
FOR
INTERIOR OFFICE FURNISHING AT HBL OFFICE TICEL
BIOPARK PHASE II CAMPUS, CHENNAI

DOCUMENT NO. HBL/TD/ADMIN/OFF-II/FURNISH/15-16/01
REVISION NO. 00
MAY 2015

INTRODUCTION OF THE COMPANY

HLL Biotech Limited (HBL) was incorporated as a subsidiary of HLL Lifecare Ltd, a Government of India Enterprise under the Ministry of Health and Family Welfare, Government of India. HBL is conceived to take the lead role in providing products, services and assistance in achieving our country's goals in immunization and eradication of deadly diseases.

HBL is setting up an Integrated Vaccine Complex (IVC) at Chengalpet, an emerging industrial hub in the southern tip of Tamilnadu state. Project outlay for IVC is Rs 6.00 Billion and 75% of the products & services will be designed to meet the targets of the Universal Immunization Policy (UIP) of the country.

This project has been declared as a "Project of National Importance" by the Government of India.

DECLARATION

This Design and Tender document has been prepared keeping in view the frozen process, Aesthetic requirements and project parameters. The Tender is being issued for inviting quotes and selecting the vendor / contractor for the job.

Prospective vendors / contactors are suggested to go through the contents in detail and are requested to come out with their queries / suggested rectifications and / or modifications if any. Such changes / suggestions would be considered if found acceptable according to aesthetic and project requirements already frozen.

This tender shall be the basis and guideline for the scope of job. It may not necessarily be complete in design and details for the execution. The contractor shall follow the execution drawings prepared and distributed hereafter for execution. The design and drawings distributed hereafter shall supersede the details provided in this design & tender document. All the design and drawings prepared by the selected vendors shall need to be submitted to HLL Biotech Limited for the final approval before execution.

INSTRUCTIONS TO BIDDERS

1. Bidder must fill in all blank spaces in the Bill of Quantities of the tender for which quantities have been indicated in near, legible and correct entries, both in figures as well as in words. Alterations, erasures and indistinct figures should be avoided or duly signed if changes are made in the tender document. Failure to quote against all the items could render the tender liable to rejection.
2. The tender should be signed in long hand, dated and witnessed at all places provided therein. Also all pages, drawings, corrections/alterations should be initialed/stamped.
3. Bidder must be careful to deliver a bonafide tender. Any tender which proposes any alterations to any of the conditions laid down which proposes any other conditions or any description whatsoever is liable to be rejected.
4. Intimation of tenders' quotation by a fax will not be considered.

5. Tenders must be accompanied by a certified true copy of the Power of Attorney in favour of the signatory to the tender which should inter alia empower him/her to bind the firm to Arbitration Clause given in the Articles of Agreement and Contract conditions.
6. In case a blank tender is being submitted, it should be marked prominently 'BLANK' on the envelope and signed by the authorized person.
7. In view of postal and other delays, the tenders should be posted sufficiently in advance of the last date fixed for receipt of tenders or be sent by a special messenger. Tender received late shall be liable for rejection.
9. It must be clearly understood that the contract is an Item-wise contract.
10. The prices shall be quoted for all items and shall be firm. The amount shall include all plant, layout, materials, all temporary works, supervision, taxes, duties, levies, insurance for all (except supply & erection) and every incidental and contingent cost and charges whatsoever required to complete the item of work in all respects conforming to related specifications, drawings etc.
11. All the pages of the tender document and annexure are to be numbered sequentially.
12. Prices shall be written in ink and shall be entered both in figures and words. In case of discrepancy the figure quoted in words shall be taken as accurate. In case of any discrepancy in the unit and amount, the unit rate shall be taken as accurate.
13. Prices quoted by the bidder shall be firm and valid even if the contract is split in two or more parts among different bidders.
14. The bidder shall be deemed to have been allowed in his rates and prices for the provision, maintenance and final removal of all temporary works of whatsoever nature. No specific item of any or particular temporary shed/work will be measured and paid for separately.
15. The bidder shall include the proposed quality assurance program containing overall quality management and procedural requirements to be adhered during the execution of the contract to maintain effective quality assurance system as outlined by the recognized codes for various works in their offer, along with quality assurance manual, officials responsible for the same and their organizational approach for quality control.
16. Bidder should furnish the following details along with their offer : -
 - Quality Assurance plan
 - Bar chart / Project schedule
 - List of technical persons available
 - List of tools and tackles

- Income Tax clearance certificate
 - Sales Tax clearance certificate
 - List of similar work carried out by them and the work in hand
17. The Contrator should depute separate execution team for each Block

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SECTION - I

Notice Inviting Tender (NIT)

HLL Biotech Ltd.

INVITES TENDER FOR DESIGN, SUPPLY, INSTALLATION AND COMMISSIONING OF INTERIOR OFFICE FURNISHING AT HBL TICEL PHASE II OFFICE, TARAMANI, CHENNAI.

Tenders are invited from vendors for Design, Supply, Installation and Commissioning of following works:

Schedule. No	Equipment	EMD (Rs)
1	INTERIOR OFFICE FURNISHING	1,00,000/-

NOTE:

The list may vary (increase / decrease) during order finalization

Details regarding important dates are as follows:

S.No.	Description	Schedule
i.	Pre -bid meeting date & Time	05/06/2015 at 11.00 AM
ii.	Closing date & time for receipt of Tender	12/06/2015 at 11:00 AM
iii.	Time and date of opening of Technical Bids	12/06/2015 at 11:30 AM
iv.	Venue of Opening of Techno Commercial Tender & Pre-bid meeting	HLL Biotech Limited, Ticel Biopark Campus (Module no. 013 - 015), CSIR Road, Taramani, Chennai- 600 113

Interested parties may visit www.lifecarehll.com, www.hllbiotech.com & <http://eprocure.gov.in/cppp> to download the Tender. Subsequent amendments/ addendum if any will be published in these websites; the parties are advised to visit the website regularly for updates. Tenders in sealed envelopes superscribing "Tender for Design, Supply, Installation and Commissioning of interior office furnishing at HBL Ticel Phase II office, Taramani, Chennai" may be submitted to the address mentioned in Serial no. iv of the above table.

SECTION - II

SCOPE OF WORK

The Interior Office Furnishing work has to be done by the contractor at "Module 406, HLL Biotech Limited, Fourth floor, Tichel Bio park Campus Phase II, CSIR Road, Taramani, Chennai – 600 113".

The Scope in general covers activities pertaining to Civil Interior works, Office general finishing, Modular furniture, Loose furniture, PVC/Vitrified floorings, cafeteria furnishing, False ceiling, Finishes, architecture, etc.

1. Salient Features of Scope:

The facility under consideration is for the corporate office of various disciplines and work upon completion should be ergonomic and environmental/User friendly. The approximate build up area of the office is 3370 Sqft including Cafeteria, Conference room, Reception, CEO/Discussion room, 4Nos of Office Cubicles, Stores, 57Nos. of workstations with Mobile pedestals and full/half height storage racks.

The office shall comprise of the following areas:

S.No	Description	Room Code	Area (Sqft)	Remarks
1	Reception	HBLCO001	264	
2	Conference Hall	HBLCO002	404.8	
3	CEO / Discussion Room	HBLCO003	96	
4	Stores	HBLCO004	135.6	
5	Cafeteria	HBLCO005	297.6	
6	Office Workstation	HBLCO006	2172	
7	Cubicle 1	HBLCO007		
8	Cubicle 2	HBLCO008		
9	Cubicle 3	HBLCO009		
10	Cubicle 4	HBLCO010		
Total Built-up Area			3370	

Below is the works to be carried out (but not limited to) by the bidder:

1. Tables for Reception, Cubicles, Conference, Discussion room etc.,
2. Linear / 'L' Shaped workstations.

3. Half / Full height storage partitions.
4. Cafeteria Furnishing.
5. Gypsum/Glass wall partitions.
6. Glass / Flush Doors.
7. Calcium silicate/Metal Grid False ceilings.
8. PVC Vinyl / Vitrified floorings.
9. Chairs and Sofas etc.,

2 SYSTEM DESIGN DATA

2.2.1 System Design Climatic Data

Outside Ambient Conditions:

SEASON	Dry Bulb Temp.		Wet Bulb Temp.		Relative Humidity
	F	OC	F	OC	%
SUMMER	103	39.4	82	27.8	42
MONSOON	83	28.3	80	26.7	88
WINTER	65	18.3	57	13.9	60

Reference: ISHARE Data Hand Book

(However contractor shall independently collect the meteorological outside design data and design the system on the basis of the same.)

2.2.2 Design Responsibility:

The design of the entire Furnishing /Engineering System is the sole responsibility of the contractor. Therefore, contractor is supposed to design the system and check the operating parameters, capacities of equipment etc. thoroughly before submitting the offer. The contractor will be fully responsible to demonstrate the system performance as per the intent.

The preliminary design calculations have been carried out to facilitate the contractor to quote. However, if contractor feels that the capacity of the system indicated is not adequate, the contractor may submit the calculations for their appraisal.

The Air quantity leakage rate through the doors has been computed on the basis of a gap of 2 to 3mm<maximum> all around the door. The agency supplying and fixing the doors shall ensure that the doors are allowing minimum leakage. The vendor selected for carrying out the furnishing/Engineering works shall coordinate with other suppliers and ensure that the overall facility will function in fulfill manner.

2.2.3 LAYOUT / SCHEMATIC DRAWINGS:

Attached as Annexure - VII

2.2.4 TECHNICAL SPECIFICATION

1. Specifications of Workstations and Tables

Partition: Basic Framework of 75mm Thick partition in powder coated Mild steel. Top rail and vertical rails are made using powder coated Aluminum profiles / MS profiles.

Paneling: Tile based insert system in a combination of Pre-laminated Tiles /fabric covered particleboard with Fabric Softboard and Laminated Writing Board.

Table Top: shall be provided with 25mm Thk Pvc edge banded finished pre-laminated MDF board. Cable outlet is provided for the same.

Cable raceways: shall be provided with 2 level raceways with slots for networking and electrical terminals.

Levelers: Sturdy Levelers are provided for insulation and to counter uneven floor surface.

NOTE: All fixing components like tabletop support brackets, Levelers etc., will be grey in color.

2. Specifications of Mobile Pedestals:

Body: Prelaminated MDF board with Edge banding (18mm for Sides, Top and Bottom paneling, 8mm for back panelling).

Drawer Front: 18mm thick prelaminated MDF board.

Drawers: 22swg powder coated mild steel or Full/half panel metabox of Hettich / Equivalent make.

Movement of Drawers: Smooth sliding powder coated bottom mounted / incase of powder coated MS draws.

Locking: Front Locking.

Mobility: 4Nos Twin Wheel castors of 40kgs capacity.

NOTE: All fixing components like tabletop support brackets, Levelers etc., will be cool grey in colour.

3. Specifications of PVC Vinyl flooring

STRUCTURE: Material Polyvinyl chloride, Pattern: Scattered, non-directional, EN685 class 34 very heavy duty.

SAFETY CRITERIA: Flammability EN 13501-1 class Bfl -s1, Slip resistance ASR A1.5, Dynamic coefficient of friction EN 13893 class DS, Decontamination ISO 8690 rating good

PERFORMANCE BEHAVIOR : Sheet width EN 426 m 1.83, Sheet length EN 426 m 16-25, Overall thickness EN 428 mm 2.0, Total weight EN 430 kg/m² 3.3.

4. Glass Partition

The Glass should be 12 mm thk Toughened Clear Glass in partition panels by using various glass fittings of approved make to be fixed with Powder coated Aluminum profile at top / bottom & Verticals with C channel sections and necessary fittings.

All the above said glass and accessories should be duly finished without giving any load on the false ceiling by using necessary hardware of Approved Make whatever necessary and required numbers to complete the job in all respect.

Contractor is advised to complete as per detail drawing, as specified and as directed by Architect / Consultant / Project - In – Charge.

5. Specification of Particle Boards

The Particle Board used for manufacturing Tables, Workstations should be top branded in the industry and the same should meet the following technical parameters compulsorily.

The Density of the Particleboard should not be less than 500 to 800 kg/m³. Also the should be approved and in compliance with IS 12823 Standards.

The Particle should have emission free norms and should be in compliance with E1 Emission certified Board. The Bidders should produce the test certificate, IS certification and E1 Certifications to client before supplying the materials to site.

6. Specification of Grid False Ceiling

Providing and fixing in true horizontal level false ceiling, grid with 15mm wide flanges, colour all white system using hot dipped galvanized steel sections, exposed surface chemically cleaned capping prefinished in baked polister paint, main "T" of size 15 x 44 x 0.33 mm at every 1200 mm c/c max. and rotary stitched cross "T" of size 15 x 44 x 0.25 mm at every 600 mm c/c max and 600 cross "T" at every 600 mm c/c max parallel to main "T" and 19 x 19 x 0.457 mm wall angle around the wall to form the grid and suspending the grid using 2-3mm G.I rod and adjustable "J" bolt of 3 mm dia and 10 mm hook type anchor fastener at every 1200 mm intervals at the main "T" and laying mineral fiber tile over the formed grid as per drgs.

Rate to include making cutouts for light fixtures, smoke detectors and A/c ducts wherever necessary.

7. Specification of Gypsum False Ceiling

Gypsum board false ceiling consisting of 12mm thick gypsum board at levels as shown in the drawing along with G.I. perimeter channels of size 0.55 thick, having a flange of 20mm and 30mm with a web of 27mm screwed to the ceiling, fixed to brickwall/partition with the help of Nylon Sleeves and screws at 610mm centres.

The suspending G.I. intermediate channels of size 45mm, 0.9mm thick from the soffit with 1220mm distance with ceiling angle of width 25mm x 10mm x 0.55 thick fixed to soffit with G.I. cleat and steel expansion fasteners at every 610mm c/c.

Ceiling sections of 0.55mm thickness having knurled web of 51.5mm are then fixed to intermediate channel with the help of connecting clip and in direction perpendicular to the intermediate channel at 457mm,centres. 12.5mm tapered edge Gypboard is then screwed to the channels using 25mm long screws.

The joints between the sheets of plaster board are to be covered with perforated jointing paper tape and flushed with jointing compound to provide smooth and durable finish. The rates shall include any Verticals along with cutouts made for light fixtures, smoke detectors& sprinklers, A/c Grills and any security systems .Cost to include hidden measurements also.

8. Sealant and Gasket Application

Sealant and gasket shall be provided wherever shown in the drawings or required for a permanently weather tight installation. The sealing mechanism for each location and use shall be as indicated on drawings. In those locations where a mechanism is necessary but is not indicated, it shall be of type recommended by the sub-contractor and approved by the Engineer.

All adjoining surfaces shall be protected to receive sealants against staining by masking and/or other methods.

Joints and joint surfaces shall be clean, dry, and free of any material that may have an adverse effect on the bonding and/or seal of the sealant and gasket materials.

Apply sealants and gasket under the conditions recommended by the manufacturer(s). Prime all surface to receive sealants and gasket unless recommended otherwise, use no sealant that has started to set in its container or a sealant that has exceeded the selflife published by the manufacturer.

Fill all joints continuously and completely with sealant, forming a neat, uniform, concave bead. Finish the material flush with adjoining surfaces unless otherwise shown on the drawings. All sealant surfaces shall be tooled smooth.

Tensile or shear stress in structural silicone sealant joint shall not exceed 1.4 kg./sq.cm

2.2.5 LIST OF CODES

The materials and workmanship shall be in accordance with the requirement of the appropriate IS code wherever applicable together with any building regulations or bye-laws governing the works.

The following list is included for guidance only and the omission from the list does not relieve the Contractor from compliance there with:

IS 1200	Mode of measurement
IS 269	Ordinary portland cement
IS 1130	Marble (blocks, slabs and tiles)
IS 287	IS 287 Recommendation for maximum permissible moisture contents of Timber for different purposes
IS 1141	Code of practice for seasoning of timber
IS 2202	Wooden flush door shutter (Solid core type)

IS 6313	PART 2 Anti-termite measures in buildings, pre-constructional chemical Treatment measures
IS 104	Specification for ready mixed painted, brushing, zinc chrome, priming
IS 137	Ready mixed paint, brushing, matt or egg-shell flat, finishing, Interior to Indian standard colour as required
IS 427	Distemper, dry colour as required
IS 428	Distemper, oil emulsion, colour required
IS 5410	Cement paint, colour as required
IS 5411	Plastic emulsion paint as required
IS 6241	Method of test for determination of stripping value of road aggregate
IS 733	Aluminium alloys
IS 1948	Aluminium sections
IS 2720	Density test of aggregate

2.2.6 ACCEPTANCE CRITERIA

FOR FABRICATED/MANUFACTURED ITEMS

- Overall dimensions shall be within +1.5mm of the size shown on drawings.
- Mullions, transoms etc. shall be of one length and permissible deviations from straightness shall be limited to $\pm 1.5\text{mm}$ from the axis of the member.
- Doors and shutters shall operate without jamming. The clearance at head and jamb for door shutters shall not exceed 1.5mm. For double leaf doors, the gap at the meeting stiles shall not be more than 1.5mm.
- Door leaves shall be undercut where shown on drawings.
- Doors, windows, frames etc. shall be on a true plane free from warp or buckle.
- All welds/joints shall be dressed flush on exposed and contact surfaces.
- Correctness of location and smoothness of operations of all shop installed hardware and fixtures.
- Provision for hardware and fixtures to be installed at site.
- Glazing beads shall be cut with metered corners.
- Glazing clips, fixing devices etc. shall be supplied in adequate numbers.
- Shop coats shall be properly applied.
- Exposed aluminum surfaces shall be free from scratches, stains and discoloration. Anodized surfaces shall present a uniform and pleasing look.

FOR INSTALLED ITEMS:

- Installation shall be at correct location, elevation and in general in a true vertical plane.
- Fixing details shall be strictly as shown on drawings.
- Assembly of composite unit shall be strictly as per drawing with mastic caulking at transoms & mullions, gaskets weather strips etc. complete.
- All openable sections shall operate smoothly without jamming.

- e) All frames on external walls shall be mastic caulked to prevent leakage through joint between frames & masonry.
 - f) Locks, fasteners, floor spring etc. shall be fitted in position properly. Keys shall be non- interchangeable.
 - g) Cutting to concrete or masonry shall be made good and all abrasions to shop paint shall be touched up with paint of same quality as shop paint.
- Contractor to execute sample of glazing/Paneling work at site for clients approval. Shop drawing with calculations to be submitted by contractor to Employer for approval.

2.2.7 REFERENCE IMAGES

Note: The Images shown below are only references, However the table color, profiles, sizes shall be referred as per BOQ and the detailed drawing including color shall be get approved from client before proceeding for Manufacturing.

1. (BOQ1 – Modular Furniture) – S.No 4 – Workstation Ref Image.



2. (BOQ1 – Modular Furniture) – S.No 5 – Half Height Storage Ref Image.



3. (BOQ3 – Loose Furniture) – S.No 1.6 – Low Height Center Table Ref Image.



4. (BOQ3 – Loose Furniture) – S.No 1.3 – Medium Back Chairs (Steel Base).



5. (BOQ3 – Loose Furniture) – S.No 1.2 – High Back Chairs (Steel Base).



6. (BOQ3 – Loose Furniture) – S.No 2.1– Cafeteria Tables & Chairs.



7. (BOQ1 – Modular Furniture) – S.No 1.1– Reception Table.



8. (BOQ1 – Modular Furniture) – S.No 1.1– Reception Table (only).



2.2.8 APPROVED MAKES

LIST OF APPROVED MAKES - OFFICE FURNISHING		
S.NO	ITEM	MAKES
1	DECORATIVE LAMINATES	SUNDEK / AIROLAM / CENTURY / GREENLAM
2	WOOD VENEER	CENTURY / GREEN VENEER / DONEAR / SONEAR
3	PRELAM BOARD	ACTION TESA HERITAGE
4	TIMBER	AS APPROVED (BASIC RATE = Rs. 1800/- PER CFT)
5	PLYWOOD COMMERCIAL MARINE GRADE ISI MARKED	ARCHI PLY / GREENLAM / CENTURY PLY
6	GLASS, MIRROR	MODI GUARD FLOAT / SAINTGOBAIN
7	HERMETICALLY SEALED DOUBLE GLAZING	IMPACT SAFETY GLASS / ATUL TEMP / ABOVE SAID NORMAL GLASS CAN BE TOUGHENED
8	ACRYLIC EMULSION PAINT	ASIAN PAINT / ICI / BERGER
9	SYNTHETIC ENAMEL	ASIAN PAINT / ICI / BERGER
10	TEXTURED PAINT	ASIAN PAINT / ICI / OIKOS / VALPAINT
11	ANTI-TERMITE PAINT	WOOD CARE / WOOD GUARD
12	MELAMINE POLISH	MRF / LIGHT HOUSE / SHEENLAC
13	PATCH FITTINGS	OZONE GLOBAL / EBCO / DORMA
14	FLOOR SPRING	OZONE GLOBAL / EBCO / DORMA
15	EXPOSED DOOR CLOSER	OZONE GLOBAL / EBCO / DORMA
16	BEARING HINGES	HETTICH / EBCO / DORMA
17	MORTISE HANDLE	GODREJ / EUROPA / DORMA
18	DEAD LOCK	GODREJ / EUROPA / DORMA / NEKI
19	MORTISE LOCK CYLINDER	GODREJ / EUROPA / DORMA
20	PATCH DOOR HANDLE	HARWYN / GODREJ / DORMA
21	FLOOR MOUNTED DOOR STOPPER	GODREJ / EUROPA / DORMA / NEKI
22	CABINET HINGE (AUTO CLOSING)	HETTICH / GLOBAL / EBCO
23	AUTO DOOR BOLT	DAZ
24	CABINET HANDLES	KICH / CHH 84 S
25	FOAM RUBBER	U FOAM KURLON
26	VITRIFIED TILES	H&R JOHNSON / KAJARIA / SOMANI / NITCO
27	SILICON SEALANT	DOW CORNING / EQUIVALENT
28	GREY CEMENT	L&T 43 GRADE / Ambhuja Cement / BIRLA 43
29	WHITE CEMENT	JK WHITE CEMENT / BIRLA WHITE

S.NO	ITEM	MAKES
30	FROSTED FILM	LUMAR / AVARY / BIRLA 3M
31	COMPOSITE ALUMINIUM INTERIOR	ALUCOLIC / TIMEX BOND / Viva Board
32	FABRIC AS PER APPROVED SAMPLE (BASIC RATE Rs.175 - 250/- PER RMT.)	Yamini - Basic Rate - 450/ mtr, Global / Gitanjali - 150 / mtr
33	FIBRE GLASS WOOL	UP TWIGA / KIMCO / ROCKWOOL
34	110 DEG OPENING AUTO CLOSING HINGES	EBCO / HAFELE / BLUM
35	OIL BASED DISTEMPER	ASIAN / BERGER
36	STAINLESS STEEL	SAIL / JINDAL
37	ALUMINIUM SECTIONS	JINDAL / NALCO / INDAL / HINDALCO
38	GI SECTION FOR PARTITIONS & FALSE CEILING	INDIA GYPSUM / APPROVED EQUIVALENT
39	OFFICE CHAIRS	GODREJ / FEATHERLITE / WIPRO / HERMAN MILLER
40	TABLES/WORKSTATIONS	GODREJ / FEATHERLITE / WIPRO / HERMAN MILLER
41	PVC VINYL FLOORING	ARMSTRONG / LG HAUSYS / PERGO
42	CALCIUM SILICATE FALSE CEILING	ARMSTRONG, GYPROC (Saint-Gobain), AEROLITE, RAMCO HILUX, INDIA GYPSUM.
43	GRID FALSE CEILING	ARMSTRONG / EQUIVALENT
44	SS SCREWS FOR FABRICATION	KUNDAN / PUJA / ATUL
45	CERAMIC TILES	H&R JOHNSON / KAJARIA / SOMANI / NITCO

Note: For any other item required to be incorporated, prior approval required from Employer.

2.2.9 PREAMBLE TO SCHEDULE OF QUANTITIES

GENERAL NOTES

- The Bill of Quantities shall be read in conjunction with the Instructions to Bidders, General and Special Conditions of Contract. Specification and Drawings.
- The quantities given in the Bill of Quantities are approximate and are given to provide a common basis for bidding. It shall be definitely understood that these are the estimated quantities only and are liable to alteration by omission, deductions or additions at the discretion of the Owner without affecting the Terms of Contract. The basis of payment shall however, be the actual quantities of work executed at site as measured by the Contractor and verified by the Consultant valued at the awarded rates and prices. No claim whatsoever shall be entertained due to variations in quantities.
- The rates and prices in the priced Bill of Quantities shall, except, insofar as it is otherwise provided under the Contract, include all Constructional Plant, labour, supervision, materials, erection, maintenance, insurance, profit, taxes and duties, together with all general risks, liabilities and obligations set out or implied in the Contract.

- A rate or price shall be entered against each item in the priced Bill of Quantities, whether quantities are stated or not. The cost of Items against which the Contractor has failed to enter a rate or price shall be deemed to be covered by other rates and prices entered in the Bill of Quantities.
- The whole cost of complying with the provisions of the Contract shall be included in the items provided in the priced Bill of Quantities, and where no items are provided the cost shall be deemed to be distributed among the rates and prices entered for the related items of Work.
- General directions and descriptions of work and material are not necessarily repeated nor summarized in the Bill of Quantities. Reference to the relevant sections of the Contract documenting shall be made before entering prices against each item in the priced Bill of Quantities.
- The method of measurement of completed work for payment shall be in accordance with the modes stipulated in the Bill of Quantities and specification.
- Errors will be corrected by the Consultant for the arithmetic errors in computation or summation as follows: -
 - Where there is a discrepancy between amount in figures and in words, the amount in words will govern.
 - Where there is a discrepancy between the unit rate and the total amount derived from the multiplier of the unit price and the quantity, the unit rate quoted will govern, unless in the opinion of Consultant, there is an obviously gross misplacement of the decimal point in the unit price in which the total amount as quoted will govern and the rate will be corrected

PS: THESE NOTES SHALL BE READ ALONG WITH THE COMMON SPECIFICATIONS AND THE DETAILED ITEM SPECIFICATIONS:

Unless otherwise specified, the rates quoted for all items shall include the cost of following.

- Cost of all materials, fabrication, transportation and labor.
- Work at all levels, heights and locations.
- Providing and removing scaffolding, platforms, ladders.
- Fixing with necessary Plugs and chrome plated brass screws and /or anchor fasteners/bolts as directed either in masonry or in concrete opening.
- Breaking the floor/concrete slab to fix frames, floor springs, etc and making of smooth surface.
- Protecting the sections with tape and or grease from cement.
- Unless otherwise specified sections shall be powder coated finish to a minimum thickness of 40 micron.
- Clips Gaskets for sealing the weather strips.
- Door shutter shall consist of concealed mortise locks of approved make, concealed tower bolts, locking arrangements and peg stays.
- Cleaning the frames, Glass grills and floor and leaving the premises clean and tidy.
- Providing flawless glass without waviness, bubbles, scratches, etc;
- Receiving all materials at site, unloading and storing.
- Hire charges for necessary hoisting equipments like crane, chain pulley blocks, derricks, winches, screw jacks, hooks, wire ropes, etc;
- All necessary fixtures like anchor fasteners, bolts, washers and nuts.

- Approved quality welding electrodes.
- Welding at all heights, levels, conditions and situations.
- Cost of safety belts, goggles, helmets and other necessary safety equipment.
- Preparing the surfaces for painting and also for welding.
- Cost of fabrication and supports for erection of panels pass boxes etc.
- Painting with two coats of primer and topcoats to the supporting members.

SECTION - III

General Instruction to Bidders

1. Instruction to Bidders

- 1.1 The bids are invited on two stage bidding process basis. The bid will constitute of Technical bid and Financial bid. Technical bid and financial bid to be submitted in separate sealed envelope. Technical bid cover along with EMD cover & Financial bid cover should be kept in a separate single cover superscribing with tender reference number and item quoted. The technically qualified parties financial bid only be opened for financial evaluation.
- 1.2 The bid is invited for “Design, Supply, Installation and Commissioning of Interior Office Furnishing at HBL Ticel Phase II Office, Taramani, Chennai “as per specification and other details given in the bid document. All bidders who qualify the eligibility conditions as detailed in the bid document are eligible to participate except in the case of firms who are blacklisted / barred by competent agencies or HLL in participation and award of such contracts.
- 1.3 Bidders can send their queries and clarifications to address given in clause 1.4, up to three days prior to the due date of bid submission. There is no bid document fee.
- 1.4 Bids shall be addressed in the name of **The Chief Executive Officer, HLL Biotech Limited, TICEL Bio-park Campus (Module no. 013-015), CSIR Road, Taramani, Chennai- 600 113 Contact No: 044 22544949/68. Email: ceo@hllbiotech.com & sureshs@hllbiotech.com.** Due date of submission of the bid will be on **12.06.2015 upto 11:00 Hrs.** The technical bid will be opened on the same day at **11:30 hrs.** The financial bid of only those bidders who are qualifying the minimum eligibility criteria & technical specification will be opened. The date & time of financial bid opening shall be intimated separately to the technically qualified parties.
- 1.5 Bids shall be valid for 120 days from the date of opening.
- 1.6 The bids should contain complete technical specification along with detailed illustrations and diagrams (if any) to facilitate evaluation.

2. Mode of submission of Bids

Documents to prove the eligibility criteria should be submitted in a separate sealed envelope marked “Technical Bid”.

I. Technical bid should consist of the following:

- a. **EMD (Earnest Money Deposit)** in the form of crossed **demand draft/ banker’s cheque** in favor of “HLL Biotech Limited” payable at Chennai, has to be submitted separately as per the value mentioned in section-I, NIT, which shall be valid for 90 days from the date of tender opening or

in the form of **Bank Guarantee from any scheduled Commercial bank** which shall be valid for 45 days beyond the validity period of tender i.e 165 days.

MSE units who are registered and also will continue to remain registered during the tender validity period with NSIC are exempted from payment of Bid security (EMD) and other benefits as applicable, but authenticated copy of the valid **NSIC certificate** for tendered item(s) should be submitted along with Technical bid of the Tender to qualify for such exemptions and other benefits.

- b. Bid document bearing signature and seal of the bidder in all pages
- c. **Section: II** (Scope of Work, Technical specification, technical brochures/datasheets/drawings/Model no)
- d. **Section: V** (Bid Data sheet)
- e. **Section: VI** (Past experience, including performance certificate from clients).

All other supporting documents (mentioned in section II, clause 3) and certificates substantiating the bidder's eligibility shall be attached.

II. The financial bid should contain the following

The financial bid should be put in a separate envelope, sealed and marked "Financial Bid".

- a. **Section: VII** (Bid form) – duly filled, stamped and signed.
- b. **Section: VIII** (Price Schedule - Financial bid in the prescribed format given in the bid document) - duly filled, stamped and signed.

2.1 The bids shall be enclosed in a sealed envelope super scribing "**Tender for Design, Supply, Installation and Commissioning of Interior Office Furnishing at HBL Ticel Phase II Office, Taramani, Chennai, tender ref no. HBL/TD/ADMIN/OFF-II/FURNISH/15-16/01 DATED 02.06.2015**" and shall be addressed to the,
HLL Biotech Limited,
TICEL Biopark Campus (Module no. 013-015),
CSIR Road, Taramani, Chennai- 600 113
Contact No: 044 22544949/72, Fax: 044 22540101.

- 2.2 Any bid received after the stipulated time period shall be considered as **late tender** and will be rejected.

3. Minimum Eligibility Criteria

- a. Net worth of the company shall be positive during the last three financial years. **The balance sheet , profit and loss account for last three financial years (FY 2011-12, FY 2012-13, FY 2013-14) certified by a Chartered Accountant shall be submitted.**
- b. Turnover of the company minimum Rs.25 Lakhs in the last 3 Financial years.

- c. The bidder should have successfully designed and executed atleast 5 similar projects in the last 5 financial years covering design, Engineering, supply, Installation, Testing & Commissioning.
- d. The bidder should have executed during the last 5 years ending the last day of the month of May'2015.

“at least three projects, of worth not less than INR 2 Million each”

(or)

Two projects worth not less than INR 2.49 Million each

(or)

a single project of worth not less than INR 3.98 Million

(The work order and completion certificates should be attached)

4. Country of Origin

4.1 Deleted

5. Bid Evaluation

Bid determined to be substantially responsive will be checked by HBL for any arithmetic errors and the same will be corrected as follows:

- a. Where there is a discrepancy between the rates in figures and in words, the rates in words will prevail.
- b. Where there is a discrepancy between the unit price and the total price resulting from the multiplying the unit price by the quantity, the unit price as quoted shall prevail.
- c. The tenderer supplying indigenous goods or already imported goods shall quote only in Indian Rupees.

6. Tender Price & Documents

I. Prices in the corresponding price schedule shall be entered separately in the following manner:

- a) The price of the goods should be quoted on FOR Consignee Site basis with the detailed breakup of ex-factory/ ex-showroom/ ex-warehouse/ off-the-shelf, as applicable, including all taxes and duties like sales tax, CST/VAT, CENVAT, Custom Duty, Excise Duty etc. already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory etc. or on the previously imported goods of foreign origin quoted ex-showroom etc;
- b) Any sales or other taxes and any duties including excise duty, which will be payable on the goods in India, if the contract is awarded.

- c) Charges towards Packing & Forwarding, Inland Transportation, Insurance (local transportation and storage) would be borne by the Supplier from ware house to the consignee site for a period including 3 months beyond date of delivery, Loading/Unloading and other local costs incidental to delivery of the goods to their final destination as specified in the List of Requirements and Price Schedule.

Documents:

Within 24 hours of despatch, the supplier shall notify the purchaser/consignee, and others concerned if mentioned in the contract, the complete details of despatch and also supply the following documents to be submitted as per the instruction of purchaser:

- I. Along with the original invoice, two copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount.
- II. Two copies of packing list identifying contents of each package.
- III. Inspection certificate issued by the nominated Inspection agency, if any.
- IV. Insurance Certificate
- V. Manufacturers/Supplier's warranty certificate & In-house inspection certificate (wherever required)

7. Exemptions/Forms

- I. No exemption certificate will be provided by the consignees for customs duty, central Excise duty etc.
- II. C' Form will be issued for the interstate sales

8. Rejection of bids

Notwithstanding the above conditions, HBL reserves the right to accept or reject any offer, and to annul the tender process and reject all offers, at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for HBL's action.

9. Notification of Award

- 9.1 Prior to the expiry of the period of offer validity prescribed by HBL, HBL will notify the successful Bidder by Tele-fax or e-mail, to be confirmed in writing by registered post/ by courier, that his offer has been accepted. The purchase order will be issued to the successful bidder. No correspondence will be entertained by HBL from the unsuccessful Bidders.
- 9.2 Upon selection of the successful bidder (technically qualified L1 party) HBL will promptly notify the same to successful Bidder through an LOI/Purchase Order.

- 9.3 EMD's of unsuccessful bidders will be returned only after finalizing the L1 Party and EMD's of technically non-responsive bidders will be returned after financial bid opening.
- 9.4 **Paying Authority:** The payment for the supplies of stores / goods / equipment which including agency commission, turnkey, installation and commissioning and any other payment mentioned in the tender enquiry will be made by "HLL Biotech Limited".

SECTION - IV

TERMS AND CONDITIONS

1. DEFINITION:

- 1.1 For the purpose of this contract, the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:-
- "HBL" means HLL Biotech Limited, which expression shall unless excluded by or repugnant to the context include HBL's representative.
 - "Consignee" means the organization/person to whom the goods are required to be delivered as specified in the Contract. If the goods are required to be delivered to a person as an interim consignee for the purpose of despatch to another person as provided in the Contract then that "another" person is the consignee, also known as ultimate consignee. Consignee is BCGVL, Guindy"Contractor/ Bidder" Means successful lowest bidder.
 - "Earnest Money Deposit" (EMD) means Bid Security/ monetary or financial guarantee to be furnished by a tenderer along with its tender.
 - "Performance Security" means monetary or financial guarantee to be furnished by the successful tenderer for due performance of the contract placed on it. Performance Security is also known as Security Deposit.

2. PAYMENT SCHEDULE:

a) Advance

An advance of 20% of the contract value shall be released against Bank guarantee equivalent to 110% of the advance amount and submission of 10 % of the contract value as Security Deposit/ Performance Security in the form of Bank Guarantee from any scheduled commercial bank. The advance bank guarantee shall be valid for a period upto the completion of the contract.

Payment shall be made within 15 days as specified in the contract in the following manner:

- b) 60 % of the contract price shall be paid on receipt of goods in good condition and upon the submission of the following documents :
- Along with the original invoice, Two copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
 - Consignee Receipt Certificate as per Annexure IV in original issued by the authorized representative of the consignee;
 - Two copies of packing list identifying contents of each package;

- (iv) Despatch Clearance from Purchaser or authorized agent
- (v) Inspection certificate issued by the nominated Inspection agency, if any.
- (vi) Insurance Certificate
- (vii) Test/calibration certificate (if any)

c) On Final Acceptance Certificate issued by Client/ Purchaser:

Balance 20 % payment would be made against 'Final Acceptance Certificate' as per the proforma mentioned in Annexure VI of this tender document to be issued by the consignee/ purchaser subject to recoveries, if any, either on account of non-rectification of defects/deficiencies not attended by the Supplier or otherwise.

Payment for services:

In case of separate service order issued to the vendor, the payment terms shall be as below.

- a) 50% of service order value against installation
- b) 30% of service order value against commissioning
- c) Balance 20% of service order value against Final Acceptance Certificate Purchaser

3. TAXES AND OTHER LEVIES

The quoted price shall be inclusive of all applicable taxes and duties.

- I. However pursuant to the constitution (forty-sixth amendment) Act, 1982, if any further tax or levy is imposed by statute, after the last date of receipt of tenders, and the contracts thereupon necessarily and properly pays such taxes/levies, the contractor shall be reimbursed the amount so paid, provided such payment, if any, is not in the opinion of the Engineer-in-charge (whose decision shall be final and binding) be attributable to delay in execution of work within the control of the contractor.
- II. In case of statutory variation in regard to taxes/levies, within the stipulated date of completion of individual agreement, the same shall be paid or recovered as per the actual against documentary proof. However beyond this period HBL will take advantage of any reduction in taxes/levies but will not pay extra on account of increase in taxes/levies.

4. PERFORMANCE SECURITY

- 4.1 The successful bidder has to furnish performance guarantee from any scheduled commercial bank in the form of a bank guarantee in the name of HLL Biotech Limited on receipt of Purchase order. The performance bank guarantee valid up to a period of 2 years (till completion of warranty) beyond the completion of work with additional claim period of 2 months (initially valid for a period of minimum 28

months from the date of Purchase Order) for 10% of total contract value (Purchase & Service Order) has to be submitted within 15 days from the date of Purchase Order. The EMD Paid shall be returned after receipt of Performance Bank Guarantee.

- 4.2 Failure of the successful Bidder to furnish the required Performance Security shall constitute sufficient grounds for the annulment of the award of Contract and shall forfeit the EMD. The Purchaser/Consignee will release the Performance Security without any interest to the supplier on completion of the supplier's all contractual obligations including the warranty obligations & after receipt of bank guarantee for CMC security.

4.3 Forfeiture of Performance Security

In case, the Contractor/ Bidder fails to complete the work, HBL, without prejudice to rights and remedies available under the contract, shall forfeit and en-cash the Performance Guarantee.

- 4.4 In case, the bank goes in liquidation or for any reason is unable to make payment against the said Bank Guarantee, the loss caused thereby shall be borne by the Contractor/ Bidder. The Contractor/ Bidder forthwith, on demand from HBL, shall make good the deficit.

5. ADDITIONS/DELETIONS

- 5.1 HBL shall have the right to direct in writing for changes, additions, modifications or deletions in the design and drawings or any part of the work and to request in writing additional work in connection therewith and the Contractor/ Bidder shall comply with such directions.
- 5.2 The Contractor/ Bidder shall not make any deviations, alterations, additions, to or omissions from the work shown/described and awarded to the Contractor/ Bidder except through and with proper approval of HBL.

6. TIME SCHEDULE

- 6.1. The day of commencement of project will be reckoned from the date of issue of Purchase order.
- 6.2 The Furnishing work should be completed within **45 days** from the date of issue of purchase order.
- 6.3 The Final Acceptance Certificate shall be issued on completion of the entire scope of work by the vendor.
- 6.4 The work shall be carried out with all due diligence and as per the time schedule specified above. In case of any delay/default, of the Contractor/ Bidder to adhere to the agreed time schedule. HBL shall recover the liquidated damages from the Contractor/ Bidder at the rate of 0.5% (Zero point Five percent) of the total amount of fee per week of delay of any activity subject to a maximum of 5% (Five percent) of the total order value. However if there is a purposeful delay by the Contractor/ Bidder, HBL reserves all rights to terminate the contract and get the full work executed at his risk and cost.

7. EXTENSION OF TIME

- 7.1 To adhere to the above mentioned time schedule the Contractor/ Bidder shall provide on demand necessary documents, information and certificates/undertakings to HBL. Any delay in supplying the requisite documents and delay due to any other cause beyond the control of the Contractor/ Bidder shall be considered for grant of extension of time. If the Contractor/ Bidder require extension of time, they shall intimate in writing to HBL within 3 days of the occurrence of such hindrance/delay, along with proper documents.
- 7.2 HBL after satisfying itself about the reasonableness of grounds may grant extension of time, if it is justified and communicated the same in writing. Whenever such extension of time is granted, it would be without prejudice to the rights of HBL for any penal action to the extent of the delay attributable to the Contractor/ Bidder. Any extension of time granted as stated above shall neither entitle the Contractor/ Bidder to any claim for increase in their fees nor shall it release him from any of the obligations under the said agreement.

8. ABANDONMENT OF WORK

- 8.1 If the Contractor/ Bidder/ supplier abandons the work for any reason whatsoever or becomes incapacitated as aforesaid, HBL shall forfeit/en-cash the Performance Guarantee. HBL shall be at liberty to make full use of all or any of material supplied by the Contractor/ Bidder/ supplier. The Contractor/ Bidder/ supplier shall also be liable to refund all the charges paid to him up to date plus such damages as may be assessed by HBL including the recovery of liquidated damages.
- 8.2 Provided, however, that in the event of the termination of the agreement under proper notice as provided in the clause hereinafter, the Contractor/ Bidder shall be liable to refund any excess payment made to him over and above which is due to him in accordance with the terms of this agreement, for the work executed by him till the date of termination of agreement.

9. WARRANTY

- 9.1 The bidder shall give comprehensive warranty of all the equipment which includes testing as per technical/ service /operational manual of the manufacturer, labour and spares for a period of minimum Two Years (24 months) from the date of final acceptance certificate from HBL. HBL shall grant right of access to the Contractor/ Bidder, of this portion of the work claimed to be defective for inspection and rectification.
- 9.2 HBL may recover the loss from the dues of the Contractor/ Bidder in case of failure to comply with the above clause.

10. DETERMINATION AND RESCISSION OF TERMS & CONDITIONS

10.1. When the Contractor/ Bidder have made himself liable for action under any of the clauses aforesaid, HBL shall have powers:

- a) To rescind the agreement.
- b) To engage another Contractor/ Bidder to carry out the balance work debiting the Contractor/ Bidder the extra amount, if any, so spent for getting the balance work done. This amount would be in addition to the recovery of liquidated damages.

11. GENERAL

- 11.1 The Contractor/ Bidder shall be fully responsible for the technical soundness of the material and also ensure that the material is supplied as per the specifications.
- 11.2 The Contractor/ Bidder hereby agrees that the charges to be paid as provided herein will be in full discharge of functions to be performed by him and no claim whatsoever shall be made against HBL in respect of any proprietary rights or copy right on the part of any other party relating to plans, models and drawings.
- 11.3 The Contractor/ Bidder shall indemnify and keep indemnified HLL Biotech Ltd against any such claims and all costs and expenses paid by HBL in defending such claims to be borne by the Contractor/ Bidder.
- 11.4 The Contractor/ Bidder hereby agrees that HBL shall have the right to take out any of the activities, which in the opinion of HBL is not being performed by the Contractor/ Bidder with due diligence, and within the agreed time schedule, and which can be performed independently. The fees or the expenses incurred shall be debited to the Contractor/ Bidder.

12. ARBITRATION

If any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives at any time in connection with construction, meaning, operation, effect, interpretation or out of the contract or breach thereof, the parties shall seek to resolve such a dispute or difference by mutual consultation within a period of 30 days from the date on which the party raising the dispute, first communicated the same in writing to the other party. The existing directions, classifications, measurements, drawings and certificates of the Employer shall be final and binding upon the contractor during the progress of the works and shall not be set aside on account of non-observance of any formality, any omission, delay or error in proceeding in or about the same or on any other ground or for any reason.

In case the dispute is not settled by mutual consultation, then either party may refer the same to Arbitration by an Arbitral Tribunal consisting of three arbitrators. Each party shall appoint an arbitrator and the arbitrators so appointed shall appoint a third arbitrator who will act as presiding arbitrator.

The reference to arbitrator shall specify the matters which are in question, dispute or difference and only such dispute or differences of which the demand has been made be referred to arbitration. Notwithstanding the reference to arbitration, the contractor shall continue to duly perform his obligations under the contract.

The Award of the Arbitral Tribunal shall be final, conclusive and binding on the parties. The Arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be at Chennai. The fees of the arbitrators shall be borne by the parties nominating them and the fee of the Presiding Arbitrator, costs and other expenses incidental to the arbitration proceedings shall be borne equally by the parties.

The place of Arbitration is at Chennai.

SECTION- V
BID DATA SHEET

S.No	Description	Details
1.	Bid reference number	HBL/TD/ADMIN/OFF-II/FURNISH/15-16/01 DATED 02.06.2015
2.	Name & Address of bidder	
3.	Year of establishment	
4.	Type of the firm	Public Ltd/Pvt Ltd./Partnership/Regd firm
5.	Name & Address of Manufacturer	
6.	Bank Account details	
7.	PAN Number	
8.	Contact person name & Designation	1. 2.
9.	Mobile Number	1. 2.
10.	Email	1. 2.
11.	Contact Phone-Office	
12.	Fax number	

SECTION- VI
DETAILS OF CLIENTS/PROJECTS

The details of similar works completed in the last five (5) years.

Sl. No.	Name and address of the Client	Project Details		Completion Date
		Details of the items supplied	Order Value Rs. Lakhs	
1				
2				
3				
4				
5				
6				

Satisfactory completion certificate from the client to be attached.

SECTION - VII

BID REF No: HBL/TD/ADMIN/OFF-II/FURNISH/15-16/01 DATED 02.06.2015

BID FORM

(Item –wise separately to be enclosed)

Item:.....

Having examined the bidding documents, including amendments of which is hereby acknowledged, we, the undersigned, offer to execute the contract including the supply and service of the goods (FOR HBL Site) in full conformity with the said bidding documents for the sum of:

**In Fig:
IN WORDS**

(Hereinafter called “the Total Bid Price”) or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our bid is accepted, to execute the contract in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security in the form, in the amounts, and within the times specified in the Bidding Documents.

We agree to abide by this bid, for the Bid Validity Period specified in the Tender Enquiry Document and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated:

**Signed by:
In the capacity of**

SECTION VIII
PRICE SCHEDULE

Refer Annexure – VI BOQ attached

NOTE:-

1. If there is a discrepancy between the unit price and total price, then the unit price shall prevail.
2. No exemption certificate will be provided for excise duty/CST etc.,
3. The quoted price should include all technical specifications in the data sheet.

Unit price shall be written in figures and words

Total Tender price in Rupees: _____

IN WORDS:

Name : _____
Business Address: _____
Place : _____
Date : _____

Signature of Tenderer : _____
Seal of the Tenderer : _____

SECTION –IX
CHECKLIST

NAME OF TENDERER:

NAME OF MANUFACTURER:

SI No.	Activity	Yes/ No/ NA	Page No. in the TENDER document	Remarks
1. a.	Have you enclosed EMD (Amount & Validity) of required amount for the quoted schedules?			
2. a.	Have you enclosed duly filled Bid Form as per format in Section VII?			
b.	Have you enclosed Power of Attorney in favour of the signatory?			
3.	Are you a SSI unit, if yes have you enclosed certificate of registration issued by Directorate of Industries/NSIC			
4. a.	Have you enclosed clause-by-clause technical compliance statement for the quoted goods vis-à-vis the as per Scope of Work Section II?			
b.	In case of Technical deviations in the compliance statement, have you identified and marked the deviations?			
5. a.	Have you submitted copy of the purchase/work orders and successful completion certificate from the previous clients for the supply & installation of similar equipment in last 5 years for which bid is submitted?			
6.	Deleted			
7.	Have you submitted rates in the Price Schedule for BOQ as per Section VIII?			
8.	Have you kept validity of 120 days from the Technical bid Opening date as per the TE document?			
9.	Have you fully accepted payment terms as per TE document?			
10.	Have you fully accepted delivery period as per TE document?			
11.	Have you submitted the certificate of origin if any			
12.	Have you accepted the warranty as per TE document?			
13.	Have you accepted terms and conditions of TE document?			

SI No.	Activity	Yes/ No/ NA	Page No. in the TENDER document	Remarks
14.	Have you furnished documents establishing your minimum eligibility criteria (Section III, clause 3) as per TE documents?			
15.	Have you furnished Annual Report (Balance Sheet and Profit & Loss Account) for last three years prior to the date of Tender opening?			
16.	Have you furnished latest IT return (FY 2013-14)?			
17.	Have you furnished Copy of MOA/partnership deed/Registration?			
18.	Have you furnished copy of PAN card?			
19.	Have you enclosed the TE document duly stamped and signed in all the pages?			
20.	Have you enclosed the Bid Data Sheet Duly filled, stamped and signed?			

N.B.

1. All pages of the Tender should be page numbered and indexed.
2. The Tenderer may go through the checklist and ensure that all the documents/confirmations listed above are enclosed in the tender and no column is left blank. If any column is not applicable, it may be filled up as NA.
2. It is the responsibility of tendered to go through the TE document to ensure furnishing all required documents in addition to above, if any.

(Signature with date)

(Full name, designation & address of the person duly authorised sign on behalf of the Tenderer)
For and on behalf of

(Name, address and stamp of the tendering firm)

SECTION - X
SCHEDULE OF FISCAL ASPECTS

S No.	Particulars	Description
1	Submission of completed Tender	On or before 12/06/2015 at 11:00 Hrs
2	Opening of Technical Bid	12/06/2015 at 11:30 Hrs
3	Time period for Completion	The Design, Supply, Installation and Commissioning should be completed within 45 days from the date of issue of purchase order.
4	Payment terms	Refer Section IV, Clause 2
5	Liquidated damages per week	0.5% per week inclusive of Sundays & Holidays upto a maximum of 5% of Contract Value
6	Warranty Period	24 (Twenty Four) months from the date of Completion and Final Acceptance Certificate
7	Earnest Money Deposit	Rs.1,00,000/- (Rupees One Lakhs Only)
8	Refund of Earnest Money Deposit to unsuccessful bidders	On award of contract to successful bidder
9	Transportation & Insurance	On account of Contractor
10	B.G/ DD to be in favor of	HLL Biotech Ltd., Chennai
11	All queries / communication to be addressed to	The Chief Executive Officer, HLL Biotech Limited, Ticel Biopark Campus (Module no. 013-015), CSIR Road, Taramani, Chennai- 600 113 Email: ceo@hllbiotech.com , sureshs@hllbiotech.com , Contact No: 044 22544949-78, Fax – 044 22540101
(Contractor)		(Employer)

ANNEXURES

Annexure - I

BANK GUARANTEE FORM FOR EMD

Whereas _____ (hereinafter called the "Tenderer") has submitted its quotation dated _____ for the supply of _____ (hereinafter called the "tender") against the purchaser's tender enquiry No. _____. Know all persons by these presents that we _____ of _____ (Hereinafter called the "Bank") having our registered office at _____ are bound unto _____ (hereinafter called the "Purchaser") in the sum of _____ for which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20____. The conditions of this obligation are:

1. If the Tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity of this tender.
2. If the Tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity:-
 - a. fails or refuses to furnish the performance security for the due performance of the contract.
Or
 - b. fails or refuses to accept/execute the contract.
Or
 - c. if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition(s).

This guarantee will remain in force for a period of forty-five days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorised officer of the Bank)

Name and designation of the officer

Seal, name & address of the Bank and address of the Branch

Annexure - III

BANK GUARANTEE FORM FOR PERFORMANCE SECURITY (ON NON JUDICIAL PAPER OF APPROPRIATE VALUE)

**To
HLL Biotech Limited**

1. In consideration of HLL Biotech Limited (hereinafter called "HBL") having agreed under the terms and conditions of Order No..... dated..... made between (Here in after called "the said contractor(s)") for the work (herein after called "the said agreement") for compliance of his obligation in accordance with the terms and conditions in the said agreement.

We (indicate the name of the Bank) (Herein after referred to as "Bank") hereby undertake to pay to the HBL and amount not exceeding Rs..... (Rupees..... only) on demand by HBL.

2. We (Indicate the name of the Bank) do hereby undertake to pay the amount due and payable under this Guarantee without any demure, merely on a demand from HBL stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs..... (Rupees..... only).

3. We undertake to pay to HBL any money so demanded notwithstanding any dispute or disputes raised by the contractor (s) in any suit or proceeding pending before any court or Tribunal relating thereto our liability under this present being absolute and unequivocal.

The payment made by us under this guarantee shall be valid discharge of our liability for payment to thereunder and the contractor(s) shall have no claim against us making such payment.

4. We (Indicate the name of Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of HBL under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in-charge on behalf of HBL Certified that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) accordingly discharges this guarantee.

5. We..... (Indicate the name of Bank) further agree with HBL that HBL shall have the fullest liberty without our consent and without affecting any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any of the powers exercisable by HBL against the said contractor(s) and to forebear or enforce any of the terms and conditions relating to the said agreement we shall not be relieved from our liability by reasons of any such variation or extension being granted to the said contractor(s) or for any forbearance act of omission on that part of the HBL or any indulgence by HBL to the said contract(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effected or so relieving us.

6. The guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s).

7. We..... (indicate the name of Bank) lastly undertake not to revoke this guarantee except with the previous consent of HBL in writing.

8. This guarantee shall be valid up to unless extended on demand by HBL. Notwithstanding anything mentioned above our liability against this Guarantee is restricted to Rs..... (Rupees.....only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee, all our liabilities under the Guarantee shall stand discharged.

Dated the day of 20....

For
(Indicate the name of Bank)

Annexure – IV
BANK GUARANTEE FORM FOR ADVANCE
(ON NON JUDICIAL PAPER OF APPROPRIATE VALUE)

Ref.....

Date.....

Bank Guarantee No....

To

HLL Biotech Ltd.,
Module 013-015,
Ticel Biopark Campus,
CSIR Road, Taramani,
Chennai – 600 113.

Dear Sirs,

In consideration of the HLL Biotech Ltd., hereinafter referred to as 'HBL', which expression shall unless repugnant to the context or meaning thereof include its successors, executors, administrators and assigns, having awarded to M/s._____ having its registered office at _____

hereinafter referred as the 'Contractor', which expression shall unless repugnant to the context or meaning thereof, include its successors, Administrators, executors and assigns, a contract hereinafter referred to as the 'Order' for _____ referred to as the 'works' on terms and conditions set out, inter-alia in the HBL's Order No. _____ dated _____ valued _____ at _____ (in words & figures) and as the HBL having agreed to make a payment against the above ORDER, to the Contractor amounting to Rs. _____ (in words & figures) as an advance against Bank Guarantee to be furnished by the Contractor, the said advance to be adjusted against the Contract to be performed by the Contractor, we _____ hereinafter referred to as the 'Bank' which expressions shall, unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns having our office at _____ do hereby undertake to give the irrevocable and unconditional guarantee and do hereby undertake to pay the HBL on first demand without any demur, reservation, contest recourse and protest and without reference to the Contractor any and all monies payable by the Contractor by reason of any breach by the said Contractor of any of the terms and conditions of the said order to the extent of Rs. _____ (in words & figures) till the said advance is adjusted as aforesaid at any time up to _____. We agree that the guarantee herein contained shall continue to be enforceable till the sum due to the HBL on account of the said advance is adjusted/recovered in full as aforesaid or till the HBL discharges this guarantee.

The HBL shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from time to time vary the advance or to extend the time for performance of the Contract by the Contractor. The Bank shall not be released from its liability under these presents by any exercise of the HBL of the liberty with reference to the matter aforesaid.

The HBL shall have the fullest liberty, without reference to Contractor and without affecting this guarantee to postpone for any time or from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor, and to exercise the same at any time in any manner, and either to enforce or to forebear to enforce any power, covenants contained or implied in the order between the HBL

and the Contractor or any other course or remedy or security available to the HBL and the Bank shall not be released of its obligations under these presents by any exercise by the HBL of its liberty with reference to matters aforesaid or any of them or by reason of any other act or forbearance or other acts of omission or commission on the part of the HBL or any other indulgence shown by the HBL or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank Guarantee.

The right of HBL to recover the outstanding sum of advance with applicable costs up to Rs. _____ from the bank in the manner aforesaid will not be affected or suspended by reason of the fact that any dispute or disputes is or are pending before any officer, tribunal or court and any demand made by HBL on the Bank shall be conclusive and binding.

The Bank further undertakes not to revoke this guarantee during its currency without prior and written consent of the HBL and further agrees that the guarantee contained shall continue to be enforceable till the HBL discharges this guarantee.

The Bank also agrees that the HBL shall at its option is entitled to enforce this guarantee against the bank as principal debtors, in first instance, notwithstanding any other security or guarantee that HBL may have in relation to the Contractor's liabilities of the said advance.

Notwithstanding anything contained herein above, our liability under this guarantee is restricted to as Rs. _____ (in words & figures) and it will remain in force up to and including _____ (date of completion of Contract) and shall be extended from time to time for such periods as may be advised by M/s..... on whose behalf this guarantee has been given.

Therefore, we hereby affirm that we are guarantors and responsible to you on behalf of the Contractor up to a total amount of _____ (amount of guarantees in words and figures) and we undertake to pay you, upon your first written demand declaring the Contractor to be in default under the purchase order and without caveat or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or show grounds or reasons for your demand or the sum specified therein.

This Guarantee is valid until _____ day _____.

We have power to issue this guarantee in your favour under Memorandum and Articles of Association and the undersigned has full power to do under the Power of Attorney / Resolution of Board of Directors dated.....granted to him by the Bank.

Dated.....this.....day of.....2015

Place:

Signed by

(Person duly authorized by Bank)
Witness:

Annexure – IV
CONSIGNEE RECEIPT CERTIFICATE
(To be given by consignee's authorized representative)

The following store (s) has/have been received in good condition:

- 1) Contract No. & date : _____
- 2) Supplier's Name : _____
- 3) Consignee's Name & Address with telephone No. & Fax No. : _____
- 4) Name of the item supplied : _____
- 5) Quantity Supplied : _____
- 6) Date of Receipt by the Consignee : _____
- 7) Name and designation of Authorized Representative of Consignee : _____
- 8) Signature of Authorized Representative of Consignee with date : _____

Seal of the Consignee : _____

Annexure – V
Final Acceptance Certificate by the Consignee

No _____

Date _____

To
M/s _____

Subject: Certificate of commissioning of equipment/plant.

This is to certify that the equipment(s)/plant(s) as detailed below has/have been received in good conditions along with all the standard and special accessories and a set of spares (subject to remarks in Para no.02) in accordance with the contract/technical specifications. The same has been installed and commissioned.

- a) Contract No _____ dated _____
- b) Description of the equipment(s)/plants: _____
- c) Equipment(s)/ plant(s) nos.: _____
Quantity: _____
- d) Bill of Loading/Air Way Bill/Railway
Receipt/ Goods Consignment Note no _____ dated _____
- e) Name of the vessel/Transporter: _____
- f) Name of the Consignee: _____
- g) Date of commissioning and proving test: _____

Details of accessories/spares not yet supplied and recoveries to be made on that account.

S.No	Description of Item	Quantity	Amount to be recovered
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The proving test has been done to our entire satisfaction and operators have been trained to operate the equipment(s)/plant(s).

The supplier has fulfilled its contractual obligations satisfactorily ## or

The supplier has failed to fulfil its contractual obligations with regard to the following:

- He has not adhered to the time schedule specified in the contract in dispatching the documents/drawings pursuant to 'Technical Specifications'.
- He has not supervised the commissioning of the equipment(s)/plant(s) in time, i.e. within the period specified in the contract from date of intimation by the Purchaser/Consignee in respect of the installation of the equipment(s)/plant(s).

- The supplier as specified in the contract has not done training of personnel.

The extent of delay for each of the activities to be performed by the supplier in terms of the contract is:

The amount of recovery on account of non-supply of accessories and spares is given under Para no.02.

The amount of recovery on account of failure of the supplier to meet his contractual obligations is _____ (here indicate the amount).

Signature

Name

Designation with stamp

Explanatory notes for filling up the certificate:

He has adhered to the time schedule specified in the contract in dispatching the documents/drawings pursuant to 'Technical Specification'.

He has supervised the commissioning of the equipment(s)/plant(s) in time, i.e. within the time specified in the contract from date of intimation by the Purchaser/Consignee in respect of the installation of the equipment(s)/plant(s).

Training of personnel has been done by the supplier as specified in the contract

In the event of documents/drawings having not been supplied or installation and commissioning of the equipment(s)/plant(s) having been delayed on account of the supplier, the extent of delay should always be mentioned in clear terms.