

MINUTES OF THE MEETING

**PRE BID MEETING OF TENDER FOR SUPPLY, INSTALLATION
COMMISSIONING OF STAINLESS STEEL (SS) ITEMS AT IVC, CHENGALPATTU**

Document No. : NPI-120310-EQP-S1-TD-24 Rev. 00 dtd 08.06.2016

Venue : HLL Biotech Limited, Chennai

Date : 17.06.2016 & 18.06.2016

Project : Integrated Vaccines Complex, Chengalpattu

Attendees : Enclosed As Annexure

Issued by : Mr. Suresh S (Sr. Manager –Procurement)

Issued on : 01.07.2016

Issued from : HLL Biotech Limited, Chennai

S. No	Details regarding important dates are as follows:	
1	Closing date & time for receipt of Bids	18.07.2016 @ 15:30 hrs
2	Time and date of opening of Technical Bids	18.07.2016 @ 16:00 hrs
Details regarding Delivery Section XXIII – SCHEDULE OF FISCAL ASPECTS		
3	Delivery	10 Weeks from date of issue of Purchase order.
4	Installation and Commissioning	4 Weeks from the date of materials received at the site.

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I. General Discussion Points:

1. There are 5 schedules in this tender. Depending on the eligibility and willingness, a vendor can participate in all the schedules or any of the selected schedule/s the vendor is eligible / willing to participate.
2. EMD shall be submitted separately schedule wise. EMD validity shall be 165 days from the date of Tender Submission.
3. PBG (Security Deposit) shall be valid upto an initial period of 30 months from the date of Purchase Order.
4. Partial quoting of schedules is not permissible (meaning quoting for only few items within a schedule is not permissible). Schedules has to be quoted in full as per the items listed in each schedule. If it is not possible for the vendor to make or manufacture any one item in the schedule, he becomes ineligible to quote for the particular schedule.
5. The vendor should submit their bid in individual envelopes for each schedule. Tender details and schedule number should be clearly written on top of this envelope. This envelope should in turn contain 2 smaller envelopes – one for the technical bid and one for the price bid of the schedule, the details of which should be clearly written on the covers. All the covers should be properly sealed.
6. If a vendor is quoting for all 5 schedules, then he should be providing 5 envelopes (each envelope in turn containing 2 envelopes - one for technical bid and one for price bid). All the 5 envelopes can then be put in one big cover and sent to the mailing address mentioning the details of the tender on the cover.
7. The vendor shall give the total costing for each schedule as per the major item list in each schedule. **However there shall be an annexure (BOQ) for each major item under each schedule mentioning the unit price and the total value of each line item as per the line listing in the BOQ attached in this pre-bid MOM for better clarity.**
8. For the successful bidder/s, HBL will provide block wise priority for supply of the items. The items amongst the five schedules for that particular block shall be supplied as per the priority, the details of which will be clearly provided along with the purchase order.
9. The successful bidder / vendor shall make an onsite evaluation for taking the actual measurements before fabrication of the items.
10. The successful bidder shall provide isometric drawings for each item. Upon approval of the isometric drawing by the technical team of HBL, the vendor shall keep ready one sample of each


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item for inspection purpose. Further to inspection and approval by HBL's technical team, the vendor shall proceed with further manufacturing of the item.

II. Technical Points:

1. **Vendors to consider quantities, dimensions and specifications as per the pre-bid MOM only.**
2. **Drawings have been provided only for illustrative purpose. The vendors shall refer the BOQ for the actual dimensions.**
3. MOC certificate shall be provided for all the SS Items.
4. All the SS items shall be made from SS 304 with matt finish of 240 grit and electro polished wherever specified.
5. The SS items shall be GMP complaint with no sharp edges and with smooth corners.
6. Single sheet shall be considered for the SS furnishing to avoid adjoining welding in the furniture.
7. SS 1 (one) Inch drain connecting pipes up to 2 (two) meters from the wash sinks or wash tubs to the drain points shall be provided and the same shall be under the vendor scope.
8. Actual measurement of the cross over benches may vary from (+/- 100 mm) and the same shall be considered for the price quoting.
9. All the SS items shall be identified by PVC stickers. The identification code shall be provided while placement of order.
10. All welded points to be devoid of any weld beads.
11. All the other technical details of the line items under each schedule are attached as Annexures (I, II, III, IV & V).

For HLL Biotech Limited


1/7/16,

Authorized Signatory