

MINUTES OF THE MEETING
PRE BID MEETING OF TENDER FOR
SUPPLY, INSTALLATION, COMMISSIONING & VALIDATION OF
PARTICLE COUNTERS (NON-VIABLE))
AT HLL BIOTECH LIMITED, CHENGALPATTU, CHENNAI

Document No. : NPI-120310-EQP-S1-TD-25

Venue : HLL Biotech Limited, Chennai

Date : 29.03.2016

Project : Integrated Vaccines Complex, Chengalpattu

Attendees : See attached list of attendees

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

Issued on : 31st March 2016

Issued from : HLL Biotech Limited, Chennai

Agenda	
1.	Pre-bid Meeting of supply, installation, commissioning & validation of particle counters (Non-Viable) for IVC, Chengalpattu

S. No.	Clarifications on queries	
	Tender for supply, installation, commissioning & validation of particle counters (Non-Viable) at HLL Biotech limited, Chengalpattu : NPI-120310-EQP-S1-TD-25	
A	Discussion on Tender Enquiry Document: NPI-120310-EQP-S1-TD-25	
	General Discussion Points	
1.	Total 19 (Nineteen) nos. of Online particle counter are required in 4 Systems. Vendors to consider Location of the online particle counter as per the Page no.6, 7, 8, and 9 of Online particle Counter URS (Document No – DS-OPC 01 Rev. 02).	
2.	Vendors informed FAT & SAT of the particle counter is not required. HBL agreed with Vendors remark and is removed from the scope of vendors.	
3.	PQ Support : PQ will be under the scope of HBL. However, Vendors agreed to provide the technical support to complete the PQ works.	
4.	Risk Analysis : Vendors informed that the Risk Analysis of the System shall be normally done by QA team. However, if any support required to carry out the risk analysis, the same will be provided by Vendors.	
5.	Calibration : Calibration of Particle Counter equipment to be done at site. Vendors have to quote for the tender considering the same.	
6.	Molybdenum test for SS 316 should be performed by the Vendors as a part of material testing.	
7.	Operation & Maintenance Manual of Equipment : Vendors agreed to provide only Operation Manual of equipment's as Maintenance manual is proprietary document for them.	
	Clarifications on URS	
B	Specific revision in the URS of Online Particle Counter (Non-Viable) / Doc No. : DS-OPC01	
	URS Point number and excerpt* / description of the specification *	Point modified as / Comment
1.	Batch Reporting : Vendors suggested to add Batch Reporting feature in URS as per cGMP practise.	HBL agreed and the same is added in URS.
2.	Isokinetic Probe : Vendors suggested to use SS 303 Isokinetic Probe instead of SS 316L mentioned in URS	HBL explained about the requirement of SS 316 L isokinetic probe. However, HBL suggested Vendors to consider minimum SS316 isokinetic probe.
3.	Server PC : Vendors suggested to increase the Hard Drive Capacity of Redundant server PC from 200 GB to minimum 1 TB.	HBL agreed for same.

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4.	PoE cable Length: Between Filling line and particle counter PC	Vendors to consider PoE Cable length for each online particle counter system shall be mentioned below: 1)F1-OPC 01(VVF-Rabies)- 30 mtr 2)F1-OPC 02(VVF-Measles)- 25 mtr 3)F2-OPC 01(BVF)- 30 mtr 4)F4-OPC 01(BCG)- 25 mtr	
5.	CAT 5e/CAT 6 Cable Length:	For Interconnection of VVF Block Rabies section & Measles section online particle counter system, Vendors has to consider 60 mtr cable length of CAT 5e/CAT 6 Cable.	
6.	Online Particle counter System Architecture : Page 10/10 of URS	Fiber Optics cable mentioned in system architecture will be provided by HBL. Vendors to supply Ethernet switch suitable to integrate with Fiber Optic cable.	
C Specific revision in the URS of Offline Particle Counter (Non-Viable) / Doc No. : DS-OPF 01			
	URS Point number and excerpt* / description of the specification *	Point modified as / Comment	
1.	Flow Rate : 100 LPM +/- 5% for 0.3 Micron	Vendors informed that flow is not related with Micron size of particle. The same is agreed by HBL and changes as 100 LPM +/- 5 %.	
2.	Maximum Particle Concentration : 688,495/Cu. Ft	Vendors informed that the same shall be as per ISO14644-1 guidelines. HBL agreed for the same.	
G Clarification on Commercial Queries			
	Clause in Tender Document/supplier queries	Point modified as/ Comment	
1.	Time Of Completion for Offline Particle Counter :	5 Nos - within 2 months from the date of issue of Purchase Order 5 Nos - within 3 months from the date of issue of Purchase Order	
2.	Time Of Completion for Online Particle Counter :	As per Tender document.	
3.	Submission of completed Tender: 12-04-2016, 15:00 Hrs	Submission of completed Tender: 16-04-2016, 15:00 Hrs	
4.	Opening of Techno-Commercial Bid: 12-04-2016, 15:30 Hrs	Opening of Techno-Commercial Bid: 16-04-2016, 15:30 Hrs	
5.	EMD:	Tender Conditions holds good. It is recommended to submit separate EMDs schedule wise.	

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6.	Notarization :	In case of submitting original document, notarization is not required. However, In case of Photocopy of the required document, the same shall be notarized. (Wherever applicable as per TE document.)
7.	Power of Attorney for signing the documents :	Authorization letter is sufficient.
8.	Page No: 35/99, Payment for Imported Goods: Advance 10% of the net DAP price after submission of Bank guarantee equivalent to 110% of the advance amount in the same currency along with submission of Security Deposit / Performance security equal to 5% of the contract value in the form of a bank guarantee from or in the case of a foreign tenderer, the same shall be endorsed by a Nationalized Indian Bank .	Page No: 35/99, Payment for Imported Goods: Advance 10% of the net DAP price after submission of Bank guarantee equivalent to 110% of the advance amount in the same currency along with submission of Security Deposit / Performance security equal to 5% of the contract value in the form of a bank guarantee from Scheduled commercial Bank or in the case of a foreign tenderer, the same shall be endorsed by a Scheduled commercial Bank .
9.	Tender Fee	The tenders who are currently registered and, also, will continue to remain registered during the tender validity period with National Small Industries Corporation (NSIC), New Delhi for the specific goods as per tender enquiry specification are exempted from payment of Tender fee, 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.
10	ESIC	There will not be any deduction on account of ESIC. However, the safety of labours engaged by the vendor will be under the scope of vendor and HBL will not hold any responsibility for the vendor's labour.
11	Liquidated Damages (LD) Clause	In case of any delay on account of HBL or due to site readiness, the same shall be considered on the approval of site in-charge for waiver off LD clause.
12	Form-C	For Interstate sales, Form-C shall be provided
13	Payment Terms	Tender condition holds good.
14	The Annual Report (Balance Sheet and Profit & Loss Account) for last three years prior to the date of Tender opening certified by a Chartered Accountant should be submitted.	The Annual Report (Balance Sheet and Profit & Loss Account) for last three financial years (2012-13, 2013-14, 2014-15) prior to the date of Tender opening certified by a Chartered Accountant should be submitted. (or) A consolidated certificate pertaining to the annual

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	turnover and net worth for last three financial years (2012-13, 2013-14, 2014-15) prior to the date of Tender opening certified by a Chartered Accountant shall be submitted.

For HLL Biotech Limited



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SURESH S
Senior Manager (Procurement)







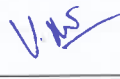




LIST OF ATTENDEES

Subject : Negotiation Meeting for Interior Office Furnishing works at HBL Office ,Ticel Biopark Phase II Campus, Taramani

Project : HBL- Admin Office Phase II

Date & Time : 04.07.2015 @ 12.00 Hrs

Venue : HBL Corporate Office, Taramani, Chennai

S.NO	Name & Designation	Organization	Contact Details	Signature
1.	A. Joseph	Sreedha Instruments	9790935125	
2.	Anil Kumar Sabu	Sreedha Instruments	7043043500	
3	JUNANT JOSHI	Sreedha Instruments	98240 11583	
4	STANLEY THOMAS	TSI Instruments	9731022225	
5	KEERTHI . S	TSI Instruments	9886301328	
6	R.Ashok Kumar	Amit Lal	8754589883	
7,	V.Manikanda.	Techbio Solutions.	9003900191	
8.	Jayanthi	Techbio Solutions	9003900193	
9.	V.Sivaganesk	HBL	9486022966	
10.	Nikhil Patni	HBL	9280251149	
11	B.Sethesh	HBL	9443026353	
12	G.NARASIMHA REDDY	HBL	8754450128	
13	HARSHAD DABHI	HBL	8939800318	