



HLL BIOTECH LIMITED
(Subsidiary of HLL Lifecare Limited)
(A Government of India Enterprise)

MINUTES OF THE MEETING

**PRE BID MEETING OF TENDER
FOR OFFICE INTERIOR FURNISHING WORKS AT INTEGRATED VACCINE COMPLEX, HBL
CHENGALPATTU**

Document No. : HBL/TD/IVC/ADMIN/OFF_FURNISH/15-16 dtd 31.10.2015

Venue : HLL Biotech Limited, Chennai

Date : 05.11.2015

Project : Integrated Vaccines Complex, Chengalpattu

Attendees : See attached list of attendees

Issued by : Senior Manager, Procurement.

Issued on : 17.11.2015

Agenda

Pre-bid Meeting for Design, Supply, Installation, Commissioning, Testing and Documentation of Office Interior Furnishing Works at Integrated Vaccine Complex, HBL Chengalpattu.



Commercial Clarifications:

S. No.	Clarifications on queries	
	<p>General Points:</p> <ol style="list-style-type: none"> 1. The presentation is attached which will be considered as part of the tender enquiry document. 2. In case of separate Purchase order and Service order, the vendor shall provide the CA authorized certificate as that the Tax on these invoice has already been paid. However while quoting, taxes has to be shown separately. Total value quoted shall be inclusive of all applicable taxes and duties. 3. In case of Work Order, WCT at 5% and TDS at 2% shall be deducted on the RA bills. 4. It must be clearly understood that the contract is an Item wise contract. The contract shall be based on Item wise Price for the Items listed in the Bill of quantities. The unit price quoted shall remain same irrespective of quantity variation. However the quantity considered in the BOQ will be taken for consideration for evaluation and award of contract. 5. Integrity Pact is attached herewith which shall be considered under Section XII of the TE document. 6. The last date of submission of the bids is extended from 20.11.2015 @ 15:00 Hrs. to 25.11.2015 @ 11.00 Hrs. 7. The Date of Technical Bid opening is extended from 20.11.2015 @ 15:30 Hrs. to 25.11.2015 @ 11.30 Hrs 	
	Clause in Tender	Point modified as/ Comment
1.	<p><u>Under SECTION – IV, clause 5)</u> Net worth of the company shall be positive during the last three financial years (2012-13, 2013-14 and 2014-15). Notarized copies of the Chartered Accountant certified balance sheet statements should be enclosed.</p>	<p>Net worth of the company shall be positive during the last three financial years (2012-13, 2013-14 and 2014-15). Notarized copies of the Chartered Accountant certified balance sheet statements, profit and loss account statement should be enclosed.</p>
2.	<p><u>Under SECTION – V, clause 2)Payment Schedule</u> Advance: An advance of 10% of the contract value shall be released against Bank guarantee equivalent to 110% of the advance amount and submission of 5% 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</p>	<p>Advance: An advance of 10% of the Order shall be released against Bank guarantee equivalent to 110% of the advance amount and submission of 5% 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. Advance will be paid only after the Contractor has unconditionally accepted the contract. The advance will be adjusted 10% from</p>



S. No.	Clarifications on queries
	<p>valid for a period upto the completion of the contract. Advance will be paid only after the Contractor has unconditionally accepted the contract. The advance will be adjusted 10% from each running bill. Format for the Bank Guarantee is given as Annexure-III.</p> <p>Payment shall be made within 15 days as specified in the contract in the following manner:</p> <p>b) 70% of the contract price shall be paid on receipt of goods in good condition and upon the submission of the following documents :</p> <p>(As per TE document)</p> <p>c) On Final Acceptance Certificate issued by Client/ Purchaser:</p> <p>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.</p> <p>each running bill. Format for the Bank Guarantee is given as Annexure-III.</p> <p>b) 70% of the RA bill shall be paid after the certification by the engineer in-charge (after all due recoveries like advance and if any other as applicable effected) within 2 working days from the date of submission of bills.</p> <p>c) On Final Acceptance Certificate issued by Client/ Purchaser:</p> <p>Balance 30% payment of the RA Bill shall be paid 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.</p> <p>Note:</p> <p>a) In case of separate orders (Purchase Order & Service Order), the above payment shall be followed for purchase order and the payment terms for services in the TE document shall be considered for Service order. Advance (10% of the Order Value) shall be paid on the Purchase Order value.</p> <p>b) In case of work order, the above payment shall be followed.</p>
3.	<p><u>Under SECTION – V, clause 9) Defect Liability Period</u></p> <p>for a period of minimum two Years (24 months) from the date of final acceptance certificate from HBL</p> <p>Tender terms hold good.</p>
4.	<p><u>Under SECTION – V, clause 9) Performance Security</u></p> <p>The performance bank guarantee valid up to a period of 2 years (till completion of Defect Liability Period) 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.</p> <p>The performance bank guarantee valid up to a period of 2 years (till completion of Defect Liability Period) 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 / Work Order) for 5% of total contract value.</p> <p>(Rest of the clause remains unaltered as per TE document)</p>
5.	<p><u>Under SECTION – V, clause 6) Time Schedule</u></p> <p>The Furnishing work should be completed within 60 days from the date of issue of purchase order.</p> <p>The Furnishing work should be completed within 70 days from the date of issue of purchase order.</p>

Technical Clarifications:

S. No.	Clarifications on queries
1.	General Points:

S. No.	Clarifications on queries
	<ol style="list-style-type: none"> 1. Electrical scope of work has been clarified that the cabling from existing DB located in Admin Ground & First floors shall be in the interior contractor scope of work. The Respective Earthing for all interior associated equipments from Existing Main Earthing is also into interior contractor scope. 2. The IT scope of work shall be Networking/telephone cabling from Patch panel to respective Workstations / walls associated with Interior/Civil works in Complete Admin Ground and First Floors. The Patch Panel also into Interior contractor scope of work. 3. Labour accommodation / Storage Yards - The contractor has to arrange their own accomodation and Storage Yards for Labours and Material Storage. 4. Successful bidder shall submit the project schedule within 3 days from the date of receipt of LOA/Purchase Order. 5. Electricity, Water and Gas required for any purposes will be in the scope of Contractor. 6. Storage of materials: Contractor shall be given only the area required for housing his stores for Tools and Tackles in the site. Any workshop/shelter required for contractor shall be arranged at his own cost and labour including the material required for afore said activity. The safety and proper storage of all items will be the responsibility of the contractor at his own cost 7. PF, Contract Labour License, ESIC are in the scope of Contractor. In case any additional amount is demanded from HBL by the authorities on any account, HBL shall have the right to recover the same from the Contractor. Contractor shall submit Registration Numbers for Service Tax, VAT, Works Contract Tax, IT PAN No., PF Contract Labour License, ESIC along with bid documents. 8. Patch fitting – Make to be changed 9. <u>BOQ2 page No: 23 of 57 Point No: 1.7 -</u> Reception table size shall 4600mm x 1100mm x 1200mm as specified in the Furniture Layout. 10. <u>BOQ1 page No: 20 of 57 Point No: 8.19 -</u> Painting Board Basic price shall be referred as below. <ol style="list-style-type: none"> <u>a.</u> 8.19.1 – Rs.2000/- <u>b.</u> 8.19.2 – Rs.1750/- <u>c.</u> 8.19.3 – Rs.1500/- <u>d.</u> 8.19.4 – Rs.1250/- <u>e.</u> 8.19.4 – Rs.1000/- 11. <u>BOQ page No: 59 of 92 - The missed out line items approved makes shall be referred as listed below.</u> <p>Air curtain – System Air / Crompton / LG.</p> <p>PVC/MS Conduits - Kalinga / BEC / AKG.</p> <p>Networking Cables - Systimax/Corning/seimon</p> 12. Laminates used for Tables / Wall Plys – Basic Price should not be less than Rs.70/sqft.

S. No.	Clarifications on queries
	<p>13. <u>BOQ page No:16/57 Point No:</u>8.2 VERTICAL BLINDS Basic Price Per Sqft shall be considered as Rs.180/-</p> <p>14. <u>BOQ page No:16/57 Point No:</u> 8.3 ROLLER BLINDS– Basic Price Per Sqft shall be considered as Rs.160/-</p> <p>15. <u>BOQ page No:16/57 Point No:</u> 8.1 WASHBASIN– Model Number to be given</p> <p>16. <i>Warranty card for all major items needs to be submitted.</i></p> <p>17. <i>BOQ page No:33/57 Point No: 4.1 to 4.4 - The Workstation external surface should be completely provided with 10m Pre-laminated Particle Boards.</i></p> <p>18. HBL informed to the bidders that the complete Conference, Board & Training Rooms Interior, IT, Electrical & AV Systems is in the scope of Interior contractor. Hence the full acoustic sound proofing should ensure by the interior contractor while designing and executing the work.</p> <p>19. <i>It was instructed the bidders to Propose if any alternate equivalent makes other than the makes offered in the tender document on or before 09th Nov 15, 5PM. After detail review of HBL, the makes will be considered as approved Make. Since, there is no such equivalent makes along with necessary supporting documents submitted by the bidders, it is concluded that the bidders shall strictly proceed with tender approved makes.</i></p> <p>20. Bidders shall submit the loose furniture models along with the detailed specifications which shall be considered as a part of Technical Bid for evaluations. (Model pictures shall be provided).</p> <p>21. The layouts are already provided in the TED. The detailed diagrams and drawings shall be provided after award of contract to the successful bidder.</p>
	<div>Clause in Tender</div> <div>Point modified as/ Comment</div>
2.	<div><u>Under SECTION – V, clause 6) Time Schedule</u></div> <div>The Furnishing work should be completed within <u>60 days</u> from the date of issue of purchase order.</div> <div>As requested by Vendors, The Drawing preparation time of 10 Days included Extra from the Project completion schedule. Accordingly the Completion schedule is revised to 70 Days from the date of issue of LOA/Purchase order instead of <u>60 days</u> from the date of issue of purchase order.</div>
3.	<div><u>BOQ page No:15 of 57 Point No:6.6 -</u></div> <div>Conference hall – foldable partition thickness.</div> <div>As requested by Bidders the foldable partition thickness is revised to 100mm instead of 150mm. The Partition infill shall remain with Rockwool. However the complete sound proofing between Conference/Board room shall be the responsibility of contractors to prove. In case fail to prove the same, the contractor should replace the same with 150mm thick as referred in the tender. The price shall be considered for bidding in accordance with technical requirement.</div>
4.	<div><u>BOQ page No:14 of 57 - Point No: 6.4 & 6.5</u></div> <div>Wooden Door - Leaf thickness (without veneer) shall be – 32 mm and Veneer thickness</div>



S. No.	Clarifications on queries	
		4mm+4mm on both sides. The Door Frame size shall be 100 x 75 mm.
5.	<p><u>BOQ page No:8/57 Point No:3.8</u></p> <p>LACQUERED GLASS CLADDING - Providing and fixing of 6mm thick toughened colour glass (Design if necessary as per client requirement) with 8/12 mm thick Ply backing. The scope included all necessary fixtures, SS framing.</p>	LACQUERED GLASS CLADDING - Providing and fixing of 6mm thick Float/ plain colour glass (Design if necessary as per client requirement) with 8/12 mm thick Ply backing. The scope included all necessary fixtures, SS framing.
6.	<p><u>BOQ page No:8/57 Point No:3.7b</u></p> <p>WALL CLADDING (WOODEN): Providing & fixing column/wall cladding of overall thickness of 37mm to consist 25mmx25mm Hard wood framework @ 450mm c/c both sides Framework to be secured to floor, structural ceiling and nearest structural member using 100mm galvanized metal screws/ dash fasteners and wooden dowels as details</p>	WALL CLADDING (WOODEN): Providing & fixing column/wall cladding of overall thickness of 37mm to consist 25mmx50mm Hard wood framework @ 450mm c/c both sides Framework to be secured to floor, structural ceiling and nearest structural member using 100mm galvanized metal screws/ dash fasteners and wooden dowels as details
7.	<p><u>BOQ page No:32/57 Point No:2.13</u></p> <p>RECEPTION SOFA (FOUR SEATER): Sofa - Supply /Providing and making Sofa three Seater in Syn Leather finish with quilt and double cushion (Min 48kg/m3 density foam) in approved color and fabrics - leatherite / Fabrics. The Hand rest of the sofa will be finish with solid wood in PU finish/Chrome feet and Stainless Steel chrome frame. The sofa shall be designed as per tender reference image. Note: Sofa Models should be get approved from Client before submitting the Bids. The sofa size shall be 2250mm (L) x 800mm (W) and may be with tolerance of 5% is acceptable.</p>	<p>RECEPTION SOFA (FOUR SEATER): Sofa - Supply /Providing and making Sofa Four Seater in Syn Leather finish with quilt and double cushion (Min 48kg/m3 density foam) in approved color and fabrics - Featherlite / Fabrics. The Hand rest of the sofa will be finish with solid wood in PU finish/Chrome feet and Stainless Steel chrome frame. The sofa shall be designed as per tender reference image. Note: Sofa Models should be get approved from Client before submitting the Bids. The sofa size shall be 3000mm (L) x 800mm (W) and may be with tolerance of 5% is acceptable.</p>
8.	<p><u>BOQ page No:36/57 Point No:4.6</u></p> <p>FULL HEIGHT STORAGE: Supply & Installation of full height storage units made with 18mm pre laminated Particle board finished with edge binding of approved color with 03 shelves in between. The shutters shall be made with 18mm pre-laminated Particle board and shall be fixed with Italian hinges and shall have handles lock magnetic catch etc. of approved type and make. The storage sizes are as listed following. Note: (PI refer tender - Reference Image for details)</p>	FULL HEIGHT STORAGE: Supply & Installation of full height storage units made with 18mm pre laminated Particle board finished with edge binding of approved color with 05 shelves in between. The shutters shall be made with 18mm pre-laminated Particle board and shall be fixed with Italian hinges and shall have handles lock magnetic catch etc. of approved type and make. The storage sizes are as listed following. Note: (PI refer tender - Reference Image for details)

For HLL Biotech Limited

Senior Manager, Procurement.



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PREBID MEETING FOR IVC - INTERIOR WORKS

LIST OF ATTENDEES

S.No	NAME	DESIGNATION/COMPANY/EMAIL	SIGNATURE
1	P. PRADEEP GANESAN Sr. Manager Commercial P&A	OCEAN Interiors Ltd. Pradeep@ocean.net.in, info@ocean.net.in	P. Pradeep Ganesan 05/11/15
2	S.M.G. RATHI Technical Director	Technical Director Monalisa Interior Decorators Pvt. Ltd.	S.M.G. Rathi 5/11/2015
3	M. VEERAPPAN	VEERAPPAN.CHIT@CHETTRAD.COM Senior Engineer Chettradi Builders Pvt. Ltd.,	M. Veerappa 5/11/15
4	Yanendra Krishnan	Project Manager MTC INFRA. / Chennai-16	Yanendra Krishnan 5/11/2015
5	K. Saravanan	P.K. Associates Supervisor	K. Saravanan 5-11-15
6	RAGUNATHAN P	Chettradi Builders	R. Ragunathan
7	NIRANJAN UDOSH	PERFECT MANAGEMENT CONSULTANT anjabaddesh@harsenindia.com	N. Udosh
8	VINOD M. C	Ops Manager Godrej & Boyce vinodm@godrej.com	V. M. C.
9	Tharpanan P	Godrej & Boyce Mfg. Co. Ltd. tp@godrej.com	P. Tharpanan
10	K. Gouthamy	Deputy Manager, Public Division Gouthamy@godrej.com	K. Gouthamy
11	S LAVANYA	HBL	S. Lavanya
12	SABARINATH M	sabarinarthm@HBL hllbiotech.com	S. Sabarinath
13	N. RAMNATH	PE/HBL - ramnathn@hllbiotech.com	N. Ramnath
14	R. JOHNSON	HBL johnsonr@hllbiotech.com	R. Johnson