## TENDER FOR SUPPLY AND INSTALLATION OF EQUIPMENTS

## FOR

## HIMACHAL PRADESH PROJECT- IV

### IFB NO: HLL/AFT/TDG/HP-IV/EQP/2014-15/07



**HLL LIFECARE LIMITED**

(A GOVT. OF INDIA ENTERPRISE)

AKKULAM FACTORY, SREEKARIAM P.O.

THIRUVANANTHAPURAM – 17

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**SECTION I**

IFB NO: HLL/AFT/TDG/HP-IV/EQP/2014-15/07 **18-03-2015**

## TENDER NOTICE

## HLL Lifecare Limited hereby invites sealed bids (under Two Bid system) from eligible bidders for the supply and installation of following Equipments on turnkey basis at various Hospitals in following Districts in Himachal Pradesh.

EMD AMOUNT**: Rs. 32,000/-**

| **SI.**  **No.** | **Equipment** | **Name of the Hospital** | **District** | **Qty** | **Total Qty** |
| --- | --- | --- | --- | --- | --- |
| 1 | Suction Machine (Electric) | Civil Hospital, Tissa | Chamba | 1 | 36 |
| Community Health Cente, Bharmour | Chamba | 1 |
| Community Health Centre, Sahoo | Chamba | 1 |
| Primary Health Centre, Samote | Chamba | 2 |
| District Hospital, Reckong Peo | Kinnaur | 1 |
| Community Health Center, Pooh | Kinnaur | 1 |
| Community Health Center, Sangala | Kinnaur | 1 |
| Community Health Center, Bhawanagar | Kinnaur | 2 |
| Community Health Centre, Nichar | Kinnaur | 1 |
| Community Health Centre, Udaipur | L& SPITI | 1 |
| Community Health Centre, Kaza | L& SPITI | 2 |
| Civil Hospital, Karzog | Mandi | 1 |
| Civil Hospital, Sandhole | Mandi | 1 |
| 1 | Suction Machine (Electric) | Community Health Centre, Bagsaid | Mandi | 1 |  |
| Community Health Centre, Jenjehli | Mandi | 1 |
| Community Health Centre, Padhar | Mandi | 1 |
| Community Health Centre, Dharampur | Mandi | 2 |
| Community Health Centre, Baldwara | Mandi | 1 |
| Community Health Centre, Ratti | Mandi | 1 |
| Community Health Centre, Kotti | Mandi | 1 |
| Primary Health Centre, Nagwain | Mandi | 2 |
| Civil Hospital, Rajagarh | Sirmour | 1 |
| Civil Hospital, Sarahan | Sirmour | 1 |
| Community Health Centre, Shillai | Sirmour | 1 |
| Primary Health Centre, Nohradhar | Sirmour | 1 |
| Community Health Centre, Chail | Solan | 1 |
| Community Health Centre, Kunihar | Solan | 1 |
| ESI, Parwanoo | Solan | 1 |
| Community Health Centre, Darlagat | Solan | 1 |
| Community Health Centre, Dharampur | Solan | 1 |
| Primary Health Centre, Patta Mehlog | Solan | 1 |
| 2 | Oxygen Concentrator | Community Health Cente, Bharmour | Chamba | 1 | 18 |
| Community Health Centre, Sahoo | Chamba | 1 |
| Primary Health Centre, Samote | Chamba | 1 |
| Community Health Center, Bhawanagar | Kinnaur | 1 |
| Community Health Centre, Nichar | Kinnaur | 1 |
| Community Health Centre, Udaipur | L& SPITI | 1 |
| Community Health Centre, Padhar | Mandi | 1 |
| Community Health Centre, Baldwara | Mandi | 1 |
| Community Health Centre, Gohar | Mandi | 1 |
| Primary Health Centre, Nagwain | Mandi | 1 |
| Civil Hospital, Rajagarh | Sirmour | 1 |
| Civil Hospital, Dadahu | Sirmour | 1 |
| Community Health Centre, Shillai | Sirmour | 1 |
| Community Health Centre, Kunihar | Solan | 1 |
| ESI, Parwanoo | Solan | 1 |
| Community Health Centre, Darlagat | Solan | 1 |
| Community Health Centre, Dharampur | Solan | 1 |
| Primary Health Centre, Patta Mehlog | Solan | 1 |
| 3 | Feotal Doppler | Civil Hospital, Tissa | Chamba | 1 | 29 |
| Community Health Cente, Bharmour | Chamba | 1 |
| Community Health Centre, Sahoo | Chamba | 1 |
| Primary Health Centre, Samote | Chamba | 1 |
| District Hospital, Reckong Peo | Kinnaur | 1 |
| Community Health Center, Pooh | Kinnaur | 0 |
| Community Health Center, Sangala | Kinnaur | 0 |
| Community Health Center, Bhawanagar | Kinnaur | 1 |
| Community Health Centre, Nichar | Kinnaur | 0 |
| Community Health Centre, Udaipur | L& SPITI | 1 |
| Community Health Centre, Kaza | L& SPITI | 1 |
| Civil Hospital, Karzog | Mandi | 1 |
| Civil Hospital, Sandhole | Mandi | 1 |
| Community Health Centre, Bagsaid | Mandi | 1 |
| Community Health Centre, Jenjehli | Mandi | 1 |
| Community Health Centre, Padhar | Mandi | 1 |
| Community Health Centre, Dharampur | Mandi | 1 |
| Community Health Centre, Baldwara | Mandi | 1 |
| Community Health Centre, Ratti | Mandi | 1 |
| 3 | Feotal Doppler | Community Health Centre, Gohar | Mandi | 1 |  |
| Community Health Centre, Kotti | Mandi | 1 |
| Primary Health Centre, Nagwain | Mandi | 1 |
| Civil Hospital, Rajagarh | Sirmour | 1 |
| Civil Hospital, Dadahu | Sirmour | 1 |
| Civil Hospital, Sarahan | Sirmour | 1 |
| Community Health Centre, Shillai | Sirmour | 0 |
| Primary Health Centre, Nohradhar | Sirmour | 1 |
| Community Health Centre, Chail | Solan | 1 |
| Community Health Centre, Kunihar | Solan | 1 |
| ESI, Parwanoo | Solan | 1 |
| Community Health Centre, Darlagat | Solan | 1 |
| Community Health Centre, Dharampur | Solan | 1 |
| Primary Health Centre, Patta Mehlog | Solan | 1 |
| 4 | Stethoscope | Civil Hospital, Tissa | Chamba | 1 |  |
| Community Health Cente, Bharmour | Chamba | 1 |
| Community Health Centre, Sahoo | Chamba | 1 |
| Primary Health Centre, Samote | Chamba | 1 |
| District Hospital, Reckong Peo | Kinnaur | 1 |
| 4 | Stethoscope | Community Health Center, Pooh | Kinnaur | 1 | 33 |
| Community Health Center, Sangala | Kinnaur | 1 |
| Community Health Center, Bhawanagar | Kinnaur | 1 |
| Community Health Centre, Nichar | Kinnaur | 1 |
| Community Health Centre, Udaipur | L& SPITI | 1 |
| Community Health Centre, Kaza | L& SPITI | 1 |
| Civil Hospital, Karzog | Mandi | 1 |
| Civil Hospital, Sandhole | Mandi | 1 |
| Community Health Centre, Bagsaid | Mandi | 1 |
| Community Health Centre, Jenjehli | Mandi | 1 |
| Community Health Centre, Padhar | Mandi | 1 |
| Community Health Centre, Dharampur | Mandi | 1 |
| Community Health Centre, Baldwara | Mandi | 1 |
| Community Health Centre, Ratti | Mandi | 1 |
| Community Health Centre, Gohar | Mandi | 1 |
| Community Health Centre, Kotti | Mandi | 1 |
| Primary Health Centre, Nagwain | Mandi | 1 |
| Civil Hospital, Rajagarh | Sirmour | 1 |
| Community Health Centre, Kunihar | Solan | 1 |
| ESI, Parwanoo | Solan | 1 |
| Community Health Centre, Darlagat | Solan | 1 |
| 5 | Nebulizer | Civil Hospital, Tissa | Chamba | 1 | 33 |
| Community Health Cente, Bharmour | Chamba | 1 |
| Community Health Centre, Sahoo | Chamba | 1 |
| Primary Health Centre, Samote | Chamba | 1 |
| District Hospital, Reckong Peo | Kinnaur | 1 |
| Community Health Center, Pooh | Kinnaur | 1 |
| Community Health Center, Sangala | Kinnaur | 1 |
| Community Health Center, Bhawanagar | Kinnaur | 1 |
| Community Health Centre, Nichar | Kinnaur | 1 |
| Community Health Centre, Udaipur | L& SPITI | 1 |
| Community Health Centre, Kaza | L& SPITI | 1 |
| Civil Hospital, Karzog | Mandi | 1 |
| Civil Hospital, Sandhole | Mandi | 1 |
| Community Health Centre, Bagsaid | Mandi | 1 |
| Community Health Centre, Jenjehli | Mandi | 1 |
| Community Health Centre, Padhar | Mandi | 1 |
| Community Health Centre, Dharampur | Mandi | 1 |
| Community Health Centre, Baldwara | Mandi | 1 |
| Community Health Centre, Ratti | Mandi | 1 |
| 5 | Nebulizer | Community Health Centre, Gohar | Mandi | 1 |  |
| Community Health Centre, Kotti | Mandi | 1 |
| Primary Health Centre, Nagwain | Mandi | 1 |
| Civil Hospital, Rajagarh | Sirmour | 1 |
| Civil Hospital, Dadahu | Sirmour | 1 |
| Civil Hospital, Sarahan | Sirmour | 1 |
| Community Health Centre, Shillai | Sirmour | 1 |
| Primary Health Centre, Nohradhar | Sirmour | 1 |
| Community Health Centre, Chail | Solan | 1 |
| Community Health Centre, Kunihar | Solan | 1 |
| ESI, Parwanoo | Solan | 1 |
| Community Health Centre, Darlagat | Solan | 1 |
| Community Health Centre, Dharampur | Solan | 1 |
| Primary Health Centre, Patta Mehlog | Solan | 1 |

1. **INTRODUCTION**

1. Eligible Bidders

1.1 Only primary manufacturers / authorised dealers are eligible to participate in the tender.

1.2 Bidders should not be associated with the purchaser for the preparation of the design, specifications, and other documents used for the procurement of the equipments under this Invitation of Bids.

1.3 The bidder should have a **minimum 3 years’ experience in the field of manufacture** **and/or supply of the medical equipments**.

1.4 Bidder should have good financial background proven by balance sheet of three immediate previous financial years showing profit.

| **Sl. No.** | **Minimum Eligibility criteria** | **Narrations** |
| --- | --- | --- |
| **1** | Experience | 1. Should have a minimum of 3 years’ experience in the field of dealing medical equipments. Should have the experience in supplying, installing and commissioning of high end hospital equipments. |
| **2** | Licenses/Registrations for undertaking, supply and installation contracts | 1. Primary manufactures who participate in the tender may produce their valid manufacturing license. 2. Tenderers, other than manufacturers, who participate in this tender may produce any one of the followings: 3. An authorization letter from Manufacturer’s / authorized distributors to participate in this tender. 4. Distributor appointment letter to do the business in Himachal Pradesh State. 5. Item wise Technical compliance sheet to match the technical specification prescribed in this tender. |
| **3** | Quality Certifications | Should have necessary valid Quality/System Certifications like ISO, CE, FDA etc) as applicable – to match technical specifications/ requirements item wise as in the tender. |
| **4** | Financial capability necessary to perform the Contract | 1. Annual Turnover Statement preceding last three years (Certified by the Chartered accountant). **The turnover should be Rs. 25 Lakhs in any one of the last 3 financial years.** 2. Profit & Loss Account to prove above turn over (Certified by the Chartered accountant) 3. Balance sheet to prove as above (Certified by the Chartered accountant) |

2**. (a) LAST DATE AND TIME FOR RECEIPT OF BIDS IS 27/03/2015, AT 14.00 HRS**

**(b) TIME AND DATE OF OPENING OF TECHNICAL BIDS IS 27/03/2015, AT 15.30 HRS**

**B. THE BIDDING DOCUMENTS**

**3. Contents of Bidding Documents**

3.1 The equipments required, bidding procedures and contract terms are prescribed in the Bidding documents.

3.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder’s risk and may result in rejection of its bid.

**4.**  Deleted

**5. Amendment of Bidding Documents**

5.1 At any time prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the Bidding Documents by an amendment.

**C. PREPARATION OF BIDS**

**6. Language of Bid**

6.1 The Bid prepared by the bidder and all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the English language. Supporting documents and printed literature furnished by the Bidder may be written in another language provided they are accompanied by an accurate translation of the relevant passages in the English language in which case, for purposes of interpretation of the Bid, the English translation shall govern

**7. Documents Comprising the Bid**

Following documents and forms are to be comprised

1. Tender Fee : DD for Rs. **525.00** (inclusive of tax) drawn in favour of HLL Lifecare Limited payable at Thiruvananthapuram is to be attached towards tender fee.
2. EMD / Bid Security for Rs. 32,000.00 in form of DD, drawn in favor of HLL Lifecare Limited, payable a Thiruvananthapuram. The EMD / Bid Security shall be refunded to the non-responsive bidders within 60 days from the date of opening of Bid. The Tender received without EMD will be rejected.
3. The technical specifications enclosed along with the bid document shall be confirmed by signature of the bidder/authorized signatory of the bidding firm, in all pages and authorized by official seal. The information shall be filled, wherever necessary as per the instructions given.
4. Duly attested copies of factory/institutional/Industrial/licenses, sales tax registration, and documents to prove the legal status, place of registration and principal place of business of the undertaking
5. Duly attested copies of quality certificates for the products, quality system certifications as specified in technical specification. Item wise **Product catalogue/Detailed printed literature to prove the technical specification along with COMPLIANCE SHEET confirming to technical specification should be attached with offer.**
6. Copy of Balance sheet to prove financial capability, duly certified by a chartered accountant
7. Performa for equipment and quality control, duly filled as per section II
8. Performance statement in the proforma under section III
9. Documentary evidence established in accordance with ITB Clause 1 that the Bidder is eligible to bid and is qualified to perform the contract if its bid is accepted;

j) Documentary evidence that the equipments and ancillary services to be supplied by the Bidder shall conform to the Bidding Documents.

k) Duly filled Check list as per section IX

l) Duly filled Bid Form and price schedule **in separate sealed envelop**

8. Deleted

**9. Bid Prices**

9.1 The Bidder shall indicate in the Price Schedule, the Unit Prices and Total Prices of the equipments it proposes to supply under the Contract.

9.2 Prices indicated on the Price Schedule shall be entered separately in the following manner:

(i) The price of the equipments, quoted ex-factory/ex-show-room/ex-warehouse, or off-the-shelf, or delivered, as applicable, including all duties and sales tax and other taxes already paid or payable:

(a) On components and raw material used in the manufacture or assembly of the equipments quoted ex-factory; or

(b) On the previously imported equipments of foreign origin quoted ex-showroom, ex-warehouse or off-the-shelf.

1. charges for inland transportation, insurance and other local costs incidental to delivery of the equipments to the final destination;

9.3 The Bidders separation of the price components in accordance with ITB Clause 9.2 above will be solely for the purpose of facilitating the comparison of bids by the Purchaser and will not in any way limit the Purchaser’s right to contract on any of the terms offered.

9.4 Fixed price: Prices quoted by the Bidder shall be fixed during the Bidder’s performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.

9.5 The bidder should quote for all the items of this tender. In case tender is quoted for part items or part quantity in the tender, such bid shall be treated as non-responsive and will not be accepted.

9.6 **The Price schedule shall be kept in separate sealed envelopes.**

**10. Bid Currencies**

10.1 Prices shall be quoted in Indian Rupees.

**11. Documents establishing bidder’s eligibility and qualifications**

11.1 Pursuant to ITB Clause 7, the bidder shall furnish, as part of its bid, documents establishing the bidder’s eligibility to bid and its qualifications to perform the Contract if its bid is accepted.

12 .Deleted

**13. Period of Validity of Bids**

13.1 Price Bid shall be valid **for 1 year from the date of opening of Price Bid**

13.2 In exceptional circumstances, the Purchaser may solicit the bidders consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

**14. Format and Signing of Bid**

14.1 The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person(s) duly authorized to bind the Bidder to the Contract. The letter of authorization shall be indicated by written power-of-attorney accompanying the bid. All pages of the bid, except for unamended printed literature, shall be initialed by the person(s) signing the bid.

14.3 **Any interlineations, erasures or overwriting shall be valid only if they are initialed by the person or persons signing the bid.**

**D. SUBMISSION OF BIDS**

**15. Sealing and Marking of bids**

**Separate bids shall be submitted for price bid and technical bids.**

15.1 The bidders shall seal **Technical bid** and **Price bid** duly marking the envelopes as **“TECHNICAL BID” - cover “A”** and **“PRICE BID” - cover “B”**. **(Tender wise separate sealed envelopes has to be placed in a single cover – as price bid cover B** ”. The Bidders shall then place both the envelopes (cover “A” & cover “B”) in an outer envelope. The name of the product for which the bid is made must be marked on both the inner envelops and the outer envelope.

15.2 The inner and outer envelopes shall be addressed to the Purchaser at the following address:

**The Joint General Manager (Materials)**

**HLL Lifecare Limited, Akkulam Factory, Sreekaryam P.O. ,**

**Thiruvananthapuram -17 Phone 0471 2445930 / 2445935**

**Email :[tradingpaft@lifecarehll.com](mailto:tradingpaft@lifecarehll.com)**

1. The outer envelope shall bear the Invitation for bids (IFB) number, and a statement: “SUPPLY AND INSTALLATION OF EQUIPMENTS TO HIMACHAL PRADESH (PHASE-4-setting up labor room) and also “DO NOT OPEN BEFORE” 14.30 Hrs. ON 27/03/2015 ”
2. The inner envelope shall also indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared “late/disqualified”.
3. If the inner and outer envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the bid’s misplacement or premature opening.

1. Bids must be received by the Purchaser at the address specified not later than the date and time specified in the Invitation For Bid. In the event of the specified date for the submission of bids, being declared a holiday for the Purchaser, the bids will be received up to the appointed time on the next working day.
2. The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the bidding documents in which case all rights and obligations of the Purchaser and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

**16. LATE BIDS**

16.1 Any bid received by the Purchaser after the deadline for submission of bids prescribed by the Purchaser, will be rejected and returned unopened to the bidder.

**17. MODIFICATION AND WITHDRAWAL OF BIDS**

17.1 The bidder may modify or withdraw its bid after the bid submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline prescribed for submission of bids.

17.2 The bidder’s modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of ITB Clause 15. A withdrawal notice may also be sent by cable or fax, but followed by a signed confirmation copy, post-marked not later than the deadline for submission of bids.

17.3 No bid may be modified subsequent to the deadline for submission of bids.

17.4 No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder in the Bid Document.

**E. BID OPENING AND EVALUATION**

**18. Opening of Bids by Purchaser**

18.1 The Purchaser will open all technical bids (Cover A), in the presence of bidder's representatives who choose to attend, at 15.30 Hrs on 27/03/2015 at the following location:

**HLL Lifecare Limited,**

**Akkulam Factory,**

**Sreekaryam P.O. ,**

**Thiruvananthapuram -17**

**Phone 0471 2445930 / 2445935**

18.2 The bidder’s representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of bid opening being declared a holiday for the Purchaser, the bids shall be opened at the appointed time and location on the next working day.

18.3 The bidder’s names, modifications, bid withdrawals and the presence or absence of the requisite documents and such other details as the Purchaser, at its discretion, may consider appropriate will be announced at the opening. No bid shall be rejected at bid opening, except for late bids, which shall be returned unopened to the bidder pursuant to ITB Clause 16.

18.4 Deleted

18.5 The “Price Bid” (Cover B) will be opened after evaluation of “Technical bids” and the date and time will be intimated to bidders whose bids are qualified and responsive.

18.5 The purchaser will scrutinize the technical bid for compliance to the specifications and documentation requirement as per the bid document. Purchaser may depute its competent officers to the premises of the bidder qualified on the basis of technical scrutiny, for on-site evaluation of the claims made in the technical bid, if deemed appropriate on purchaser’s sole discretion. The bidders will be short-listed on the basis of responsiveness of technical bid as well as report of on-site technical evaluation. The price bid of the bidders who are disqualified at the technical scrutiny and on-site evaluation will be returned un-opened. The on-site evaluation may include the inspection of the specimen sample of the equipment. The short listed bidders will be informed about the time, date and venue of the price bid opening. The successful bidder shall be identified on the basis of lowest evaluated substantially responsive bid.

**19. CLARIFICATION OF BIDS**

19.1 During evaluation of bids, the Purchaser may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in prices or substance of the bid shall be sought, offered or permitted.

**20. PURCHASER’S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

**20.1** The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected bidder or bidders.

1. **PRELIMINARY EXAMINATION**

21.1 The Purchaser will examine the bids to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the bids are generally in order.

21.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the bidder does not accept the correction of the errors, its bid will be rejected.

21.3 The Purchaser may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any bidder.

21.4 Prior to the detailed evaluation, pursuant to Clause ITB 22, the purchaser will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses a substantially responsive bid is one which conforms to all the terms and conditions of the bidding documents without material deviations. Deviations from or objections or reservations to critical provisions such as those concerning Warranty, Force Majeure, Applicable law and Taxes and Duties will be deemed to be material deviation. The purchaser’s determination of a bid’s responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

21.5 If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by the bidder by correction of the non-conformity.

**22. EVALUATION AND COMPARISON OF BIDS**

22.1 The Purchaser will evaluate and compare bids previously determined to be substantially responsive.

22.2 The purchaser’s evaluation of a bid will take into account the bid price including all costs as well as duties and taxes paid or payable and price of incidental services, if any, in the manner and to the extent and in the technical specifications:

1. cost of transportation, insurance and other costs incidental to the delivery of equipments; todesignated delivery destination and installation and handing over the same to the Purchaser, at designated Hospitals in Himachal Pradesh State.
2. Deleted

22.3 The following evaluation methods will be applied:

1. transportation, from factory, insurance and incidentals.

(i) transportation, insurance and other incidentals, for delivery of equipments to the required locations mentioned. The above costs will also be considered in the bid price.

(b) Spare parts and after sales service facilities:

The cost of the Purchaser of establishing the minimum service facilities and parts inventories, as outlined elsewhere in the bid invitation, if quoted separately, shall be added to the bid price.

**23. CONTACTING THE PURCHASER**

23.1 No bidder shall contact the Purchaser on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. If the bidder wishes to bring additional information to the notice of the purchaser it should do so in writing.

23.2 Any effort by a bidder to influence the purchaser in its decisions on bid evaluation, bid comparison, or selection may result in the rejection of the bidders bid.

**24. INSPECTION AND TESTS**

24.1 The Purchaser or its representative shall have the right to inspect and/or to test the Equipments to confirm their conformity to the Contract at no extra cost of the Purchaser. The Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing of the identity of any representatives retained for these purposes.

24.2 The inspections and test may be conducted on the premises of the Supplier or its subcontractor(s), at point of delivery and/or at the Equipments final destination. Where conducted on the premises of the Supplier or its subcontractor(s), all reasonable facilities and assistance including access to drawings and production data - shall be furnished to the inspectors at no charge to the Purchaser.

24.3 Should any inspected or tested Equipments fail to conform to the specifications, the Purchaser may reject them and the Supplier shall either replace the rejected Equipments or make all alternations necessary to meet specification requirements free of cost to the Purchaser.

24.4 The Purchasers right to inspect, test and, where necessary, reject the Equipments’ arrival in at site shall in no way be limited or waived by reason of the Equipments having previously been inspected, tested and passed by the Purchaser or its representative prior to the Equipments dispatched.

**F. AWARD OF CONTRACT**

**25. AWARD CRITERIA**

25.1 The Purchaser will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the bidder is determined to be qualified to perform the contract satisfactorily.

**26. PURCHASER’S RIGHT TO VARY QUANTITIES AT TIME OF AWARD**

* 1. The Purchaser reserves the right at the time of award of contract to increase or decrease the quantity of equipments and services originally specified in the bid document without any change in unit price or other terms and conditions within the bid validity period.
  2. The **quantity mentioned herein are present requirement** and in case more or less quantity is required, the suppliers should be prepared to effect supply at short notice on the same terms and conditions.

1. **PACKING**
   1. Packing and forwarding of the equipments up to final destination, delivery, installation and the handing over the equipment in its good operation condition shall be at the responsibility of the contractor.
   2. The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided in the purchase order including additional requirements, if any, specified and in any subsequent instructions ordered by the Purchaser.
2. **DELIVERY AND DOCUMENTS**
   1. **Delivery destinations of the Items are various hospitals in above Districts in Himachal Pradesh as per quantity specified in the tender.** Delivery of the equipment shall be made by the Supplier in accordance with the terms specified in the purchase order by the Purchaser. The documents like warranty certificate, equipment manual, test certificate and also other documents to be furnished by the supplier as specified in the purchase order, shall be accompanied with each dispatch.

27. Deleted

28. Deleted

**29. DELAYS IN DELIVERY OF EQUIPMENTS**

* 1. Delivery of the Equipments shall be made by the Supplier within 20 days from the date of placing the Purchase Order. If at any time during performance of the Contract, the Supplier should encounter conditions impeding timely delivery of the Equipments , the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, with or without penalty.

29.2 A delay by the Supplier in the performance of its delivery obligations shall render the Supplier liable to the imposition of penalty pursuant to agreement / purchase order, unless an extension of time is agreed upon pursuant to agreement / purchase order without the application of liquidated damages.

* 1. If the Supplier fails to deliver any or all of the Equipments or perform the Services within the time period(s) specified in the Purchase Order, the purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to the percentage specified in the purchase order.

**30. WARRANTY**

30.1 This warranty shall remain valid for **One year** after equipments or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract.

30.2 Any major repair pointed out by the Purchaser within the warranty period shall be rectified by the Supplier from the date of intimation within a period of 3 calendar days and commission the equipment to the satisfaction of the Purchaser. Failing which the Purchaser has the right to levy penalty on the Supplier per day or part thereof for each equipment until the equipments are repaired and commissioned to the satisfaction of the Purchaser.

**31. Comprehensive Maintenance Contract (CMC*)***

* + 1. The Purchaser desires to have separately comprehensive maintenance charges for a period of 5 years after the expiry of free maintenance period, clearly indicating year wise comprehensive maintenance charges.
  1. The CMC shall be quoted by the bidder as prescribed in the Section VIII. The CMC period shall be for 5 years after completion of 1 year Warranty Period. The applicable taxes shall be indicated separately. The CMC rates without indication of taxes will be considered as inclusive during evaluation.
  2. During the CMC period, **2 preventive maintenance** has to be carried out by the firm in a year, i.e one preventive maintenance in every 6 months. The minimum gap between any two preventive Maintenance should be atleast 150 to 180 days.
  3. The firm should also attend any number of breakdown calls as and when required. All breakdown calls shall be attended to immediately not later than 8 hours of call and all major repairs shall be rectified within 3 calendar days from the date of intimation.
  4. For the equipment, periodical preventive maintenance and breakdown calls including replacement of defective spares shall be attended by you at free of cost to maintain the 95% uptime guarantee and the maximum time permitted for restoration, during the warranty period and CMC period.
  5. In the event of the downtime exceeding the prescribed maximum period, the warranty period will be accordingly extended and the effective date of commencement CMC will be shifted accordingly.
  6. The bidder should ensure availability of spares for the period of atleast 8 years from the date of installation of equipment.

**32 PAYMENT TERMS**

32.1 The Price of the Equipments quoted shall be inclusive of Cost, insurance, freight unless otherwise specified in the purchase order.

* 1. 90 % payment shall be made within 30 days from the receipt and acceptance of equipments at the warehouse at**:** at designated delivery designation / at HLL Lifecare Limited, Akkulam, Thiruvananthapuram. The balance 10 % of the invoice value shall be paid against submission of necessary documents from the date of completion of installation/acceptance of equipments as applicable including **receipt of Final Acceptance Certificate issued by the Hospital Authorities after satisfactory completion of commissioning, Installation.**
  2. Test Reports (wherever applicable) are to be forwarded along with the original invoices.

32.4 Payment for Annual Comprehensive Maintenance Contract Charges:

The payment of CMC will be made on six monthly basis after satisfactory completion of said period, duly certified by the respective Hospital authorities.

**33. PATENT RIGHTS**

33.1 The Supplier shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the Equipments or any part thereof in India.

**34. INCIDENTAL SERVICES**

34.1 The supplier may be required to provide any or all of the following services, including additional services, if any, as specified.

(a) Performance or supervision of the on-site assembly and/or start-up of the supplied equipments

(b) Furnishing of tools required for assembly and/or maintenance of the supplied Equipments;

(c) Furnishing of detailed operations and maintenance manual for each product

(d) performance or supervision or maintenance and/or repair of the supplied Equipments, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and

(e) Training of the Purchaser’s Personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance and/or repair of the supplied Equipments.

**35. CHANGE ORDERS**

35.1 The Purchaser may at any time by written order given to the Supplier, make changes within the general scope of the Contract in any one or more of the following:

1. drawings, designs or specifications, where Equipments to be furnished under the Contract are to be specifically manufactured for the Purchaser;
2. the method of shipping or packing
3. the place of delivery; or
4. the services to be provided by the Supplier.

35.2 If any such changes cause an increase or decrease in the cost of, or the time required for, the Supplier’s performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or delivery schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within thirty (30) days from the date of the Supplier’s receipt of the Purchaser’s change order.

**36. CONTRACT AMENDMENTS**

36.1 No variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

**37. ASSIGNMENT**

37.1 The Supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the Purchaser’s prior written consent.

**38. LIQUIDATED DAMAGES**

38.1 If the Supplier fails to deliver any or all of the Equipments or to perform the Services within the period(s) specified in the Contract, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified of the delivered price of the delayed Equipments or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified if any. Once the maximum is reached, the Purchaser may consider termination of the Contract.

38.2 **Penalty :** At the rate of 0.5% rate as per the various terms and conditions of this contract subject to a maximum of 7.5% of the total contract value, for delay beyond the agreed period***.***

**39. TERMINATION BY DEFAULT**

39.1 The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, terminate the Contract in whole or part;

1. if the Supplier fails to deliver any or all of the equipments within the time period(s) specified in the Contract, or within any extension thereof granted by the Purchaser, or

(b) if the Supplier fails to perform any other obligation(s) under the contract.

39.2 In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Equipments or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Equipments. However, the Supplier shall continue the performance of the Contract to the extent not terminated.

**40 FORCE MAJEURE**

40.1 For purposes of this Clause “Force Majeure” means an event beyond the control of the Supplier and not involving the Supplier’s fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

40.2 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**41. TERMINATION FOR INSOLVENCY**

41.1 The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the Purchaser.

**42. RESOLUTION OF DISPUTES**

42.1 The Purchaser and the supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

* 1. If, after thirty (30) days from the commencement of such informal negotiations, the Purchaser and the Supplier have been unable to resolve amicably a Contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms. These mechanisms may include, but or not limited to, conciliation mediated by a third Party, adjudication in an agreed national forum, and national arbitration.
  2. The jurisdiction of any disputes, suits and proceeding arising out of the tender shall be only in the court of Thiruvananthapuram.

**The Joint General Manager (Materials)**

**HLL Lifecare Limited,**

**Akkulam Factory, Sreekaryam P.O. , Thiruvananthapuram -17**

**Phone 0471 2445930 / 2445935 Email : tradingpaft@lifecarehll.com SECTION II**

**PROFORMA FOR EQUIPMENT AND QUALITY CONTROL EMPLOYED BY THE MANUFACTURER**

**(Please attach detailed proforma incorporating the information given below)**

BID NO……………………….

DATE OF OPENING……..

NAME OF THE BIDDER:……………………………………..

1. **Name & Full address of the Manufacturer:**

DETAILS OF BIDDER

(a) PAN No (b). ECC Code ( c) IEC if applicable

(d) CST No (e) TIN No (f) Any other details

2. (a) Telephone No. Office/Factory/Works

(b) Fax No. Office/Factory/Works

(c) e-mail address

1. Location of the manufacturing factory/show room
2. Specify the Standards on which the Equipments are Manufactured/tested with: \_\_\_\_\_\_\_\_

**SECTION III**

**PROFORMA FOR PERFORMANCE STATEMENT**

Proforma for Performance Statement (for a period of last 3 years)

Bid No.IFB NO: HLL/AFT/TDG/HP-IV/EQP/2014-15/07

Name of the firm:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Order  placed by  (Full  Address of  Purchaser) | Order  No.  and  Date | Description  Of ordered  item | Quantity of  ordered  item | Value  of order | Details of the institution where equipments supplied (contact person. Designation, contact No. (Mob. No.) etc |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

The performance document proof is to be invariably attached along with technical bid

## SECTION IV

**TECHNICAL SPECIFICATIONS**

1. **Suction Machine (Electric)**

* Should be electrically operated (230V) - 50 Htz +/- 10 %
* Should be mobile, cabinet with heavy duty casters of cabinet
* The suction motor should be not less than ¼ HP with suitable vacuum pump head.
* The negative pressure not less than 30 PSI
* Necessary line indicators on off Switch and Pressure Gauge to be provided in different panel.
* The collection bottle of two numbers should be provided with each capacity of not less then 2 litres.
* The bottle cap should be made of silicon with float valve and should be marked with S,A,B in the top out / in lets.
* Suitable Silicon tubing should be provided with necessary spare tubes of 5 Mtrs.
* Necessary safety release valves to be provided and all parts should be ISI Marks.
* Machine should complies IS standard.

1. **Oxygen concentrator**

* The portable O2 concentrator with Nebulizer having strong and durable construction with ABS plastic body required with following specification.

1. Flow range: 0 to 5ltrs/min.
2. Maximum pressure: Atleast 7 PSI.
3. Noise level: <50 db.
4. Filters: Necessary bacterial Filters 2 sets to be supplied.
5. Nebulizer flow ranger: > 0.2 Ltrs / minute.
6. Masks: Necessary mask suitable to Adult & Pediatric with medicine chamber should be provided –2 sets.
7. Power supply: 230 + 10 % 5A.
8. Machine should have 4 castors for easy mobility with 2 breaks.
9. The machines should have CE / FDA Certification.
10. **Feoto-scope/Fetal Doppler**

* Should be high sensitivity hand-held fetal Doppler to detect fetal heart rate
* The Fetal Doppler rate display Doppler offers all the traditional features of an Obstetric Doppler combined with an advanced heart rate display capability. Rugged and reliable, the Fetal Doppler Doppler is ideal for use anywhere in the home, community, GP practice or Hospital
* The unit shall be designed to detect the foetal heart sound with the use of Doppler principle.
* The unit should LCD display to show Fetal Heart Rate (FHR) with a measuring range of 60 to 200 BPM and to be incorporated with a feature to cutoff extra noise and to produce audible sound to be heard by the pregnant woman under examination.
* Feotal Doppler supplied with 2 MHZ water resistant probe. The unit either hand-held or table top.
* Should be battery operated. Should be high sensitivity hand-held fetal Doppler to detect fetal heart rate, should have rechargeable battery.
* Should have auto power down facility to conserve battery life.
* Low battery indicator
* The unit should have a receptacle to hold the probe/for its convenient placement.
* The features to include cancellation of erroneous FHR, Auto switch-off facility if the Unit is not in use and should be useful in obese and edema of abdominal wall cases.
* Real time fetal beat rate display with autocorrelation processing
* Should have following probes.
* 2MHz probe suitable for general obstetric use
* 3MHz probe suitable for detecting heartbeat in very early gestation
* System Configuration Accessories, spares and consumables
* System as specified - 01 no
* 2 Hz probe - 01 no
* 3MHz probe - 01 no
* Extra Battery 01 no
* Active noise reduction
* Sterio headphones, neck cord
* Built in Loudspeaker
* Auto shut off - 5 minutes
* Auto shut off - 1 minute no signal
* Electrically and battery operable. Battery operation of atleast 6 hours with full charge and should be supplied with a pair of rechargeable batteries.
* Audio output for headphones
* Carrying case bag - 01 no
* Device is produced by ISO certified manufacturer.
* The quoted model should be FDA/CE approved

**Supplied with:**

* User manual with trouble shooting guidance
* Installation and training at end-user site.

1. **Stethoscope**

* Material:

a) Stethoscope head: low-density anodized aluminium alloy

b) Ear hangers: plated brass

c) Tube: natural latex

d) Earplugs: polypropylene

* Head circumference: 37mm
* Specially designed arc cavity fixed with coloured thermal insulating cover

1. **Nebulizer**

* Piston type compressor (2.5 bar pressure)
* Powerful and silent unit
* Compressor flow: 11.1/min
* Nebulizer flow : 6.01/min
* Max. Pressure : 2.5 bar – 16 psi
* Accessories: mouth piece, nose piece, adult mask.
* Paediatric mask, ‘t’ piece, spare air filter ( 5 nos)
* The equipment should be suitable for operation in temperatures from 100 C to 450 C with a relative humidity of 100%
* Equipment sensitive to fluctuations should be provided with stabilizers.
* Controls (eg. switches, knobs) should be visible and clearly identified.

**SECTION V**

## HLL LIFECARE LIMITED

**Akkulam Factory**

**THIRUVANANTHAPURAM-695017**

**IFB NO: HLL/AFT/TDG/HP-IV/EQP/2014-15/07**

**INDEMINITY CLAUSE**

If the supplier fails to execute the order within the time prescribed for the delivery of equipments ordered or violates or infringes the existing rates as agreed to as mentioned in the supply order, the supplier shall and will indemnify the company against all loses or damages whatsoever to be incurred or sustained including the legal cost or expenses incurred by the company by reason of non-delivery of equipments at agreed quantity and rate with in the time specified in the supply order. The company will initiate legal action if the supplier fails to execute the supply order as per the schedule in the supply order for the actual loss suffered. No quantity tolerance will be permitted in this regard unless otherwise prior approval is taken by the company before dispatching any excess quantity supplied which shall be returned back on freight to pay basis at the risk of the supplier. Responsiveness of the Bid shall be at the discretion of HLL.

The supplier shall have no right to change the quantity stipulated in the supply order.

Bid pronounced Non Responsive by HLL shall be summarily rejected.

The decision of HLL will be final and no correspondence of this shall be entertained.

We have read and understood the above conditions and agree to abide by the same.

PLACE: NAME AND SIGNATURE OF THE TENDERER

DATE: (WITH OFFICE SEAL)

## SECTION VI

## HLL LIFECARE LIMITED

**Akkulam Factory**

**THIRUVANANTHAPURAM-695017**

**IFB NO: HLL/AFT/TDG/HP-IV/EQP/2014-15/07**

#### **DECLARATION**

I/WE, The Bidder undertake, we shall execute, with in the purview of the contract, all the activities includes; transportation, loading, unloading and other technical work for the installation of the equipment at the designated site as per the contract / purchase order, at Hospital locations in **specified Districts in Himachal Pradesh.**

We confirm having read and understood all the specifications, instructions, forms, terms and conditions and other requirements of the above tender (both expressed and implied) in full and that we agree to abide by all without any deviation.

SEAL OF THE TENDER

SIGNATURE

NAME AND ADDRESS OF TENDER

**PRICE SCHEDULE (SECTION VII)**

| S.  No. | Item Description | Qty | Brand/ Model | Manu facturer | Ex-factory price (**Basic Unit Price** exclusive of all levies & charges) | Excise  Duty | | Sales  Tax | | Freight & Insurance | | Unit Price inclusive of all levies & charges  (ColumnNo. e+g+i+k)  in Rs | Total rate  (c x m) |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| % | Amt. | % | Amt. | **FOR**  Delivery destination  **Himachal Pradesh** | |
| % | Amt. |
| a | B | C | d | e | f | g | h | I | j | k | l | m | n |
| 1 | Suction Machine (Electric) | 36 |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Oxygen Concentrator | 18 |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Foetal Doppler | 29 |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Stethoscope | 26 |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Nebulizer | 33 |  |  |  |  |  |  |  |  |  |  |  |

**Total amount in words:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Delivery schedule : strictly within 20 days from the date of release of LOI/PO**

NOTE: 1) The columns may be filled as is applicable in each case.

2) Bidders should bid for the all the items and entire quantity asked by the purchaser in the tender document.

Bidding for part quantity or not quoted for all the equipments, will be treated as non-responsive.

**\*\*\* 3) Product catalogue along WITH COMPLIANCE SHEET confirming to technical specification should be attached with offer.**

**\*\*\* 4) List of optional accessories/ spares with rate, to be attached to price bid as separate sheet**

**Seal and Signature of the bidder**

**CMC Price Schedule (SECTION VIII)**

| S.No. | Item Description | Qty | 1st year | | 2nd year | | 3rd year | | 4th year | | 5th year | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Rate/unit | Total rate | Rate/unit | Total rate | Rate/unit | Total rate | Rate/unit | Total rate | Rate/unit | Total rate |
| 1 | Suction Machine (Electric) | 36 |  |  |  |  |  |  |  |  |  |  |
| 2 | Oxygen Concentrator | 18 |  |  |  |  |  |  |  |  |  |  |
| 3 | Foetal Doppler | 29 |  |  |  |  |  |  |  |  |  |  |
| 4 | Stethoscope | 26 |  |  |  |  |  |  |  |  |  |  |
| 5 | Nebulizer | 33 |  |  |  |  |  |  |  |  |  |  |

Taxes:.\_\_\_\_\_\_\_\_\_\_\_

Scope of Contract: **No of Visit** **during the CMC period** **a) Preventive maintenance visit: 2/year.** **b) Break down maintenance visit: any number as required.**  “CMC” Comprehensive maintenance Contract includes; labors, spare and preventive & break down maintenance.

Note: Bidders should offer CMC for the entire quantity and all the items asked by the purchaser in the tender document.

CMC for part quantity or part equipment will not be considered.

. The applicable taxes should be indicated separately with percentage and amount.

The bids received without indication of service tax will be treated as inclusive.

The above rates are applicable for 5 years after successful completion of 1 year warranty period from date of installation.

**Seal and Signature of the bidder**

**SECTION IX**

**CHECK LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No.** | **Documents** | **Page No.** | **Remarks** |
| 1 | Bid Security in the form of DD drawn in favor of HLL Lifecare Limited, Payable at Thiruvananthapuram |  |  |
| 2 | EMD in the form of DD drawn in favor of HLL Lifecare Limited, Payable at Thiruvananthapuram / Bank Guarantee |  |  |
| 3 | Duly attested copy of factory license/ Industrial license |  |  |
| 4 | Duly attested copy of sales tax registration certificate |  |  |
| 5 | Duly attested copy of document to prove the legal status, place of registration and principal place of business of the undertaking |  |  |
| 6 | Duly attested copies of quality certificates for the products and quality system certifications |  |  |
| 7 | Copy of Balance sheet for any one of the last 3 years, duly certified by a chartered accountant |  |  |
| 8 | Copy of Profit & Loss Account for any one of the last 3 years, duly certified by a chartered accountant |  |  |
| 9 | Duly filled proforma showing details of Equipment and Quality Control employed by the manufacturer as per section II |  |  |
| 10 | Proforma for Performance Statement (for a period of last years) as per Section III |  |  |
| 11 | Product brochure literature, write up etc. |  |  |
| 12 | Item-by-item compliance statement on the Purchaser’s Technical Specifications with statement of deviations and exceptions, if any, to the provisions of the Technical Specifications |  |  |
| 13 | The letter of authorization indicated by written power-of-attorney |  |  |
| 14 | Spare parts and after sales service facilities in India |  |  |
| 15 | Documentary evidence of constitution of firm such as Memorandum of Articles, Partnership Deed, etc., with details of Name, Address, Tel. No., Fax No., E-mail Address of firm and the Managing Director / Partner / Proprietor |  |  |
| 16 | Annual turnover statement for any one of the last 3 years certified by the Auditor |  |  |