

Client : 	<b>TENDER DOCUMENT FOR  SUPPLY, INSTALLATION, COMMISSIONING &amp;  VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL,  CHENGALPATTU</b>	nne pharmaplan®
Project No : 120310	DOCUMENT NO : NPI-120310-EQP-S1-RTD-21	Revision : 00 Date : 31.12.2016

**TENDER DOCUMENT FOR  
SUPPLY, INSTALLATION, COMMISSIONING &  
VALIDATION OF LAB EQUIPMENT (PHASE-III)**

**DOCUMENT NO: NPI-120310-EQP-S1-RTD-21  
REV NO. 00  
DECEMBER 2016**

**Project:  
INTEGRATED VACCINES COMPLEX  
AT  
CHENGALPATTU  
(Project No.: 120310)**

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### INDEX

Section No		Contents	Page no
Section I	:	Notice inviting Tender (NIT), General Information and Brief Introduction of the Project	3
Section II	:	General Instructions to Tenderers (GIT)	9
Section III	:	Special Instructions to Tenderers (SIT)	27
Section IV	:	General Conditions of Contract (GCC)	28
Section V	:	Special Conditions of Contract (SCC)	43
Section VI	:	List of Requirements	50
Section VII	:	Technical Specifications	52
Section VIII	:	Quality Control Requirements	54
Section IX	:	Qualification Criteria	55
Section X	:	Tender Form	64
Section XI	:	Price Schedules(Domestic, Imports, AMC, Turnkey)	65
Section XII	:	Questionnaire	70
Section XIII	:	Bank Guarantee Form for EMD	71
Section XIV	:	Manufacturer's Authorisation Form	72
Section XV(A)	:	Bank Guarantee Form for Advance Payment	73
Section XV(B)	:	Bank Guarantee Form for Performance Security	75
Section XVI	:	Contract Form (Supply of Equipment - A & AMC - B)	77-80
Section XVII	:	Proforma of Consignee Receipt Certificate	81
Section XVIII	:	Proforma of Final Acceptance Certificate by the Consignee	82
Section XIX	:	Check List for the Tenderer	84
Section XX	:	Consignee Address	87
Section XXI	:	Integrity Pact Agreement	88
Section XXII	:	Instruction of Ministry of Shipping & Transport, New Delhi, India	93
Section XXIII	:	Schedule of Fiscal Aspects	96

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Project No : 120310	DOCUMENT NO : NPI-120310-EQP-S1-RTD-21	Revision : 00 Date : 31.12.2016

**SECTION I**  
**Notice Inviting Tender (NIT)**  
**HLL Biotech Limited.**

**INVITES TENDER FOR SUPPLY, INSTALLATION, COMMISSIONING AND VALIDATION OF LAB EQUIPMENT  
(PHASE-III) AT HLL BIOTECH LTD, CHENGALPATTU**

Tenders are invited from vendors for Supply, Installation, Commissioning and Validation of following Equipment's:

Schedule. No	Equipment	Capacity / specification	Quantity	EMD (in Rs.)	Tender Fees (in Rs.)
1	Elisa Reader	200nm to 900nm	2	54,000	1050 (Inclusive of VAT @ 5%)
	Elisa Plate Washer	Volume range 50 to 300 per well	2		
2	Weighing Balance	500g-35 Kg	1	1,40,000	
		5g-3kg	3		
		2g-220g	1		
		100g -40Kg	1		
		10mg-220g	6		
		10g-5kg	4		
		500g-5kg	1		
		1kg-300kg	1		
		100g-6kg	1		
		50kg-500kg	1		
		10kg-150kg	2		
		100g-10kg	1		
		180g-6kg	2		
5kg-150kg	1				
3	Micro Weighing Balance	0.001mg-5g	1	21,000	
4	Automatic media preparator	55 and 90mm plates not less than 600 plates/hr	1	1,00,000	
5	Bag Sealing machine	Sealing seam width:12 and 15mm speed range 10m/min	8	39,000	
6	Digital Thermo hygrometer	RH:1 to 99% Temp -20°C to 60°C	120	10,000	
7	KTA ELISA Reader	standard 96 well plate	1	28,000	
8	Cryo can storage container and pressurized LN2 refill cylinder	Storage -Minimum 2000 vials of 5ml	1	26,000	
9	Rapid transfer port	For liquid transfer through wall	1	34,000	
10	FTIR spectrophotometer		1	30,000	

**Note: The list may vary (increase / decrease) during order finalisation.**

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<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

Details regarding important dates are as follows:

SI No.	Description	Schedule
i.	Pre Bid Meeting Date & Time	09.01.2017 (For Sch I to V) – 10.01.2017 (For Sch VI to X) @ 11:00 Hrs
ii.	Pre Bid Meeting Venue	<b>HLL Biotech Limited, Ticel Biopark Campus (Module no. 013-015), CSIR Road, Taramani, Chennai- 600 113</b>
iii.	Closing date & time for receipt of Tender	23.01.2017 (For Sch I to V) – 24.01.2017 (For Sch VI to X) @ 10:30 Hrs
iv.	Time and date of opening of Techno-Commercial Bids	23.01.2017 (For Sch I to V) – 24.01.2017 (For Sch VI to X) @ 11:00 Hrs
v.	Venue of Opening of Techno Commercial Tender	<b>HLL Biotech Limited, Ticel Biopark Campus (Module no. 013-015), CSIR Road, Taramani, Chennai- 600 113</b>

Interested parties may visit [www.lifecarehll.com](http://www.lifecarehll.com) / [www.hllbiotech.com](http://www.hllbiotech.com) 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 super scribing,

**“Tender for Supply, Installation, Commissioning and Validation of Lab equipment (Phase-III) for Integrated Vaccines Complex, Chengalpattu”**

may be submitted to the address mentioned in Serial no. v of the table above.

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### INSTRUCTIONS TO BIDDERS

1. The successful bidder will have to enter into a written Contract / Agreement with the Purchaser, the terms and conditions of which are enclosed herewith.
2. The tender should be signed in long hand, dated, duly stamped 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 telegram/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 interalia 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.
8. 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.
9. Prices quoted by the bidder shall be firm and valid even if the contract is split in two or more parts among different bidders.

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<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

### GENERAL INFORMATION

<b>PROJECT LOCATION</b>	HLL BIOTECH LIMITED, CHENNAI INTEGRATED VACCINES COMPLEX, CHENGALPATTU
<b>PROJECT TITLE</b>	INTEGRATED VACCINES COMPLEX, CHENGALPATTU
<b>CORPORATE OFFICE</b>	<b>HLL Biotech Limited, Ticel Biopark Campus (Module no. 013-015), CSIR Road, Taramani, Chennai- 600 113, Ph no. 044-22544949 Email: <a href="mailto:ramanr@hllbiotech.com">ramanr@hllbiotech.com</a></b>
<b>ENGINEERING CONSULTANT</b>	NNE Pharmaplan India Limited #.9, BEL Air Drive, 4th Floor, Bellary Road, Ganganagar, Bangalore - 560032, India Phone : +91 80 49056300 Fax : +91 80 49056303
<b>CLIMATE</b> :	Maximum Temperature: 39.4°C Minimum Temperature: 18.3°C
<b>ACCESS TO SITE</b> :	By Road (Chennai to Chengalpattu GST Road). Nearest Railway Station is Chengalpattu Nearest airport is Chennai

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<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

## 1. Introduction

HLL Biotech Limited (HBL), a subsidiary of HLL Lifecare Limited, (a CPSU under Ministry of Health & Family Welfare, Government of India, is implementing "an Integrated Vaccines Complex (IVC) - a project of national importance' at Chengalpattu, near Chennai. The proposed complex is a state of the art facility with cGMP compliance for manufacturing vaccines required for the immunization programme of Government of India.

HLL Biotech Limited has associated with NNE Pharmaplan India Limited, hereinafter called as "NP" has been appointed as "Engineering Consultants". NNE Pharmaplan shall design and engineer this facility, incorporating the latest GMP Standards and best practices. This facility shall be built as per the latest International trends and upon completion, shall be in compliance with Indian FDA (Schedule M), WHO/GMP regulations.

One amongst the several other jobs is to supply, install and commission the equipment's / systems.

The scope of work involved is detailed in the subsequent paragraphs and is precise to the extent possible. However, it is expected from the supplier to consider and supply all those required for successful installation and functioning of the equipment / system.

## 2. Scope of Vendor

- The scope of vendor would be to comply with the enclosed URS, Plan, Supply, execute commission & validate the system as per URS and drawings.
- Quote for the unit against the URS, along with all options. The price to include all spare parts; documentation; packing; freight charges; start-up & commissioning; complete qualification package (FAT, SAT, DQ, IQ, OQ, PQ) and training and charges whatsoever required to complete the task in all respects to ensure the equipment operation is in accordance with the requirements of design documents.
- Involve with the purchaser and the consultants to establish documented evidence that the proposed design of the system is in compliance with the GMP requirements mentioned in the User Requirement Specification, Installation requirement specification and Risk Analysis.
- The complete system should be fabricated and installed as per design review report and the regulations mentioned in the URS (Under point number 2.0) and ultimately allows to validated as per NPI Validation philosophy prepared based on Indian FDA (Schedule M), WHO/GMP regulations
- Quality and Project Planning: The Quality and Project Plan should define the activities to be performed, their timing, who will perform them, the control mechanisms to be used, and the deliverable items. Project Time Schedule must be created for that purpose. This document should define:
  - ✓ Project Milestones
  - ✓ Project Activities
  - ✓ Planned start and end date of each activity
- Quality Assurance activities during manufacturing: E.g. Collecting the material certificates, surface roughness certificates, weld documentation, etc.
- System Build (assembly and system integration): The final assembly of the mechanical, electrical, and control components (hardware and software) into an integrated functional system should be performed by the vendor – according to the design documentation and the approved assembly drawings (e.g. installation drawing, P&ID, electrical diagrams).

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<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

- Construction Review: The integrated functional system is reviewed against the design documentation of the component manufacturers and the approved assembly drawings (e.g. installation drawing, P&ID, electrical diagrams). QC inspection and test reports
- Testing: Vendor to describe testing not related to specific user requirements, but which is required for other purposes, e.g. to comply with regulatory requirements applicable to the manufacture of pressure vessels. Details as follows:
  - a) Pressure Vessel Testing: Prior to System Build, the pressure vessel should be subjected for pressure test in accordance with the applicable Pressure Vessel Code.
  - b) Functional Testing: The Functional Testing is not related to specific user requirements, but is required for other purposes, e.g. to comply with regulatory requirements applicable to the manufacture of the system.
  - c) Factory Acceptance Testing: The Factory Acceptance Test is a important milestone. The following tests and inspections will be performed but not limited to:
    1. Inspection to verify that all deliverables are available for shipping
    2. Inspection to verify that the correct system was built
    3. Testing to verify correct operation
  - d) Note: FAT is critical to the delivery on time and equipment performance.
- Installation: Installation is a set of activities that have to be completed before site acceptance testing can start. Such activities include: putting in place, leveling, connecting media (including electrical power), turning on media and checking for leakages, fixing any leakages, checking direction of rotation for electrical motors, calibration, etc. The installation –has to be performed by the vendor.
- Pre-Delivery Inspection and Final Inspection: The Final Inspection should be the last quality related activity performed before delivery to the user site and thus need to be performed after Factory Acceptance Testing.
- **Turnkey (if any): Supply, Installation, Commissioning and Validation of Lab equipment (Phase-III)**
- **Project Management: Activities or the procedures to be followed, and responsibilities related to Project Management are as follows:**
  - a) **Project communication:** Biweekly project update should be provided by the vendor in the early stage of this project.
  - b) **Communication paths:** In general, all communication of the vendor shall be directed through the vendor Project Manager. The vendor Project Manager should forward the information as necessary.
  - c) **Means of communication:** E-mail messages and facsimiles (fax) may be used for communication as alternatives to traditional letters and telephone conversations.
  - d) **Sanctity of communication:** This also applies to decisions (e.g. approvals, accepted/rejected change requests, etc.), which always shall be communicated in writing. Such e-mail messages or facsimiles are considered equally binding as signed paper documents provided that the following data is provided:
    - The full name of the person making the decision
    - The date of the decision
- Progress reporting: See section Project Communication for details on how the progress may be communicated to the user company
- Documentation Management: Documents need to be trustworthy, reliable, authentic, and available for as long as required by applicable legal, regulatory, or business standards.

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Project No : 120310	DOCUMENT NO : NPI-120310-EQP-S1-RTD-21	Revision : 00 Date : 31.12.2016

## SECTION – II

### GENERAL INSTRUCTIONS TO TENDERERS (GIT)

#### CONTENTS

Sl. No.	Topic
<b>A</b>	<b>PREAMBLE</b>
1	Definitions and Abbreviations
2	Introduction
3	Language of Tender
4	Eligible Tenderers
5	Eligible Goods and Services
6	Tendering Expense & Tender Fee
<b>B</b>	<b>TENDER ENQUIRY DOCUMENTS</b>
7	Contents of Tender Enquiry Documents
8	Amendments to Tender Enquiry Documents
9	Clarification of Tender Enquiry Documents
<b>C</b>	<b>PREPARATION OF TENDERS</b>
10	Documents Comprising the Tender
11	Tender Currencies
12	Tender Prices
13	Indian Agent
14	Firm Price / Variable Price
15	Alternative Tenders
16	Documents Establishing Tenderer's Eligibility and Qualifications
17	Documents Establishing Good's Conformity to Tender Enquiry Document
18	Earnest Money Deposit (EMD)
19	Tender Validity
20	Signing and Sealing of Tender
<b>D</b>	<b>SUBMISSION OF TENDERS</b>
21	Submission of Tenders

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
Project No : 120310	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	Revision : 00 Date : 31.12.2016

Sl. No.	Topic
22	Late Tender
23	Alteration and Withdrawal of Tender
<b>E</b>	<b>TENDER OPENING</b>
24	Opening of Tenders
<b>F</b>	<b>SCRUTINY AND EVALUATION OF TENDERS</b>
25	Basic Principle
26	Preliminary Scrutiny of Tenders
27	Minor Infirmary/Irregularity/Non-Conformity
28	Discrepancy in Prices
29	Discrepancy between original and copies of Tender
30	Qualification Criteria
31	Conversion of Tender Currencies to Indian Rupees
32	Schedule-wise Evaluation
33	Comparison of Tenders
34	Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders
35	Tenderer's capability to perform the contract
36	Contacting the Purchaser
<b>G</b>	<b>AWARD OF CONTRACT</b>
37	Purchaser's Right to Accept any Tender and to Reject any or All Tenders
38	Award Criteria
39	Variation of Quantities at the Time of Award
40	Notification of Award
41	Issue of Contract
42	Non-receipt of Performance Security and Contract by the Purchaser/Consignee
43	Return of EMD
44	Publication of Tender Result
45	Corrupt or Fraudulent Practices
46	Integrity Pact (IP)
47	Paying Authority

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

## A. PREAMBLE

### 1. Definitions and Abbreviations:

1.1 The following definitions and abbreviations, which have been used in these documents shall have the meanings as indicated below:

#### 1.2 Definitions:

- (i) "Purchaser" means the organization and / or its representatives (consultants) purchasing goods and services as incorporated in the Tender Enquiry document.
- (ii) "Tender" means Bids / Quotation / Tender received from a Firm / Tenderer / Bidder.
- (iii) "Tenderer" means Bidder/ the Individual or Firm submitting Bids / Quotation / Tender
- (iii) "Supplier" means the individual or the firm supplying the goods and services as incorporated in the contract.
- (iv) "Goods" means the articles, material, commodities, livestock, furniture, fixtures, raw material, spares, instruments, machinery, equipment, medical equipment, industrial plant etc. which the supplier is required to supply to the purchaser under the contract.
- (v) "Services" means services allied and incidental to the supply of goods, such as transportation, installation, commissioning, provision of technical assistance, training, after sales service, maintenance service and other such obligations of the supplier covered under the contract.
- (vi) "Earnest Money Deposit" (EMD) means Bid Security/ monetary or financial guarantee to be furnished by a tenderer along with its tender.
- (vii) "Contract" means the written agreement entered into between the purchaser and/or consignee and the supplier, together with all the documents mentioned therein and including all attachments, annexure etc. therein.
- (viii) "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.
- (ix) "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 HBL, Chennai.
- (x) "Specification" means the document/standard that prescribes the requirement with which goods or service has to conform.
- (xi) "Inspection" means activities such as measuring, examining, testing, gauging one or more characteristics of the product or service and comparing the same with the specified requirement to determine conformity.
- (xii) "Day" means calendar day.
- (xiii) "Employer" means HBL, Chennai.

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<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

### 1.3 Abbreviations:

- (i) *“T E Document” means Tender Enquiry Document*
- (ii) *“NIT” means Notice Inviting Tenders.*
- (iii) *“GIT” means General Instructions to Tenderers*
- (iv) *“SIT” means Special Instructions to Tenderers*
- (v) *“GCC” means General Conditions of Contract*
- (vi) *“SCC” means Special Conditions of Contract*
- (vii) *“DGS&D” means Directorate General of Supplies and Disposals*
- (viii) *“NSIC” means National Small Industries Corporation*
- (ix) *“PSU” means Public Sector Undertaking*
- (x) *“CPSU” means Central Public Sector Undertaking*
- (xi) *“LSI” means Large Scale Industry*
- (xii) *“SSI” means Small Scale Industry*
- (xiii) *“LC” means Letter of Credit*
- (xiv) *“DP” means Delivery Period*
- (xv) *“BG” means Bank Guarantee*
- (xvi) *“ED” means Excise Duty*
- (xvii) *“CD” means Custom Duty*
- (xviii) *“VAT” means Value Added Tax*
- (xix) *“CENVAT” means Central Value Added Tax*
- (xx) *“CST” means Central Sales Tax*
- (xxi) *“RR” means Railway Receipt*
- (xxii) *“BL” means Bill of Lading*
- (xxiii) *“FOB” means Free on Board*
- (xxiv) *“FOR” means Free on Rail*
- (xxvi) *“DAP” means Delivered at Place*
- (xxix) *“DDP” means Delivery Duty Paid named place of destination (consignee site)*
- (xxx) *“INCOTERMS” means International Commercial Terms as on the date of Tender Opening*
- (xxxi) *“MOH&FW” means Ministry of Health & Family Welfare, Government of India.*
- (xxxii) *“AMC” means Annual maintenance Contract (labour, spare and preventive maintenance)*
- (xxxiii) *“RT” means Re-Tender.*

## 2. Introduction

2.1 The Purchaser has issued these TE documents for purchase of goods and related services as mentioned in subsequent paragraphs which also indicates, inter alia, the required delivery schedule, terms and place of delivery.

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<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

2.2 This section (Section II - “General Instruction Tenderers”) provides the relevant information as well as instructions to assist the prospective tenderers in preparation and submission of tenders. It also includes the mode and procedure to be adopted by the purchaser for receipt and opening as well as scrutiny and evaluation of tenders and subsequent placement of contract.

2.3 The tenderers shall also read the Special Instructions to Tenderers (SIT) related to this purchase, as contained in Section III of these documents and follow the same accordingly. Whenever there is a conflict between the GIT and the SIT, the provisions contained in the SIT shall prevail over those in the GIT.

2.4 Before formulating the tender and submitting the same to the purchaser, the tenderer should read and examine all the terms, conditions, instructions, checklist etc. contained in the TE documents. Failure to provide and/or comply with the required information, instructions etc. incorporated in these TE documents may result in rejection of its tender.

### 3. Language of Tender

3.1 The tender submitted by the tenderer and all subsequent correspondence and documents relating to the tender exchanged between the tenderer and the purchaser, shall be written in the English language, unless otherwise specified in the Tender Enquiry. However, the language of any printed literature furnished by the tenderer in connection with its tender may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the tender, the English translation shall prevail.

3.2 The tender submitted by the tenderer and all subsequent correspondence and documents relating to the tender exchanged between the tenderer and the purchaser, may also be written in the Hindi language, provided that the same are accompanied by English translation, in which case, for purpose of interpretation of the tender etc, the English translations shall prevail.

### 4. Eligible Tenderers

4.1 This invitation for tenders is open to all suppliers who fulfil the eligibility criteria specified against clause 16 of GIT Sec. II in this document.

### 5. Eligible Goods and Services

5.1 All goods and related services to be supplied under the contract shall have their origin in India or any other country with which India has not banned trade relations. The term “origin” used in this clause means the place where the goods are mined, grown, produced, or manufactured or from where the related services are arranged and supplied.

### 6. Tendering Expense and Tender fee

6.1 **Tender Expense:** The tenderer shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and for subsequent processing the same. The purchaser will, in no case be responsible or liable for any such cost, expenditure etc regardless of the conduct or outcome of the tendering process.

6.2 **Tender Cost/Tender fee:** The tenderer should submit the tender fee of Rs.1, 050/- (Inclusive of Sales Tax) for National Bids or USD 100 for International Bids as on tender publishing date in the form of Demand Draft or Banker’s cheque in favour of HLL Biotech limited, payable at Chennai. The DD/ Banker’s cheque has to be enclosed along with the Techno-Commercial Bid which is non-refundable. In case of cancellation of tender by HBL, the tender cost/fee shall be refunded.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

## B. TENDER ENQUIRY DOCUMENTS

### 7. Content of Tender Enquiry Documents

7.1 In addition to Section I – “Notice inviting Tender” (NIT), the TE documents include:

- Section II – General Instructions to Tenderers (GIT)
- Section III – Special Instructions to Tenderers (SIT)
- Section IV – General Conditions of Contract (GCC)
- Section V – Special Conditions of Contract (SCC)
- Section VI – List of Requirements
- Section VII – Technical Specifications
- Section VIII – Quality Control Requirements
- Section IX – Qualification Criteria
- Section X – Tender Form
- Section XI – Price Schedules(Domestic, Imports, AMC, Turnkey)
- Section XII – Questionnaire
- Section XIII – Bank Guarantee Form for EMD
- Section XIV – Manufacturer’s Authorisation Form
- Section XV(A) – Bank Guarantee Form for Advance Payment
- Section XV(B) – Bank Guarantee Form for Performance Security/AMC Security
- Section XVI – Contract Forms (Supply of Equipment - A & AMC – B)
- Section XVII – Proforma of Consignee Receipt Certificate
- Section XVIII – Proforma of Final Acceptance Certificate by the consignee
- Section XIX – Check List for the Tenderers
- Section XX – Consignee List
- Section XXI - Integrity Pact
- Section XXII - Instruction of Ministry of Shipping & Transport, New Delhi, India
- Section XXIII - Schedule of Fiscal Aspects

7.2 The relevant details of the required goods and services, the terms, conditions and procedure for tendering, tender evaluation, placement of contract, the applicable contract terms and, also, the standard formats to be used for this purpose are incorporated in the above-mentioned documents. The interested tenderers are expected to examine all such details etc to proceed further.

### 8. Amendments to Tender Enquiry documents

8.1 At any time prior to the deadline for submission of tenders, the purchaser may, for any reason deemed fit by it, modify the TE documents by issuing suitable amendment(s) to it.

8.2 Such an amendment will be notified in the website of [www.hllbiotech.com](http://www.hllbiotech.com) / [www.lifecarehll.com](http://www.lifecarehll.com). The interested parties are advised to regularly visit the website for further updates.

8.3 In order to provide reasonable time to the prospective tenderers to take necessary action in preparing their tenders as per the amendment, the purchaser may, at its discretion extend the deadline for the submission of tenders and other allied time frames, which are linked with that deadline.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
Project No : 120310	DOCUMENT NO : NPI-120310-EQP-S1-RTD-21	Revision : 00 Date : 31.12.2016

## 9. Clarification of Tender Enquiry documents

- 9.1 A Tenderer requiring any clarification or elucidation on any issue of the TE documents may take up the same during the pre-bid conference. The purchaser will respond to such request by publishing the response / clarification in the official websites.

## C. PREPARATION OF TENDERS

### 10. Documents Comprising the Tender

- 10.1 The Two Bid System, i.e. “**Techno-Commercial Bid**” and “**Financial Bid**” prepared by the tenderer shall comprise the following:

#### A) Techno-Commercial Bid (Un priced Bid)

- i) Earnest money furnished in accordance with GIT clause 18.1 alternatively, documentary evidence as per GIT clause 18.2 for claiming exemption from payment of earnest money.
- ii) Tender Form as per Section X (Un-priced).
- iii) Documentary evidence, as necessary in terms of GIT clauses 4 and 16 establishing that the tenderer is eligible to submit the tender and, also, qualified to perform the contract if its tender is accepted.
- iv) Tenderer/Agent who quotes for goods manufactured by other manufacturer shall furnish Manufacturer’s Authorisation Form.
- v) Power of attorney in favour of the signatory of the tender document.
- vi) Documents and relevant details to establish in accordance with GIT clause 17 that the goods and the allied services to be supplied by the tenderer conform to the requirement of the TE documents.
- vii) Performance Statement as per section IX along with relevant copies of orders and end users’ satisfaction certificate.
- viii) Price Schedule(s) as per Section XI filled up with all the details including Make, Model, etc. of the goods offered with prices blank (without indicating any prices).
- ix) Certificate of country of origin by the bidder from abroad. (Chamber of commerce)
- x) Checklist as per Section XIX.
- xi) IRS and URS (Technical Specification) given as Annexure - I & II, duly filled up and signed and stamped.
- xii) Tender fee as mentioned in NIT in the format specified in Clause 6.2 of GIT.
- xiii) Copy of PAN Card
- xiv) Price Schedule(s) as per Section XI filled up with all the details including Make, Model, etc. of the goods offered with prices blank (without indicating any prices).

#### B) Financial Bid:

The information given at clause no. 10.1 A) ii) & viii) above should be reproduced with the prices indicated.

#### 10.2 N.B.

1. All pages of the Tender should be page numbered and indexed.
2. It is the responsibility of tenderer to go through the TE document to ensure furnishing all required documents in addition to above, if any.

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

- 10.3 The tender should be signed in long hand, dated, duly stamped and witnessed at all places provided therein. Also all pages, drawings, corrections/alterations should be initialled/stamped.
- 10.4 A tender, which does not fulfil any of the above requirements and/or gives evasive information/reply against any such requirement, shall be liable to be ignored and rejected.
- 10.5 Tender sent by fax/telex/cable/electronically shall be ignored.

## 11. Tender currencies

- 11.1 The tenderer supplying indigenous goods or already imported goods shall quote only in Indian Rupees.
- 11.2 For imported goods if supplied directly from abroad, prices shall be quoted in any freely convertible currencies say US Dollar, Euro, GBP or Yen. As regards price(s) for allied services, if any required with the goods, the same shall be quoted in Indian Rupees only if such services are to be performed /undertaken in India. Commission for Indian Agent, if any and if payable shall be indicated in the space provided for in the price schedule and will be payable in Indian Rupees only. Such conversion of currencies will be done based on rate of exchange declared by the RBI as on the date of 'Financial Bid' opening as already incorporated against clause 31 here after.
- 11.3 Tenders, where prices are quoted in any other way shall be treated as non-responsive and rejected.

## 12. Tender Prices

- 12.1 The Tenderer shall indicate on the Price Schedule provided under Section XI all the specified components of prices shown therein including the unit prices and total tender prices of the goods and services proposes to supply against the requirement. All the columns shown in the price schedule should be filled up as required. If any column does not apply to a tenderer, same should be clarified as "NA" by the tenderer.
- 12.2 The price of the schedule complete in all respect will be evaluated and the L1 party will be identified schedule wise.
- 12.3 The quoted prices for goods offered from within India and that for goods offered from abroad are to be indicated separately in the applicable Price Schedules attached under Section XI.
- 12.4 While filling up the columns of the Price Schedule, the following aspects should be noted for compliance:
- 12.4.1 For domestic goods or goods of foreign origin located within India, the prices in the corresponding price schedule shall be entered separately in the following manner:
- The price of the goods, quoted ex-factory/ ex-showroom/ ex-warehouse/ off-the-shelf, as applicable, including all taxes and duties like sales tax, CST VAT, 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;
  - 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;
  - Charges towards Packing & Forwarding, Inland Transportation 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 would be borne by supplier;
  - The price of Incidental Services, as mentioned in List of Requirements and Price Schedule;
  - The prices of Turnkey (if any), as mentioned in List of Requirements, Technical Specification and Price Schedule; and
  - The price of AMC, as mentioned in List of Requirements, Technical Specification and Price Schedule.

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

12.4.2 For goods offered from abroad, the prices in the corresponding price schedule shall be entered separately in the following manner:

- a) The price of goods quoted DAP at Consignee site basis, as indicated in the List of Requirements and Price Schedule;
- b) The price of goods quoted should be on DAP at Consignee site basis, in India as indicated in the List of Requirements, Price Schedule and Consignee List;
- c) The prices of Turnkey ( if any), as mentioned in List of Requirements, Technical Specification and Price Schedule; and
- d) The price for AMC, as mentioned in List of Requirements, Technical Specification and Price Schedule

12.5 For transportation of imported goods offered from abroad, relevant instructions as incorporated under GCC Clause 10 shall be followed.

12.6 For insurance of goods to be supplied, relevant instructions as provided under GCC Clause 11 shall be followed.

12.7 Unless otherwise specifically indicated in the SCC, the terms FOB & DAP for imported goods offered from abroad, shall be governed by the rules & regulations prescribed in the current edition of INCOTERMS, published by the International Chamber of Commerce, Paris.

12.8 The need for indication of all such price components by the tenderers, as required in this clause (viz., GIT clause 12) is for the purpose of comparison of the tenders by the purchaser and will no way restrict the purchaser's right to award the contract on the selected tenderer on any of the terms offered.

### 13. Indian Agent

13.1 If a foreign tenderer has engaged an agent in India in connection with its tender, the foreign tenderer, in addition to indicating Indian agent's commission, if any, in a manner described under GIT sub clause 11.2 above, shall also furnish the following information:

- a) The complete name and address of the Indian Agent and its permanent income tax account number as allotted by the Indian Income Tax authority.
- b) The details of the services to be rendered by the agent for the subject requirement.
- c) Details of Service outlets in India, nearest to the consignee(s), to render services during Warranty and AMC period.

### 14. Firm Price

14.1 Unless otherwise specified in the SIT, prices quoted by the tenderer shall remain firm and fixed during the currency of the contract and not subject to variation on any account.

### 15. Alternative Tenders

15.1 Alternative Tenders are not permitted.

### 16. Documents Establishing Tenderers Eligibility and Qualifications

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

- 16.1 Pursuant to GIT clause 10, the tenderer shall furnish, as part of its tender, relevant details and documents establishing its eligibility to quote and its qualifications to perform the contract if its tender is accepted.
- 16.2 The documentary evidence needed to establish the tenderer's qualifications shall fulfil the following requirements:
- a) In case the tenderer offers to supply goods, which are manufactured by some other firm, the tenderer has been duly authorised by the goods manufacturer to quote for and supply the goods to the purchaser. The tenderer shall submit the manufacturer's authorization letter to this effect as per the standard form provided under Section XIV in this document.
  - b) The tenderer has the required financial, technical and production capability necessary to perform the contract and, further, it meets the qualification criteria incorporated in the Section IX in these documents.
  - c) In case, the tenderer is not doing business in India, it is duly represented by an agent stationed in India fully equipped and able to carry out the required contractual functions and duties of the supplier including after sale service, maintenance & repair etc. of the goods in question, stocking of spare parts and fast moving components and other obligations, if any, specified in the conditions of contract and/or technical specifications.
  - d) In case the tenderer is an Indian agent/authorized representative quoting on behalf of a foreign manufacturer for the **restricted item**, the Indian agent/authorized representative is already enlisted under the Compulsory Enlistment Scheme of Ministry of Finance, Govt. of India, operated through Directorate General of Supplies & Disposals (DGS&D), New Delhi.

#### 17. Documents establishing good's Conformity to Tender Enquiry document.

- 17.1 The tendered shall provide in its tender the required as well as the relevant documents like technical data, literature, drawings etc. to establish that the goods and services offered in the tender fully conform to the goods and services specified by the purchaser in the TE documents. For this purpose the tendered shall also provide a **clause-by-clause commentary on the technical specifications and other technical details incorporated by the purchaser in the TE Document to establish technical responsiveness of the goods and services offered in its tender.**
- 17.2 In case there is any variation and/or deviation between the goods & services prescribed by the purchaser and that offered by the tenderer, the tenderer shall list out the same in a chart form without ambiguity and provide the same along with its tender.
- 17.3 If a tenderer furnishes wrong and/or misleading data, statement(s) etc. about technical acceptability of the goods and services offered by it, its tender will be liable to be ignored and rejected in addition to other remedies available to the purchaser in this regard.

#### 18. Earnest Money Deposit (EMD)

- 18.1 Pursuant to GIT clauses 7.1 and 10.1 the tenderer shall furnish along with its tender, earnest money for amount as shown in the NIT). The earnest money is required to protect the purchaser against the risk of the tenderer's unwarranted conduct as amplified under sub-clause 18.7 below. The tenderers 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 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... The EMD should be furnished in the name of "HLL Biotech Limited, payable at Chennai".

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

18.2 The earnest money shall be denominated in Indian Rupees or equivalent currencies as per GIT clause 11.2. The earnest money shall be furnished in one of the following forms:

Account Payee Demand Draft or Bank Guarantee

18.3 The demand draft shall be drawn on any Scheduled Commercial Bank in India, in favour of "HLL Biotech Limited" payable at Chennai. If the EMD is in the form of bank guarantee, the same is to be provided from any scheduled commercial bank in India or in the case of foreign tenderer, the same should be routed through any scheduled commercial bank as per the format specified under Section XIII of this tender.

18.4 The earnest money shall be valid for a period of forty-five (45) days beyond the validity period of the tender. As validity period of Tender as per Clause 19 of GIT is 120 days, the EMD shall be valid for **165 days** from Techno-Commercial Bid opening date.

18.5 Unsuccessful tenderers' earnest money will be returned to them without any interest, after expiry of the tender validity period, but not later than thirty days after conclusion of the resultant contract. Successful tenderer's earnest money will be returned without any interest, after receipt of performance security from that tenderer.

18.6 Earnest Money is required to protect the purchaser against the risk of the Tenderer's conduct, which would warrant the forfeiture of the EMD. Earnest money of a tenderer will be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender or if it comes to notice that the information/documents furnished in its tender is incorrect, false, misleading or forged without prejudice to other rights of the purchaser. The successful tenderer's earnest money will be forfeited without prejudice to other rights of Purchaser if it fails to furnish the required performance security within the specified period.

18.7 In the case of Bank Guarantee furnished from banks outside India (i.e. foreign Banks), it should be authenticated and countersigned by any nationalised bank or scheduled bank, but not cooperative banks in India by way of back-to-back counter guarantee.

## 19. Tender Validity

19.1 If not mentioned otherwise in the SIT, the tenders shall remain valid for acceptance for a period of **120 days (One hundred and twenty days)** from the date of tender opening prescribed in the TE document. Any tender valid for a shorter period shall be treated as unresponsive and rejected.

19.2 In exceptional cases, the tenderers may be requested by the purchaser to extend the validity of their tenders up to a specified period. Such request(s) and responses thereto shall be conveyed by surface mail or by fax/telex/cable followed by surface mail. The tenderers, who agree to extend the tender validity, are to extend the same without any change or modification of their original tender and they are also to extend the validity period of the EMD accordingly. A tenderer, however, may not agree to extend its tender validity without forfeiting its EMD.

19.3 In case the day up to which the tenders are to remain valid falls on/ subsequently declared a holiday or closed day for the purchaser, the tender validity shall automatically be extended up to the next working day.

## 20. Signing and Sealing of Tender

20.1 The tenderers shall submit their tenders as per the instructions contained in GIT Clause 10

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

- 20.2 The tender shall either be typed or written in indelible ink and the same shall be signed by the tenderer or by a person(s) who has been duly authorized to bind the tenderer to the contract. The letter of authorization shall be by a written power of attorney, which shall also be furnished along with the tender.
- 20.3 The tender shall be duly signed at the appropriate places as indicated in the TE document and all other pages of the tender including printed literature, if any shall be initialled by the same person(s) signing the tender. The tender shall not contain any erasure or overwriting, except as necessary to correct any error made by the tenderer and, if there is any such correction; the same shall be initialled by the person(s) signing the tender.
- 20.4 The tenderer should seal the tender and write the address of the purchaser and the tender reference number on the envelope. The sentence “NOT TO BE OPENED before (The tenderer is to put the date & time of tender opening)” are to be written on these envelopes. The inner envelopes are then to be put in a bigger outer envelope, which will also be duly sealed, marked etc. as above. If the outer envelope is not sealed and marked properly as above, the purchaser will not assume any responsibility for its misplacement, premature opening, late opening etc.
- 20.5 The document seeks quotation following **Two Tender System**, in two parts. First part will be known as **‘Techno-Commercial Bid’**, and the second part **‘Financial Bid’** as specified in clause 10 of GIT. Tenderer shall seal ‘Techno-Commercial Bid’ and ‘Financial Bid’ separately and covers will be suitably super scribed. Both these sealed covers shall be put in a bigger cover and sealed and procedure prescribed in Paras 20.1 to 20.4 followed.

#### D. SUBMISSION OF TENDERS

##### 21. Submission of Tenders

- 21.1 Unless otherwise specified, the tenders are to be submitted to **The Chief Executive Officer, HLL Biotech Limited, Tichel Biopark Campus (Module no. 013-015), CSIR Road, Taramani, Chennai- 600 113**
- 21.2 The tenderers must ensure that they submit their tenders not later than the closing time and date specified for submission of tenders. It is the responsibility of the tenderer to ensure that their Tenders whether sent by post or by courier or by person, reaches the address mentioned in GIT 21.1 by the specified clearing date and time.
- 21.3 In the event the specified date for submission of tender falls on / is subsequently declared a holiday or closed day for the purchaser, the tenders will be received up to the appointed time on the next working day.

##### 22. Late Tender

- 22.1 A tender, which is received after the specified date and time for receipt of tenders will be treated as “late” tender and will be ignored and not considered.

##### 23. Alteration and Withdrawal of Tender

- 23.1 The tenderer, after submitting its tender, is permitted to alter / modify its tender so long as such alterations / modifications are received duly signed, sealed and marked like the original tender, within the deadline for submission of tenders. Alterations / modifications to tenders received after the prescribed deadline will not be considered.

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

23.2 No tender should be withdrawn after the deadline for submission of tender and before expiry of the tender validity period. If a tenderer withdraws the tender during this period, it will result in forfeiture of the earnest money furnished by the tenderer in its tender.

## E. TENDER OPENING

### 24. Opening of Tenders

- 24.1 The purchaser will open the tenders at the specified date and time and at the specified place as indicated in the NIT. In case the specified date of tender opening falls on / is subsequently declared a holiday or closed day for the purchaser, the tenders will be opened at the appointed time and place on the next working day.
- 24.2 Authorized representatives of the tenderers, who have submitted tenders on time, may attend the tender opening, provided they bring with them letters of authority from the corresponding tenderers. The tender opening official(s) will prepare a list of the representatives attending the tender opening. The list will contain the representatives' names & signatures and corresponding tenderers' names and addresses.
- 24.3 Two - Tender system as mentioned in para 20.5 above will be as follows. The Techno-Commercial Bids are to be opened in the first instance, at the prescribed time and date as indicated in NIT. These Tenders shall be scrutinized and evaluated by the competent committee/ authority with reference to parameters prescribed in the TE document. During the Techno-Commercial Bid opening, the tender opening official(s) will read the salient features of the tenders like brief description of the goods offered, delivery period, Earnest Money Deposit and any other special features of the tenders, as deemed fit by the tender opening official(s). Thereafter, in the second stage, the Financial Bid of only the Technically qualified offers (as decided in the first stage) shall be opened for further scrutiny and evaluation on a date notified after the evaluation of the Techno-Commercial Bid. The prices, special discount if any of the goods offered etc., as deemed fit by tender opening official(s) will be read out.

## F. SCRUTINY AND EVALUATION OF TENDERS

### 25. Basic Principle

25.1 Tenders will be evaluated on the basis of the terms & conditions already incorporated in the TE document, based on which tenders have been received and the terms, conditions etc. mentioned by the tenderers in their tenders. No new condition will be brought in while scrutinizing and evaluating the tenders.

### 26. Preliminary Scrutiny of Tenders

- 26.1 The Purchaser will examine the Tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed stamped and whether the Tenders are generally in order.
- 26.2 Prior to the detailed evaluation of Financial Bid, pursuant to GIT Clause 33, the Purchaser will determine the substantial responsiveness of each Tender to the TE Document. For purposes of these clauses, a substantially responsive Tender is one, which conforms to all the terms and conditions of the TE Document without material deviations. Deviations from, or objections or reservations to critical provisions such as those concerning Performance Security (GCC Clause 5), Warranty (GCC Clause 15), EMD (GIT Clause 18), Taxes & Duties (GCC Clause 20), Force Majeure (GCC Clause 26) and Applicable law (GCC Clause 31) will be deemed to be a material deviation. The Purchaser's determination of a Tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

- 26.3 If a Tender is not substantially responsive (Non-Responsive), it will be rejected by the Purchaser and cannot subsequently be made responsive by the Tenderer by correction of the nonconformity.
- 26.4 The tenders will be scrutinized to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the TE document. The tenders, which do not meet the basic requirements, are liable to be treated as non – responsive and will be summarily ignored. A non-responsive tender is one which deviates technically or commercially from any specific provision in the tender enquiry.
- 26.5 The following are some of the important aspects, for which a tender shall be declared non – responsive and will be summarily ignored:
- (i) Tender form as per Section X (signed and stamped) not enclosed
  - (ii) Tender is unsigned.
  - (iii) Tender validity is shorter than the required period.
  - (iv) Required EMD (Amount, validity etc.) / exemption documents have not been provided.
  - (v) Tenderer has quoted for goods manufactured by other manufacturer(s) without the required Manufacturer's Authorisation Form as per Section XIV.
  - (vi) Tenderer has not agreed to give the required performance security.
  - (vii) Goods offered are not meeting the tender enquiry specification.
  - (viii) Tenderer has not agreed to other essential condition(s) specially incorporated in the tender enquiry like terms of payment, liquidated damages clause, warranty clause, dispute resolution mechanism applicable law.
  - (ix) Poor/ unsatisfactory past performance.
  - (x) Tenderers who stand deregistered/banned/blacklisted by any Govt. Authorities.
  - (xi) Tenderer is not eligible as per GIT Clauses 4.1 & 16.1.
  - (xii) Tenderer has not quoted for the entire quantity as specified in the List of Requirements in the quoted schedule.
  - (xiii) The signed Integrity Pact not enclosed by the Tenderer.
  - (xiv) IRS and URS / Datasheet given in Annexure-I, & II / Annexures, not duly filled, signed and stamped.

## **27. Minor Infirmary /Irregularity/Non-Conformity**

- 27.1 If during the preliminary examination, the purchaser find any minor informality and/or irregularity and/or non-conformity in a tender, the purchaser may waive the same provided it does not constitute any material deviation and financial impact and, also, does not prejudice or affect the ranking order of the tenderers. Wherever necessary, the purchaser will convey its observation on such 'minor' issues to the tenderer, asking the tenderer to respond by a specified date. If the tenderer does not reply by the specified date or gives evasive reply without clarifying the point at issue in clear terms, that tender will be liable to be ignored.

## **28. Discrepancies in Prices**

- 28.1 If, in the price structure quoted by a tenderer, there is discrepancy between the unit price and the total price (which is obtained by multiplying the unit price by the quantity), the unit price shall prevail and the total price corrected accordingly, unless the purchaser feels that the tenderer has made a mistake in placing the decimal point in the unit price, in which case the total price as quoted shall prevail over the unit price and the unit price corrected accordingly.
- 28.2 If there is an error in a total price, which has been worked out through addition and/or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected accordingly; and

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

28.3 If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail, subject to sub clause 28.1 and 28.2 above.

28.4 If, as per the judgement of the purchaser, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the tenderer by registered / speed post. If the tenderer does not agree to the observation of the purchaser, the tender is liable to be ignored.

## 29. Discrepancy between original and copies of Tender

29.1 In case, any discrepancy is observed between the text etc. of the original copy and that in the other copies of the same tender set, the text etc. of the original copy shall prevail. Here also, the purchaser will convey its observation suitably to the tenderer by register / speed post and, if the tenderer does not accept the purchaser's observation, that tender will be liable to be ignored.

## 30. Qualification Criteria

30.1 Tenders of the tenderers, who do not meet the required Qualification Criteria prescribed in Section IX, will be treated as non - responsive and will not be considered further.

## 31. Conversion of tender currencies to Indian Rupees

31.1 In case the TE document permits the tenderers to quote their prices in different currencies, all such quoted prices of the responsive tenderers will be converted to a single currency viz., Indian Rupees for the purpose of equitable comparison and evaluation, as per the exchange rates established by the Reserve Bank of India for similar transactions, as on the date of 'Financial Bid' opening.

## 32. Schedule/ Package -wise Evaluation

32.1 In case the List of Requirements contains more than one schedule/ Package, the responsive tenders will be evaluated and compared separately for each schedule/package. The tender for a schedule/ package will not be considered if the complete requirements prescribed in that schedule/ package are not included in the tender. However, as already mentioned in GIT sub clause 12.2, the tenderers have the option to quote for any one or more schedules/ package.

## 33. Comparison of Tenders

33.1 Unless mentioned otherwise in Section – III – Special Instructions to Tenderers and Section – VI – List of Requirements, the comparison of the responsive tenders shall be carried out on Delivery Duty Paid (DDP) consignee site basis. The quoted turnkey (if any) prices and AMC prices will also be added for comparison/ranking purpose for evaluation.

## 34. Additional Factors and Parameters for Evaluation and Ranking of Responsive Tenders

34.1 Deleted

34.2 The purchaser's evaluation of tender will also take into account the additional factors, if any, incorporated in SIT in the manner and to the extent indicated therein.

34.3 The Purchaser reserves the right to give the price preference to small-scale sectors etc. and purchase preference to central public sector undertakings as per the instruction in vogue while evaluating, comparing and ranking the responsive tenders.

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

**35. Tenderer's capability to perform the contract**

- 35.1 The purchaser, through the above process of tender scrutiny and tender evaluation will determine to its satisfaction whether the tenderer, whose tender has been determined as the lowest evaluated responsive tender is eligible, qualified and capable in all respects to perform the contract satisfactorily. If, there is more than one schedule/ package in the List of Requirements, then, such determination will be made separately for each schedule/ package.
- 35.2 The above-mentioned determinations will, interalia, take into account the tenderer's financial, technical and production capabilities for satisfying all the requirements of the purchaser as incorporated in the TE document. Such determination will be based upon scrutiny and examination of all relevant data and details submitted by the tenderer in its tender as well as such other allied information as deemed appropriate by the purchaser.

**36. Contacting the Purchaser**

- 36.1 From the time of submission of tender to the time of awarding the contract, if a tenderer needs to contact the purchaser for any reason relating to this tender enquiry and / or its tender, it should do so only in writing.
- 36.2 In case a tenderer attempts to influence the purchaser in the purchaser's decision on scrutiny, comparison & evaluation of tenders and awarding the contract, the tender of the tenderer shall be liable for rejection in addition to appropriate administrative actions being taken against that tenderer, as deemed fit by the purchaser.

**G. AWARD OF CONTRACT**

**37. Purchaser's Right to accept any tender and to reject any or all tenders**

- 37.1 The purchaser reserves the right to accept in part or in full any tender or reject any or more tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected tenderer or tenderers.

**38. Award Criteria**

- 38.1 Subject to GIT clause 37 above, the contract will be awarded to the lowest evaluated responsive tenderer decided by the purchaser in terms of GIT Clause 35.

**39. Variation of Quantities at the Time of Award/ Currency of Contract**

- 39.1 At the time of awarding the contract, the purchaser reserves the right to increase or decrease by up to fifty (50) per cent, the quantity of goods and services mentioned in the schedule (s) in the "List of Requirements" (rounded off to next whole number) without any change in the unit price and other terms & conditions quoted by the tenderer.
- 39.2 If the quantity has not been increased at the time of the awarding the contract, the purchaser reserves the right to increase by up to fifty (50) per cent, the quantity of goods and services mentioned in the contract (rounded off to next whole number) without any change in the unit price and other terms & conditions mentioned in the contract, during the currency of the contract after one year from the Date of Notification of Award.

**40. Notification of Award**

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

40.1 Before expiry of the tender validity period, the purchaser will notify the successful tenderer(s) in writing, by registered / speed post/ courier or by fax/telex/cable (to be confirmed by registered / speed post/courier) that its tender for goods & services, which have been selected by the purchaser, has been accepted, also briefly indicating therein the essential details like description, specification and quantity of the goods & services and corresponding prices accepted. The successful tenderer must furnish to the purchaser the required performance security within thirty days from the date of dispatch of this notification, failing which the EMD will be forfeited and the award will be cancelled. Relevant details about the performance security have been provided under GCC Clause 5 under Section IV.

40.2 The Notification of Award shall constitute the conclusion of the Contract.

#### **41. Issue of Contract**

41.1 Promptly after notification of award, the Purchaser/Consignee will mail the contract form (as per Section XVI) duly completed and signed, in duplicate, to the successful tenderer by registered / speed post/courier.

41.2 Within twenty one days from the date of the contract, the successful tenderer shall return the original copy of the contract, duly signed and dated, to the Purchaser by registered / speed post/courier.

41.3 The Purchaser- reserves the right to issue the Notification of Award consignee wise.

#### **42. Non-receipt of Performance Security and Contract by the Purchaser/Consignee**

42.1 Failure of the successful tenderer in providing performance security and / or returning contract copy duly signed in terms of GIT clauses 40 and 41 above shall make the tenderer liable for forfeiture of its EMD and, also, for further actions by the Purchaser/Consignee against it as per the clause 24 of GCC – Termination of default.

#### **43. Return of E M D**

43.1 The earnest money of the successful tenderer and the unsuccessful tenderers will be returned to them without any interest, whatsoever, in terms of GIT Clause 18.7

#### **44. Publication of Tender Result**

44.1 The name and address of the successful tenderer(s) receiving the contract(s) will be mentioned in the notice board/bulletin/web site of the purchaser.

#### **45. Corrupt or Fraudulent Practices**

45.1 It is required by all concerned namely the Consignee/Tenderers/Suppliers etc to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Purchaser: -

(a) defines, for the purposes of this provision, the terms set forth below as follows:

- (i) "corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
- (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Purchaser, and includes collusive practice among Tenderers (prior to or after Tender submission) designed to establish Tender prices at artificial non-competitive levels and to deprive the Purchaser of the benefits of free and open competition;

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
Project No : 120310	DOCUMENT NO : NPI-120310-EQP-S1-RTD-21	Revision : 00 Date : 31.12.2016

- (b) will reject a proposal for award if it determines that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;
- (c) will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded a contract by the purchaser if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

#### 46. Integrity Pact (IP)

The Integrity Pact (IP) will be one of the conditions in this tender enquiry. It will be considered to be a material deviation resulting into ignoring and rejecting the tender if the tenderers do not agree to accept it. The detailed terms of the IP are given below:

##### The Public Authority commits that:

- No official will demand or accept any illicit gratification to give any of the parties an advantage at any stage of the project.
- All necessary and appropriate technical, legal and administrative information related to the contract will be made public
- None of the officials will make available confidential information to a bidder/contractor to give unfair advantage in the contract
- Declaration by all concerned officials any conflict of interest and disclosure of own and family assets
- Officials will report to appropriate government authority about any breach/attempt to breach a commitment.

##### The Bidder commits that:

- they will not offer any illicit gratification to obtain unfair advantage
- they will not collude with other parties to impair transparency and fairness
- they will not accept any advantage in exchange for unprofessional behaviour
- will disclose all payments made to agents and intermediaries
- it will demonstrate existence of organization-wide code of conduct forbidding unethical practices

##### Penalties:

For failure to implement IP, officials will be subject to penal action and bidders will face cancellation of contract, forfeiture of bond, liquidated damages and blacklisting. Action will not require criminal conviction but be based on “no-contest” after the evidence is made available or there can be no material doubts. Disputes in IP implementation would be resolved by arbitration detailed in IP.

**Integrity Pact has to be signed and submitted by the Tenderer along with the filled up Tenders, failing which the Tender is liable to be rejected. Integrity Pact is enclosed in Section-XXI**

#### 47. Paying Authority:

- 47.1 The payment for the supplies of stores / goods / equipments which including agency commission, turnkey (if any), installation and commissioning and any other payment mentioned in the tender enquiry will be made by “HLL Biotech Limited”.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

**SECTION - III**

**SPECIAL INSTRUCTIONS TO TENDERERS (SIT)**

SI. No.	GIT Clause No.	Topic	SIT Provision
A	1 to 6	Preamble	No Change
B	7 to 9	TE documents	No Change
C	10 to 20	Preparation of Tenders	No Change
D	21 to 23	Submission of Tenders	No Change
E	24	Tender Opening	No Change
F	25 to 33, 35,36	Scrutiny and Evaluation of Tenders	No Change
G	37 to 47	Award of Contract	No Change

In case of any conflict between the provision in the GIT and that in the SIT, the provision contained in the SIT shall prevail.

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 Techno-Commercial Bid of the Tender to qualify for such exemptions and other benefits.

**The Tenderer has to mandatorily quote for all the equipment's of the Schedule (in Section XI A or Section XI B), AMC in Price Schedule XI (C) as well as Turnkey (if any) works in Price Schedule XI (D) and, failing which the Tender shall be disqualified and rejected.**

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

**SECTION – IV**

**GENERAL CONDITIONS OF CONTRACT (GCC)**

**TABLE OF CLAUSES**

SI No.	Topic
1	Application
2	Use of contract documents and information
3	Patent Rights
4	Country of Origin
5	Performance Security
6	Technical Specifications and Standards
7	Packing and Marking
8	Inspection, Testing and Quality Control
9	Terms of Delivery
10	Transportation of Goods
11	Insurance
12	Spare parts
13	Incidental services
14	Distribution of Dispatch Documents for Clearance/Receipt of Goods
15	Warranty
16	Assignment
17	Sub Contracts
18	Modification of contract
19	Prices
20	Taxes and Duties
21	Terms and mode of Payment
22	Delay in the supplier's performance
23	Liquidated Damages
24	Termination for default
25	Termination for insolvency
26	Force Majeure
27	Termination for convenience
28	Governing language
29	Notices
30	Resolution of disputes
31	Applicable Law
32	General/Miscellaneous Clauses

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

## SECTION - IV

### GENERAL CONDITIONS OF CONTRACT (GCC)

#### 1. Application

- 1.1 The General Conditions of Contract incorporated in this section shall be applicable for this purchase to the extent the same are not superseded by the Special Conditions of Contract prescribed under Section V, List of requirements under Section VI and Technical Specification under Section VII of this document.

#### 2. Use of contract documents and information

- 2.1 The supplier shall not, without the purchaser's prior written consent, disclose the contract or any provision thereof including any specification, drawing, sample or any information furnished by or on behalf of the purchaser in connection therewith, to any person other than the person(s) employed by the supplier in the performance of the contract emanating from this TE document. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this contract.
- 2.2 Further, the supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC sub-clause 2.1 above except for the sole purpose of performing this contract.
- 2.3 Except the contract issued to the supplier, each and every other document mentioned in GCC sub-clause 2.1 above shall remain the property of the purchaser and, if advised by the purchaser, all copies of all such documents shall be returned to the purchaser on completion of the supplier's performance and obligations under this contract.

#### 3. Patent Rights

- 3.1 The supplier shall, at all times, indemnify and keep indemnified the purchaser, free of cost, against all claims which may arise in respect of goods & services to be provided by the supplier under the contract for infringement of any intellectual property rights or any other right protected by patent, registration of designs or trademarks. In the event of any such claim in respect of alleged breach of patent, registered designs, trademarks etc. being made against the purchaser, the purchaser shall notify the supplier of the same and the supplier shall, at his own expenses take care of the same for settlement without any liability to the purchaser.

#### 4. Country of Origin

- 4.1 All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations.
- 4.2 The word "origin" incorporated in this clause means the place from where the goods are mined, cultivated, grown, manufactured, produced or processed or from where the services are arranged.
- 4.3 The country of origin may be specified in the Price Schedule

#### 5. Performance Security

- 5.1 Within **ten (10) days** from date of the issue of notification of award by the Purchaser/Consignee, the supplier, shall furnish performance security to the Purchaser/Consignee for an amount equal to **five percent (5%)** of the total value of the contract, valid up to sixty (60) days after the date of completion of all contractual

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

obligations by the supplier, including the warranty obligations, initially valid for a period of **minimum 18 months** from the date of Notification of Award

- 5.2 The Performance security shall be denominated in Indian Rupees or in the currency of the contract as detailed below:
- a) It shall be in the form of Bank Guarantee issued by a Scheduled Commercial bank in India or in the case of a foreign tenderer, the same shall be routed through a Nationalised Indian Bank, in the prescribed form as provided in section XV of this document in favour of the Purchaser. The validity of the Fixed Deposit receipt or Bank Guarantee will be for a period up to sixty (60) days beyond Warranty Period.
- 5.3 In the event of any failure /default of the supplier with or without any quantifiable loss to the government including furnishing of Bank Guarantee for AMC Security as per Proforma in Section XV, the amount of the performance security is liable to be forfeited.
- 5.4 In the event of any amendment issued to the contract, the supplier shall, within twenty-one (21) days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract, as amended.
- 5.5 The supplier shall enter into AMC as per the 'Contract Form – B' in Section XVI with the Consignee/Purchaser, 3 (three) months prior to the completion of Warranty Period. The AMC will commence from the date of expiry of the Warranty Period.
- 5.6 Subject to GCC sub – clause 5.3 above, 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 Consignee wise (in the case of more than one consignee) bank guarantee for AMC Security in favour of the consignee as per the format in Section XV.

## 6. Technical Specifications and Standards

- 6.1 The Goods & Services to be provided by the supplier under this contract shall conform to the technical specifications and quality control parameters mentioned in 'Technical Specification'; 'Quality Control Requirements' under Sections VII and Section VIII of this document and URS enclosed as annexure to this document.

## 7. Packing and Marking

- 7.1 The packing for the goods to be provided by the supplier should be strong and durable enough to withstand, without limitation, the entire journey during transit including transshipment (if any), rough handling, open storage etc. without any damage, deterioration etc. As and if necessary, the size, weights and volumes of the packing cases shall also take into consideration, the remoteness of the final destination of the goods and availability or otherwise of transport and handling facilities at all points during transit up to final destination as per the contract.
- 7.2 The quality of packing, the manner of marking within & outside the packages and provision of accompanying documentation shall strictly comply with the requirements as provided in Technical Specifications and Quality Control Requirements under Sections VII and VIII and in SCC under Section V. In case the packing requirements are amended due to issue of any amendment to the contract, the same shall also be taken care of by the supplier accordingly.

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

### 7.3 Packing instructions:

Unless otherwise mentioned in the Technical Specification and Quality Control Requirements under Sections VII and Section VIII and in SCC under Section V, the supplier shall make separate packages for each consignee (in case there is more than one consignee mentioned in the contract) and mark each package on three sides with the following with indelible paint of proper quality:

- a. contract number and date
- b. brief description of goods including quantity
- c. packing list reference number
- d. country of origin of goods
- e. consignee's name and full address and
- f. supplier's name and address

## 8. Inspection, Testing and Quality Control

- 8.1 The purchaser and/or its nominated representative(s) will, without any extra cost to the purchaser, inspect and/or test (FAT) the ordered goods and the related services to confirm their conformity to the contract specifications and other quality control details incorporated in the contract. The purchaser shall inform the supplier in advance, in writing, the purchaser's programme for such inspection (FAT) and, also the identity of the officials to be deputed for this purpose. The cost towards the transportation, boarding & lodging will be borne by the purchaser and/or its nominated representative(s).
- 8.2 The Technical Specification and Quality Control Requirements incorporated in the contract / URS shall specify what inspections and tests are to be carried out and, also, where and how they are to be conducted. If such inspections and tests are conducted in the premises of the supplier or its subcontractor(s), all reasonable facilities and assistance, including access to relevant drawings, design details and production data, shall be furnished by the supplier to the purchaser's inspector at no charge to the purchaser.
- 8.3 If during such inspections (FAT) and tests the contracted goods fail to conform to the required specifications and standards, the purchaser's inspector may reject them and the supplier shall either replace the rejected goods or make all alterations necessary to meet the specifications and standards, as required, free of cost to the purchaser and resubmit the same for conducting the inspections and tests again.
- 8.4 In case the contract stipulates pre-despatch inspection of the ordered goods at supplier's premises, the supplier shall put up the goods for such inspection to the purchaser's inspector well ahead of the contractual delivery period, so that the purchaser's inspector is able to complete the inspection within the contractual delivery period.
- 8.5 If the supplier tenders the goods to the purchaser's inspector for inspection at the last moment without providing reasonable time to the inspector for completing the inspection within the contractual delivery period, the inspector may carry out the inspection and complete the formality beyond the contractual delivery period at the risk and expense of the supplier. The fact that the goods have been inspected after the contractual delivery period will not have the effect of keeping the contract alive and this will be without any prejudice to the legal rights and remedies available to the purchaser under the terms & conditions of the contract.
- 8.6 The purchaser's/consignee's contractual right to inspect, test and, if necessary, reject the goods after the goods' arrival at the final destination shall have no bearing of the fact that the goods have previously been inspected and cleared by purchaser's inspector during pre-despatch inspection mentioned above.
- 8.7 Goods accepted by the purchaser/consignee and/or its inspector at initial inspection and in final inspection in terms of the contract shall in no way dilute purchaser's/consignee's right to reject the same later, if found deficient in terms of the warranty clause of the contract, as incorporated under GCC Clause 15.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

8.8 If stipulated by the Purchaser, the Principal/ Foreign or Domestic suppliers shall also have the equipment inspected by recognised/ reputed agency like SGS, Lloyd or equivalent (acceptable to the purchaser) prior to despatch at the supplier's cost and furnish necessary certificate from the said agency in support of their claim.

**9. Terms of Delivery**

9.1 Goods shall be delivered by the supplier in accordance with the terms of delivery specified in the **Schedule of Fiscal Aspects**.

**10. Transportation of Goods**

10.1 Instructions for transportation of imported goods offered from abroad:

The supplier shall not make part-shipments and/or transshipment without the express/prior written consent of the purchaser. The supplier is required under the contract to deliver the goods under DAP at consignee site basis.

10.2 Transportation of domestic goods including goods already imported by the supplier to be done by the supplier himself and the goods to be delivered at the site of the consignee at his own cost.

**11. Insurance:**

Unless otherwise instructed in the SCC, the supplier shall make arrangements for insuring the goods against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.

The supplier shall be responsible till the entire stores contracted for arrival in good condition at destination. The transit risk in this respect shall be covered by the Supplier by getting the stores duly insured. The insurance cover shall be obtained by the Supplier and should be valid till 3 months after the receipt of goods by the consignee.

If the equipment is not commissioned and handed over to the consignee within 3 months, the insurance will be extended by the supplier at their own cost till the successful installation, testing, commissioning and handing over of the goods to the consignee. In case the delay in the installation and commissioning is due to handing over of the site to the supplier by the consignee, such extensions of the insurance will still be done by the supplier, but the insurance extension charges at actuals will be reimbursed.

**12. Spare parts**

12.1 If specified in the List of Requirements and in the resultant contract, the supplier shall supply/provide any or all of the following materials, information etc. pertaining to spare parts manufactured and/or supplied by the supplier:

- a) The spare parts as selected by the Purchaser/Consignee to be purchased from the supplier, subject to the condition that such purchase of the spare parts shall not relieve the supplier of any contractual obligation including warranty obligations; and
- b) In case the production of the spare parts is discontinued:
  - i. Sufficient advance notice to the Purchaser/Consignee before such discontinuation to provide adequate time to the purchaser to purchase the required spare parts etc., and
  - ii. Immediately following such discontinuation, providing the Purchaser/Consignee, free of cost, the designs, drawings, layouts and specifications of the spare parts, as and if requested by the Purchaser/Consignee.

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

12.2 Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares for the goods so that the same are supplied to the Purchaser/Consignee promptly on receipt of order from the Purchaser/Consignee.

### 13. Incidental services

13.1 Subject to the stipulation, if any, in the SCC (Section – V), List of Requirements (Section – VI) and the Technical Specification (Section – VII), the supplier shall be required to perform the following services.

- i. Installation & commissioning, Supervision and Demonstration of the goods
- ii. Providing required jigs and tools for assembly, minor civil works required for the Completion of the installation.
- iii. Training of Consignee for operating and maintaining the goods
- iv. Supplying required number of operation & maintenance manual for the goods

### 14. Distribution of Dispatch Documents for Clearance/Receipt of Goods

The supplier shall send all the relevant despatch documents well in time to the Purchaser / Consignee to enable the Purchaser/Consignee clear or receive (as the case may be) the goods in terms of the contract. Unless otherwise specified in the SCC, the usual documents involved and the drill to be followed in general for this purpose are as follows.

A) For Domestic Goods, including goods already imported by the supplier under its own arrangement

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 them by registered post / speed post (or as instructed in the contract):

- (i) Four 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) Certificate of origin;
- (v) Manufacturers/Supplier's warranty certificate & In-house inspection certificate.

B) For goods imported from abroad

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 them by registered post / speed post (or as instructed in the contract).

- (i) Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
- (ii) Original and four copies of the negotiable clean, on-board Bill of Lading/Airway bill, marked freight pre-paid and four copies of non-negotiable Bill of Lading/Airway bill;
- (iii) Four Copies of packing list identifying contents of each package;
- (iv) Manufacturer's/Supplier's warranty certificate
- (v) Certificate of origin
- (vi) Port of Loading;

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

- (vii) Port of Discharge and
- (viii) Expected date of arrival.

## 15. Warranty

- 15.1 The supplier warrants comprehensively that the goods supplied under the contract is new, unused and incorporate all recent improvements in design and materials unless prescribed otherwise by the purchaser in the contract. The supplier further warrants that the goods supplied under the contract shall have no defect arising from design, materials (except when the design adopted and / or the material used are as per the Purchaser's/Consignee's specifications) or workmanship or from any act or omission of the supplier, that may develop under normal use of the supplied goods under the conditions prevailing in India.
- 15.2 This warranty shall remain valid for **1 (one) year** after the goods or any portion thereof as the case may be, have been delivered to the final destination and installed and commissioned at the final destination and accepted by the Purchaser/Consignee in terms of the contract, unless specified otherwise in the SCC.
- a. No conditional warranty will be acceptable.
  - b. Warranty as well as AMC will be inclusive of all accessories and Turnkey (if any) work and it will also cover all wearable & non wearable components.
  - c. Replacement and repair will be under taken for the defective goods.
  - d. Proper marking has to be made for all spares for identification like printing of installation and repair dates.
- 15.3 In case of any claim arising out of this warranty, the Purchaser/Consignee shall promptly notify the same in writing to the supplier. The period of the warranty will be as per G.C.C clause number 15.2 above irrespective of any other period mentioned elsewhere in the bidding documents.
- 15.4 Upon receipt of such notice, the supplier shall, within 24 hours on a 24(hrs) X 7 (days) X 365 (days) basis respond to take action and initiate to repair or replace the defective goods or parts thereof, free of cost, at the ultimate destination within 48 hours. The supplier shall take over the replaced parts/goods after providing their replacements and no claim, whatsoever shall lie on the purchaser for such replaced parts/goods thereafter. The penalty clause for non-rectification will be applicable as per tender conditions.
- 15.5 In the event of any rectification of a defect or replacement of any defective goods during the warranty period, the warranty for the rectified/replaced goods shall be extended to a further initial warranty period from the date such rectified / replaced goods starts functioning to the satisfaction of the purchaser.
- 15.6 If the supplier, having been notified, fails to respond to take action to repair or replace the defect(s) within 24 hours on a 24(hrs) X 7 (days) X 365 (days) basis, the purchaser may proceed to take such remedial action(s) as deemed fit by the purchaser, at the risk and expense of the supplier and without prejudice to other contractual rights and remedies, which the purchaser may have against the supplier.
- 15.7 During Warranty period, the supplier is required to visit consignee's site at least once in 3 months commencing from the date of the installation for preventive maintenance of the goods.
- 15.8 The Purchaser/Consignee reserve the rights to enter into AMC with the Supplier for the period as mentioned in Section VII, Technical Specifications after the completion of warranty period.
- 15.9 The supplier along with its Indian Agent and the Service Provider shall ensure continued supply of the spare parts for the machines and equipment's supplied by them to the purchaser for 10 years from the date of installation and handing over.

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

15.10 The Supplier along with its Indian Agent and the Service Provider shall always accord most favoured purchaser status vis-à-vis its other /Purchasers of its equipment's/machines/goods etc. and shall always give the most competitive price for its machines/equipment's supplied to the Purchaser/Consignee.

#### 16. Assignment

16.1 The Supplier shall not assign, either in whole or in part, its contractual duties, responsibilities and obligations to perform the contract, except with the Purchaser's prior written permission.

#### 17. Sub Contracts

17.1 The Supplier shall notify the Purchaser in writing of all sub contracts awarded under the contract if not already specified in its tender. Such notification, in its original tender or later, shall not relieve the Supplier from any of its liability or obligation under the terms and conditions of the contract.

17.2 Sub contract shall be only for bought out items and sub-assemblies.

17.3 Sub contracts shall also comply with the provisions of GCC Clause 4 ("Country of Origin").

#### 18. Modification of contract

18.1 If necessary, the purchaser may, by a written order given to the supplier at any time during the currency of the contract, amend the contract by making alterations and modifications within the general scope of contract in any one or more of the following:

- a) Specifications, drawings, designs etc. where goods to be supplied under the contract are to be specially manufactured for the purchaser,
- b) Mode of packing,
- c) Incidental services to be provided by the supplier
- d) Mode of despatch,
- e) Place of delivery, and
- f) Any other area(s) of the contract, as felt necessary by the purchaser depending on the merits of the case.

18.2 In the event of any such modification/alteration causing increase or decrease in the cost of goods and services to be supplied and provided, or in the time required by the supplier to perform any obligation under the contract, an equitable adjustment shall be made in the contract price and/or contract delivery schedule, as the case may be, and the contract amended accordingly. If the supplier doesn't agree to the adjustment made by the Purchaser/Consignee, the supplier shall convey its views to the Purchaser/Consignee within twenty-one days from the date of the supplier's receipt of the Purchaser's/Consignee's amendment / modification of the contract.

#### 19. Prices

19.1 Prices to be charged by the supplier for supply of goods and provision of services in terms of the contract shall not vary from the corresponding prices quoted by the supplier in its tender.

#### 20. Taxes and Duties

20.1 Supplier shall be entirely responsible for all taxes, duties, fees, levies etc. incurred until delivery of the contracted goods to the purchaser.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

- 20.2 Further instruction, if any, shall be as provided in the SCC.
- 20.3 No exemption certificate will be provided by the consignees for customs duty, central Excise duty etc.
- 20.4 HBL will issue a 'C' form for interstate sale.
- 20.5 The entry tax, if applicable, the exemption certificate will be issued.

## 21. Terms and Mode of Payment

### 21.1 Payment Terms

Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner.

#### A) Payment for Domestic Goods Or Foreign Origin Located Within India.

Payment shall be made in Indian Rupees as specified in the contract in the following manner:

##### a) 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 valid for a period upto the completion of the contract.

##### b) On delivery at site:

**70 % of the contract price shall be paid on receipt of goods in good condition and upon the submission of the following documents:**

- (i) Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
- (ii) Consignee Receipt Certificate as per Section XVII in original issued by the authorized representative of the consignee;
- (iii) Two copies of packing list identifying contents of each package;
- (iv) Dispatch Clearance from Purchaser or authorized agent
- (v) Inspection certificate issued by the nominated Inspection agency, if any.
- (vi) Certificate of Country of origin.

##### c) On Installation Operational Qualification (IOQ) & submission of IOQ report approved by purchaser:

10% of the Contract Value

##### d) On validation and Final Acceptance Certificate approved by Purchaser:

Balance 10% payment would be made against 'Final Acceptance Certificate' as per the proforma mentioned in Section XVIII 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.

#### B) Payment for Imported Goods:

**100% of the Payment shall be made in the currency through irrevocable, non-transferable Letter of Credit (LC) opened in favour of the supplier in a bank in his country as specified in the contract in the following manner:**

##### a) Advance

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

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. The advance bank guarantee shall be valid for a period upto the completion of the contract.

**b) On Receipt of Goods at site:**

70% of the net DAP price (DAP price less Indian Agency commission) of the goods delivered shall be paid and upon submission of documents specified hereunder:

- (i) Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
- (ii) Original and four copies of the negotiable clean, on-board Bill of Lading/ Airway bill , marked freight pre-paid and four copies of non-negotiable Bill of Lading/Airway bill;
- (iii) Four Copies of packing list identifying contents of each package;
- (iv) Documents also to be submitted for payment of LC confirming that dispatch documents has already been sent to all concerned as per the contract within 24 hours;
- (v) Manufacturer's/Supplier's warranty certificate;
- (vi) Manufacturer's own factory inspection report and
- (vii) Certificate of origin by the chamber of commerce of the concerned country;
- (viii) Goods receipt certificate by the ultimate consignee on receipt of goods at this site/warehouse as per section XVII of this tender document.

**c) On Installation Operational Qualification (IOQ) & submission of IOQ report approved by purchaser**

10% of the net DAP price

**d) On validation and Final Acceptance Certificate approved by Purchaser:**

Balance 10 % of the net DAP price payment would be made against 'Final Acceptance Certificate' as per the proforma mentioned in Section XVIII 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.

**e) Payment of incidental services (including installation & commissioning, supervision, demonstration and training) will be paid in Indian Rupees to the Manufacturer's Authorized Indian representative or to the principal in their currency.**

**f) Payment of customs clearance and handling charges, loading/ unloading, inland transportation, incidental costs till consignee site** will be paid in Indian Rupees to the Manufacturer's Authorized Indian representative or to the principal in their currency on intimation to the purchaser with Bill of Entry and supporting documents. However Customs duty will be paid in Indian Rupees to the customs department directly by HBL on intimation by the vendor's Customs Clearing Agent with demand notice / Assessment order from Customs.

**g) Payment of Indian Agency Commission:**

Indian Agency commission will be paid to the manufacturer's agent in Indian rupees indicated in the relevant Price Schedule (as per prevailing rate of exchange ruling on the date of Contract) and shall not be subject to further escalation / exchange variation. 100% Payment shall be paid in Indian Rupees to the Indian Agent after 100 % payment to the foreign principal.

**h) 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>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

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

**C) Payment of Turnkey (if any) (For Supply, Installation, Commissioning and Validation of Lab equipment (Phase-III):**

Turnkey (if any) payment will be made to the manufacturer's agent in Indian rupees indicated in the relevant Price Schedule.

Payment of Turnkey (if any) shall be made in the following stages:

- d) 50% against installation
- e) 30% against commissioning
- f) Balance 20% against Final Acceptance Certificate by Purchaser.

**D) Payment for AMC Charges:**

The Consignee/Client will enter into AMC with the supplier at the rates as stipulated in the contract, three months prior to completion of warranty period. The payment of AMC will be made on half yearly basis after satisfactory completion of said period, duly certified by the consignee.

However entering into an agreement on AMC Service with the Supplier on completion of warranty period is the sole discretion of the Purchaser.

- 21.2 The supplier shall not claim any interest on payments under the contract.
- 21.3 Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other tax as applicable will be made from the bills payable to the Supplier at rates as notified from time to time.
- 21.4 Irrevocable & non – transferable LC shall be opened by the Purchaser. However, if the supplier requests specifically to open confirmed LC, the extra charges would be borne by the supplier. If LC is required to be extended and/or amended for reasons not attributable to the purchaser/consignee, the charges thereof shall be borne by the supplier.
- 21.5 The payment shall be made in the currency / currencies authorised in the contract.
- 21.6 The supplier shall send its claim for payment in writing, when contractually due, along with relevant documents etc., duly signed with date, to the purchaser.
- 21.7 While claiming payment, the supplier has also to certify in the bill that the payment being claimed is strictly in terms of the contract and all the obligations on the part of the supplier for claiming that payment has been fulfilled as required under the contract.
- 21.8 In case where the supplier is not in a position to submit its bill for the balance payment for want of receipted copies of Inspection Note from the consignee and the consignee has not complained about the non-receipt, shortage, or defects in the supplies made, balance amount will be paid by the paying authority without consignee's receipt certificate after three months from the date of the preceding part payment for the goods in question, subject to the following conditions:
  - (a) The supplier will make good any defect or deficiency that the consignee (s) may report within six months from the date of despatch of goods.
  - (b) Delay in supplies, if any, has been regularized.
  - (c) The contract price where it is subject to variation has been finalized.

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

(d) The supplier furnishes the following undertakings:

"I/We, \_\_\_\_\_ certify that I/We have not received back the Inspection Note duly received by the consignee or any communication from the purchaser or the consignee about non-receipt, shortage or defects in the goods supplied. I/We \_\_\_\_\_ agree to make good any defect or deficiency that the consignee may report within three months from the date of receipt of this balance payment.

## 22. Delay in the supplier's performance

- 22.1 The supplier shall deliver of the goods and perform the services under the contract within the time schedule specified by the Purchaser/Consignee in the List of Requirements and as incorporated in the contract.
- 22.2 Subject to the provision under GCC clause 26, any unexcused delay by the supplier in maintaining its contractual obligations towards delivery of goods and performance of services shall render the supplier liable to any or all of the following sanctions:
- (i) Imposition of liquidated damages,
  - (ii) Forfeiture of its performance security and
  - (iii) Termination of the contract for default.
- 22.3 If at any time during the currency of the contract, the supplier encounters conditions hindering timely delivery of the goods and performance of services, the supplier shall promptly inform the Purchaser/Consignee in writing about the same and its likely duration and make a request to the Purchaser/Consignee for extension of the delivery schedule accordingly. On receiving the supplier's communication, the Purchaser/Consignee shall examine the situation as soon as possible and, at its discretion, may agree to extend the delivery schedule, with or without liquidated damages for completion of supplier's contractual obligations by issuing an amendment to the contract.
- 22.4 When the period of delivery is extended due to unexcused delay by the supplier, the amendment letter extending the delivery period shall, interalia contain the following conditions:
- a. The Purchaser/Consignee shall recover from the supplier, under the provisions of the clause 23 of the General Conditions of Contract, liquidated damages on the goods and services, which the Supplier has failed to deliver within the delivery period stipulated in the contract.
  - b. That no increase in price on account of any ground, whatsoever, including any stipulation in the contract for increase in price on any other ground and, also including statutory increase in or fresh imposition of customs duty, excise duty, sales tax/ VAT, Service Tax and Works Contract Tax or on account of any other tax or duty which may be levied in respect of the goods and services specified in the contract, which takes place after the date of delivery stipulated in the contract shall be admissible on such of the said goods and services as are delivered and performed after the date of the delivery stipulated in the contract.
  - c. But nevertheless, the Purchaser/Consignee shall be entitled to the benefit of any decrease in price on account of reduction in or remission of customs duty, excise duty, sales tax/ VAT, Service Tax and Works Contract Tax or any other duty or tax or levy or on account of any other grounds, which takes place after the expiry of the date of delivery stipulated in the contract.
- 22.5 The supplier shall not dispatch the goods after expiry of the delivery period. The supplier is required to apply to the Purchaser/Consignee for extension of delivery period and obtain the same before despatch. In case the supplier dispatches the goods without obtaining an extension, it would be doing so at its own risk and no claim for payment for such supply and / or any other expense related to such supply shall lie against the purchaser.

## 23. Liquidated damages

- 23.1 Subject to GCC clause 26, if the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, the Purchaser/Consignee shall, without prejudice to other rights and remedies available to the Purchaser/Consignee under the contract, deduct from the contract

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

price, as liquidated damages, a sum equivalent to **0.5% (Zero point Five percent) per week of delay or part thereof on delayed supply of goods and/or services until actual delivery or performance subject to a maximum of 5% (Five percent) of the contract value.** Once the maximum is reached Purchaser/Consignee may consider termination of the contract as per GCC 24.

During the above-mentioned delayed period of supply and / or performance, the conditions incorporated under GCC sub-clause 22.4 above shall also apply.

#### 24. Termination for default

24.1 The Purchaser/Consignee , without prejudice to any other contractual rights and remedies available to it (the Purchaser/Consignee ), may, by written notice of default sent to the supplier, terminate the contract in whole or in part, if the supplier fails to deliver any or all of the goods or fails to perform any other contractual obligation(s) within the time period specified in the contract, or within any extension thereof granted by the Purchaser/Consignee pursuant to GCC sub-clauses 22.3 and 22.4.

24.2 In the event of the Purchaser/Consignee terminates the contract in whole or in part, pursuant to GCC sub-clause 24.1 above, the Purchaser/Consignee may procure goods and/or services similar to those cancelled, with such terms and conditions and in such manner as it deems fit and the supplier shall be liable to the Purchaser/Consignee for the extra expenditure, if any, incurred by the Purchaser/Consignee for arranging such procurement.

24.3 Unless otherwise instructed by the Purchaser/Consignee, the supplier shall continue to perform the contract to the extent not terminated.

#### 25. Termination for insolvency

25.1 If the supplier becomes bankrupt or otherwise insolvent, the purchaser reserves the right to terminate the contract at any time, by serving written notice to the supplier without any compensation, whatsoever, to the supplier, subject to further condition that such termination will not prejudice or affect the rights and remedies which have accrued and / or will accrue thereafter to the Purchaser/Consignee.

#### 26. Force Majeure

26.1 Notwithstanding the provisions contained in GCC clauses 22, 23 and 24, the supplier shall not be liable for imposition of any such sanction so long the delay and/or failure of the supplier in fulfilling its obligations under the contract is the result of an event of Force Majeure.

26.2 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 which is not foreseeable and not brought about at the instance of , the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include, but are not restricted to, acts of the Purchaser/Consignee either in its sovereign or contractual capacity, wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes excluding by its employees , lockouts excluding by its management, and freight embargoes.

26.3 If a Force Majeure situation arises, the supplier shall promptly notify the Purchaser/Consignee in writing of such conditions and the cause thereof within twenty one days of occurrence of such event. Unless otherwise directed by the Purchaser/Consignee in writing, the supplier shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

26.4 If the performance in whole or in part or any obligation under this contract is prevented or delayed by any reason of Force Majeure for a period exceeding sixty days, either party may at its option terminate the contract without any financial repercussion on either side.

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

26.5 In case due to a Force Majeure event the Purchaser/Consignee is unable to fulfil its contractual commitment and responsibility, the Purchaser/Consignee will notify the supplier accordingly and subsequent actions taken on similar lines described in above sub-paragraphs.

**27. Termination for convenience**

27.1 The Purchaser/Consignee reserves the right to terminate the contract, in whole or in part for its (Purchaser's/Consignee's) convenience, by serving written notice on the supplier at any time during the currency of the contract. The notice shall specify that the termination is for the convenience of the Purchaser/Consignee. The notice shall also indicate inter alia, the extent to which the supplier's performance under the contract is terminated, and the date with effect from which such termination will become effective.

27.2 The goods and services that are complete and ready in terms of the contract for delivery and performance within thirty days after the supplier's receipt of the notice of termination shall be accepted by the Purchaser/Consignee following the contract terms, conditions and prices. For the remaining goods and services, the Purchaser/Consignee may decide:

- a) To get any portion of the balance completed and delivered at the contract terms, conditions and prices; and / or
- b) To cancel the remaining portion of the goods and services and compensate the supplier by paying an agreed amount for the cost incurred by the supplier towards the remaining portion of the goods and services.

**28. Governing language**

28.1 The contract shall be written in English language following the provision as contained in GIT clause 3. All correspondence and other documents pertaining to the contract, which the parties exchange, shall also be written accordingly in that language.

**29. Notices**

29.1 Notice, if any, relating to the contract given by one party to the other, shall be sent in writing or by cable or telex or facsimile and confirmed in writing. The procedure will also provide the sender of the notice, the proof of receipt of the notice by the receiver. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the contract.

29.2 The effective date of a notice shall be either the date when delivered to the recipient or the effective date specifically mentioned in the notice, whichever is later.

**30. Resolution of disputes**

30.1 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.

30.2 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.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

30.3 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.

30.4 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.

30.5 Venue of Arbitration: The venue of arbitration shall be the place from where the contract has been issued.

### 31. Applicable Law

31.1 The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force.

#### 31.2 Jurisdiction

The courts at Chennai, Tamil Nadu shall have exclusive jurisdiction for all disputes and difference arising out of this contract.

### 32. General/ Miscellaneous Clauses

32.1 Nothing contained in this Contract shall be constructed as establishing or creating between the parties, i.e. the Supplier/its Indian Agent/Service Provider on the one side and the Purchaser on the other side, a relationship of master and servant or principal and agent.

32.2 Any failure on the part of any Party to exercise right or power under this Contract shall not operate as waiver thereof.

32.3 The Supplier shall notify the Purchaser/Consignee /the Government of India of any material change would impact on performance of its obligations under this Contract.

32.4 Each member/constituent of the Supplier/its Indian Agent/Service Provider shall be **jointly and severally liable** to and responsible for all obligations towards the Purchaser/Consignee/Government for performance of contract/services including that of its Associates/Sub Contractors under the Contract.

#### 32.5 Indemnities

32.5.1 The Supplier/its Indian Agent/Service Provider shall at all times, indemnify and keep indemnified the Purchaser/Government of India against all claims, damages, cost and expenses arising from the incorporation in or use of work of any such articles, processes or supplies made under this agreement. Supplier shall at all times indemnify the purchaser against all claims which may be made for any infringement of any Intellectual Property Rights (IPR) while providing its services under contract for AMC or the Contract. However the liability of the Suppliers/its Indian Agents/Service Providers rose on the above circumstances is limited to the overall contract value.

32.5.2 The Supplier/its Agent/Service Provider shall, at all times, indemnify and keep indemnified the Purchaser/Consignee/Government of India against any claims in respect of any damages or compensation payable in consequences of any accident or injury sustained or suffered by its employees or agents or by any other third party resulting from or by any action, omission or operation conducted by or on behalf of the supplier/its associate/affiliate etc.

32.6 All claims regarding indemnity shall survive the termination or expiry of the contract.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

## SECTION – V

### SPECIAL CONDITIONS OF CONTRACT (SCC)

The Special Conditions of Contract (SCC) will apply for this purchase. The corresponding clauses of General Conditions of Contract (GCC) relating to the SCC stipulations have also been incorporated below.

These Special Conditions will modify/substitute/supplement the corresponding (GCC) clauses.

Whenever there is any conflict between the provision in the GCC and that in the SCC, the provision contained in the SCC shall prevail.

#### 1. GENERAL

These special conditions shall be read in conjunction with the General Conditions of contract, Job Specifications, Drawings and other documents forming part of this contract wherever the context so requires.

Notwithstanding the sub-division of the documents into these sections and volume every part of each shall be deemed to be supplementary to and complementary of every other part and shall be read with and into the context in so far as it may be practicable to do so.

The several documents forming the contract are to be taken as mutually explanatory of one another. In case of discrepancy the following order of precedence shall be observed:

The works described in latest approved documents like drawings, design qualification and notes thereon.

- The items in the schedule of quantities.
- Particular specifications (given in Tender documents)
- Special conditions of contract.
- General conditions of contract.
- Special Instructions to tenderers
- General Instructions to tenderers

The intending supplier shall be deemed to have visited the site and familiarized himself thoroughly with the site conditions before submitting the tender or before signing the contract. Non-familiarity with the site conditions will not be considered a reason either for extra claims or for not carrying out the work in strict conformity with the drawings and specifications.

The prices quoted should include supply, installation, testing & commissioning at site & should include all applicable taxes & duties.

#### 2. COMPLETION TIME & LIQUIDATED DAMAGES

Over all completion time shall be as mentioned in the Schedule of Fiscal Aspect. The Liquidated Damages (LD) shall be levied at the rate of **0.5% per week maximum being 5% of Total Contract Value**, if the work is delayed beyond the stipulated completion time.

#### 3. FAILURE TO ARRANGE COMMITTED MANPOWER /MACHINERY

The Supplier shall submit manpower and machinery / equipment proposed to be deployed to carry out the work within the stipulated time. Such committed manpower/machinery shall be considered as minimum requirement and failure to maintain the same at site shall be treated as deemed unfit. In such cases, the purchaser reserves the right to terminate the contract as per GCC clause 24.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

#### 4. ACCESS TO SITE

All necessary access to working area will have to be made and maintained by the Supplier. Such temporary constructions shall have to be removed after completion of the work or if so advised by Purchaser at any point of time at no extra cost.

#### 5. PROPERTY RIGHTS

All materials / goods / items at site whether free issue or otherwise, other than the Supplier's construction machinery, will be property of Purchaser, which shall not be removed from site of work and shall be open to inspection by Purchaser. The Supplier shall be responsible for any theft, loss and damage to such material, items, goods etc.

#### 6. LABOUR AT SITE

Purchaser will not allow any temporary or permanent hutments or colonies at the Work Site. The Supplier will have to make his own arrangement for such labour camp(s) away from site at his own cost.

#### 7. WATER AND ELECTRICITY FOR CONSTRUCTIONS

The electricity, if available at site will be provided to the Supplier at a single point on a chargeable basis. The Supplier shall pay the Purchaser at the prices stated. The quantities consumed shall be determined by the Purchaser, who shall include the amounts due as deductions in Interim and final payment certificates. The Supplier shall, at his risk and cost, provide any apparatus necessary for such determination and for his use of these services. The Supplier should make his own arrangements for the providing back up power supply (like D.G sets of required capacity) during the work.

*However, water required for any purpose has to be arranged by Vendor at his own cost.*

#### 8. OTHER CONTRACTS / CONCURRENT WORKS

Purchaser reserves the right to let other Suppliers work in the same area in connection with his work under similar Agreement. The Supplier shall afford other Supplier s' reasonable opportunity for the introduction and storage of their materials and the execution of their work and shall properly connect and co-ordinate his work with theirs. If any part of Supplier's or sub- Supplier's work depends for proper execution or results upon the work if any other Supplier or Sub- Supplier, the Supplier shall inspect and promptly report to Purchaser any defects in such work that render it unsuitable for such proper execution and results. Failure of the Supplier to so inspect and report shall constitute an acceptance of the other Supplier's work as fit and proper for the reception of his work.

During the progress of this contract, other construction works will also be concurrently in operation. The Supplier shall co-operate with the other Supplier s working at site to the fullest extent and shall allow reaching other every facility and co-operation for execution of this work, simultaneously and satisfactorily during the erection of machinery or execution of any other activity. Supplier may have to suspend his work partially or totally in the interest of the whole project. He may also be required to dismantle or to shift his construction plant and equipment for erection of machinery and /or any other operation. In such cases, he shall not be given any compensation on account of reduction or stoppage of labour force or dismantling, shifting of his construction plant and equipment, etc.

#### 9. SAFETY PRECAUTIONS AT WORK

The Supplier shall make all necessary arrangements for safety of personnel working at site and ensure that all safety precautions in line with established industry practices are taken and Guide Lines issued by Statutory Authorities are complied with.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

## 10. PROTECTION AND CLEANING

The Supplier shall protect and preserve the work from all damage or accident providing any temporary roof, window and door coverings, boxing or other construction as required by the Purchaser. This protection shall be provided for all property adjacent to the site as well as on the site.

The Supplier shall properly clean the work as it progresses and shall remove all rubbish and debris from the site from time to time as is necessary and as directed. On completion, the Supplier shall ensure that the premises and / or site are cleaned, surplus materials debris, sheds etc. removed, areas under floors cleared of rubbish, gutters and drains cleared, doors and sashes eased, locks and fastenings oiled, keys clearly labelled and handed over to the In Charge of Works so that the whole is left fit for immediate occupation or use and to the satisfaction of the Purchaser.

## 11. PROTECTION OF WILD LIFE

The Supplier shall ensure the safety of wild life animals in and around the site and ensure that all Statutory Regulations are complied with. He shall indemnify Purchaser against violation of Wild Life Protection Act or any such Government Regulations.

## 12. VALIDITY OF OFFER/RATES / PRICES

The Offer remains valid for a period of **120 days** from the date of opening of tender.

After placement of Order all the rates/prices quoted by Supplier shall remain valid till the Final Acceptance Certificate / Measurement Certificate is issued by Purchaser.

The unit rates / prices quoted by the Supplier in the offer shall be firm irrespective of variation in any quantity of individual items and/or in the total contract price.

Prices and unit rates shall be valid even if the contract is split.

Prices and unit rates of any or each item shall be valid irrespective of whether the item to be executed is located at any height/depth, any floor, inside or outside the building unless otherwise specifically mentioned.

Necessary deductions towards the Employee's State Insurance as per the Act, will be made in the Supplier's bills if necessary. The Supplier shall provide the proof of ESI payments and its adherence. The Supplier should maintain all records of labour payments (including sub Suppliers) and product as and when required by the Purchaser or ESI Authorities for assessment and recovery. In case any additional amount is demanded from the Purchaser by the authorities on any account, the Purchaser shall have the right to recover the same from the Supplier.

## 13. CONFIDENTIALITY

The Supplier shall not reveal the scope of supply/rates/quantities/facilities appearing in the order to anybody without the knowledge of Purchaser. Violation of this Clause will be treated as breach of Contract, in which case Purchaser will reserve the right to take necessary punitive action against the Supplier.

## 14. TESTING OF MATERIAL

Purchaser reserves the right to ask for any kind of test to be carried out on any construction material / consumables / finished structures / operation / performance or goods or items / bought outs. The Supplier shall bear all necessary charges for all such tests. Such tests shall be carried out by a laboratory / person approved by Purchaser.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

## 15. ESCALATION

The rates of Supplier shall remain fixed till the completion and NO price variation on account of any increase in taxes, duties or any other reason, whatsoever, shall be payable. It is clarified that No escalation clause is applicable for this contract.

## 16. SUPPLIER'S INABILITY TO SUPPLY MATERIAL/ PROVIDING THE SERVICE

In case of Supplier fails to supply any item of material / services covered under contract then Purchaser will be at liberty to procure the same from open market / engaging other parties to perform the required services at the risk & cost of the Supplier and recover the same from forthcoming running bill or Security Deposit/Bank Guarantee.

## 17. PUNITIVE MEASURES

Purchaser will decide on punitive measures wherever reference to punitive measures or otherwise due to breach of contract is indicated in the clauses above. Decision of Purchaser in such matters shall be binding on the Supplier.

## 18. AMBIGUITIES IN TERMS & CONDITIONS/ QUANTITIES.

In case of any dispute or ambiguity in the interpretation of any condition contained both in the Agreement and the Special Conditions of Contract the interpretation of the Special Conditions of Contract shall prevail.

In case of interpretation of any item description in the schedule of quantities and the equivalent specifications, the item description given in the schedule of quantities shall prevail.

## 19. CHANGES IN CONSTITUTION

Before any change is made in the constitution of the firm, the prior approval is to be obtained by the Supplier in writing of the Accepting Authority. If the Supplier is an individual or a proprietary concern and the individual or the proprietor dies and if the Supplier is a partnership concern and one of the partners dies, then the Accepting Authority reserves the right to cancel the contract, if the Accepting Authority is not satisfied that the legal representatives of the individual firm or the proprietor of the proprietary concern and in the case of partnership, the surviving partners are capable of carrying out and completing the contract.

## 20. UNDER PAYMENT / OVER PAYMENT

The Purchaser reserves the right to carry out past payments, audit and technical examinations of the trial bill including all supporting vouchers, abstracts, etc., If as a result of such audit and technical examination any overpayment is discovered, it shall be recovered from any other sum due to the Supplier, which may be available with the Purchaser or he shall pay the claim on demand.

Any amount due to the Supplier under this Contract for underpayment may be adjusted against any amount then due or which may at any time thereafter become due before payment is made to the Supplier.

In case of any conflict between the description of items in schedule of quantities, specifications, drawings and other tender documents, the decision of the Purchaser, in writing, shall be final binding and conclusive for the purpose of this contract. The Supplier in any case shall not delay or stop the work for the questions or disputes being referred to arbitration but shall proceed with work with all diligence until the decision of the arbitrator and shall abide by arbitrators decision.

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

- i. The Supplier shall be responsible, in all respects, for the co-ordination of all the services work including electrical, piping and modular works or works of other Purchaser appointed agencies. Supplier shall ensure proper co-ordination for the inter-dependent / related activities between himself, services sub-Suppliers and other nominated, Specialist Suppliers etc.
- ii. The Supplier shall arrange the water, electricity and scaffoldings required on their own.
- iii. The Supplier shall be responsible to work out a co-ordinated work schedule with the HVAC, Civil, Electrical, Mechanical & Piping and other nominated Suppliers.
- iv. No other claim shall be entertained from the Supplier on the plea that the work has been executed in the above circumstances or under difficult conditions. It shall be the responsibility of the Supplier to enforce necessary discipline among his workers and staff to ensure smooth working at the site in a spirit of co-operation and amity with all other agencies. In case of any dispute, decision of Purchaser or Purchaser shall be final and binding to the Supplier.
- v. The Supplier is made explicitly clear that the work is to be carried out in co-ordination with all other nominated Suppliers/ agencies, which shall be engaged to execute other services of the project. The Supplier shall submit to the Purchaser's approval, immediately the following information in order to proceed with the work.
- vi. Exact Layout and details of the temporary work that the Supplier wants to carry out to fulfil his obligations under the contract.
- vii. A general layout of storage space for material for the execution of work within stipulated time period.
- viii. Depending on the exigencies at the site the temporary offices, stores etc. may have to be moved or shifted and the Supplier shall do so, if so required by the Purchaser / Consultant at no extra cost to the Purchaser.
- ix. Purchaser shall have full power to get any materials of work to be tested by an independent agency at Supplier's expense in order to prove the soundness and adequacy.
- x. If any material / equipment are supplied by the Purchaser to the Supplier free of cost, the Supplier shall receive the same at site, handle with care and store them as directed by the Purchaser. The Supplier shall be responsible for the safe custody and shall insure all materials against theft and damage by fire. The Supplier shall maintain records of consumption on daily basis.
- xi. The Supplier shall ensure cleanliness and keep the site free from all debris, hazardous material, loose wires, open fires or any other materials and avoid damage due to accidents, negligence etc. All the above measures including fencing etc. required to be provided during the time period of the contract, shall be provided by the Supplier at no expense to the Purchaser. The provision of all these measures does not absolve the Supplier of his liabilities as per the contract.
- xii. It shall be the responsibility of the Supplier to ensure that his workmen do not trespass into areas and buildings adjacent to the construction site. The Supplier shall enforce proper discipline in this regard by making proper arrangements.
- xiii. To facilitate satisfactory completion of the work under this contract, and to co-ordinate work with other agencies working at the site, meetings will be held at the time and venue decided by the Consultant / Purchaser. During these meetings progress of various works will be reviewed and those matters needing clarifications / decisions to expedite the work will be taken up.

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

- xiv. During progress of the work, completed portion of the building may be occupied and put to use by the Purchaser. The Supplier shall however remain fully responsible for the maintenance of all the work till the entire work covered by the Supplier is satisfactory completed and handed over to the Purchaser.
- xv. Safe custody of all materials and products supplied by the Supplier shall be his own responsibility till the final taking over by the Purchaser. He should therefore employ sufficient staff for watch and ward at his own expenses.
- xvi. It shall be the responsibility of the Supplier to study carefully all the drawings, instructions etc. and point out discrepancies and obtain clarifications, if any, in writing before taking up the work. He shall also be responsible to ensure that the work is carried out in accordance with Local Bye-Laws in all respects, and to ensure that he obtains all prior sanctions from all the Competent Local Authorities before he takes up the work. If, as a result of his failure to do so, in spite of the works having been carried out as per the drawings and instruction issued by the Consultant and /or the Purchaser, and/or in the presence of the representative(s) of the Consultant / Purchaser, the Supplier himself shall be solely responsible and if so directed, dismantle and reconstruct at his own cost the work/item(s) of work as per such directions. No claims in this regard will be entertained.
- xvii. It shall be the sole responsibility of the Supplier to ensure all safety measures giving proper prior notices etc. and obtaining prior permission from concerned local authorities as per Bye-Laws or directions issued by them, all at his own cost. No claim of the Supplier in this regard shall be entertained.
- xviii. With the submission of the tender, the Suppliers declares and agrees that all the labour and requisite materials required for the work are available for completion of the work within the period stipulated for completion of the work.
- xix. Any material / item / fitting / fixtures rejected by the Purchaser / Consultant shall be removed from the site within 48 hours of issue of instructions to this effect by the Purchaser / consultant. Failing this, the Purchaser shall have the rights to get these so removed at the Supplier's cost and the Supplier shall have no claim whatever in this regard.
- xx. The Supplier is alone responsible, for any discrepancy arising out of the definition / interpretation etc. of any matter connected with the execution of the work, which has not been got clarified prior to submission of tenders as required and all consequences arising there from.
- xxi. The Supplier shall also include in his quoted rate barricading / fencing of construction activity area. All materials, fabrication yards, stores, manpower are to be contained within the barricaded area. The Supplier shall not be allowed to extend his activities beyond this area.
- xxii. Electricity, if available at site will be provided to the Supplier at a single point on a chargeable basis. The Supplier should make his own arrangements for the providing back up power supply (like D.G sets of required capacity) during the work.
- xxiii. Water has to be arranged by the Supplier at his own cost.
- xxiv. The Supplier will be provided with open space free of cost for constructing temporary site office near the construction area.
- xxv. It is essential that the works site be kept in an orderly and neat manner at all times. Stacking of materials, arrangement of fabrication yards, water tank for construction, equipment etc. shall be free from obstructions and easy to survey and inspect. The Purchaser should have the right to get such work as is necessary to ensure proper maintenance of the works site at the Suppliers cost, in case the Supplier fails to comply with the requirements.
- xxvi. The Supplier has to meet all safety requirements as laid down by Purchaser at their own cost.
- xxvii. The Supplier shall use only steel scaffolding and not bamboos for any kind of work.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

## 21. TAXES AND DUTIES

Any variation in statutory levies/taxes within the contractual delivery period shall be to HBL's account subject to production of documentary evidence and Govt. notifications by the Supplier & beyond contractual delivery period, upward variation shall be to Supplier's account. Unit Prices quoted by the bidder shall be firm and valid, irrespective of any statutory variations in Taxes/levies.

In case any taxes, duties are not clearly specified in Financial Bid then it will be presumed that no such tax/levy is applicable or payable. Blank field in Financial Bid shall be treated as 'Inclusive' in the quoted price.

A) The total composite price shall comprise of unit price and all other components of price need to be individually indicated quoted against the goods/material/service, it proposes to provide under the contract in the following manner:

- I. The Basic unit price (Ex-Factory Price) of the goods/services/materials, Excise Duty, Sales Tax, Freight, Forwarding, Packing, service tax, insurance and any other levies/charges already paid or payable by the contractor/supplier shall be quoted separately.
- II. The liability to pay all taxes, levies etc., shall be of contractor and HBL will not entertain any claim whatsoever in this respect.

B) No concessional form except Sales Tax form 'C' for the items as specified in the schedule of works and meant for use in HBL, shall be provided by HBL. Form 'C' shall be provided by HBL only on the specific request of the contractor.

- For the purpose of evaluation of financial Bid, composite price inclusive of all taxes and levies will be considered.
- The unit wise cost/break up is necessary for the purpose of information and verification of composite price so quoted by the contractor/supplier.
- The contractor/supplier shall submit to HBL documents/proof of payment of all taxes/levies along with exemption certificate if any, to avail applicable benefits by HBL.

## 22. STATUTORY VARIATIONS:

A. 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.

B. 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.

## 23. ADVANCE BANK GUARANTEE:

When the vendor has supplied the Equipment in complete to the site and fulfilled all his supply obligations as per the contract and any delay on the part of the purchaser resulting in deferment in the services/Execution of the contract, then the purchaser may decide on returning the ABG on its expiry.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
Project No : 120310	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	Revision : 00 Date : 31.12.2016

**SECTION – VI**

**LIST OF REQUIREMENTS**

Schedule. No	Equipment	Capacity / specification	Quantity
1	Elisa Reader	200nm to 900nm	2
	Elisa Plate Washer	Volume range 50 to 300 per well	2
2	Weighing Balance	500g-35 Kg	1
		5g-3kg	3
		2g-220g	1
		100g -40Kg	1
		10mg-220g	6
		10g-5kg	4
		500g-5kg	1
		1kg-300kg	1
		100g-6kg	1
		50kg-500kg	1
		10kg-150kg	2
		100g-10kg	1
		180g-6kg	2
5kg-150kg	1		
3	Micro Weighing Balance	0.001mg-5g	1
4	Automatic media preparator	55 and 90mm plates not less than 600 plates/hr	1
5	Bag Sealing machine	Sealing seam width:12 and 15mm speed range 10m/min	8
6	Digital Thermo hygrometer	RH:1 to 99% Temp -20°C to 60°C	120
7	KTA ELISA Reader	standard 96 well plate	1
8	Cryo can storage container and pressurized LN2 refill cylinder	Storage -Minimum 2000 vials of 5ml	1
9	Rapid transfer port	For liquid transfer through wall	1
10	FTIR spectrophotometer		1

**Part II: Required Delivery Schedule:**

As mentioned in the schedule of Fiscal Aspects

**Part III: Scope of Incidental Services:**

Installation & Commissioning, Supervision, Demonstration, Trial run and Training etc. as specified in GCC Clause 13

**Part IV:** Turnkey (if any) as per details in General Technical Specification.

**Part V:** AMC as per details in Technical Specification.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

**Part VI: Required Terms of Delivery and Destination.**

**a) For Indigenous goods or for imported goods if supplied from India:**

**At Consignee Site**

Insurance shall be borne by the Vendor.

**b) For Imported goods directly from abroad:**

The foreign tenderers are required to quote their rates on DAP at Consignee site basis giving breakup of the price as per the Proforma prescribed in the Price Schedule.

The shipping arrangements shall be made in accordance with the instruction of Ministry of Shipping & Transport, New Delhi, India as detailed in Section XXII.

Insurance shall be borne by the Vendor.

**Destination/Consignee details are given in Section XX**

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
Project No : 120310	DOCUMENT NO : NPI-120310-EQP-S1-RTD-21	Revision : 00 Date : 31.12.2016

## Section – VII

### Technical Specifications

**Note 1:** Tenderer's attention is drawn to GIT clause 17 and GIT sub-clause 10.1 under heading (c) preparation of tenders. The tenderer is to provide the required details, information, confirmations, etc. accordingly failing that it's tender is liable to be ignored.

**Note 2:** General: Bidders are requested to make sure that they should attach the list of equipments for carrying out routine and preventive maintenance wherever asked for and should make sure that Electrical Safety Analyzer / Tester for Process equipments to periodically check the electrical safety aspects as per BIS Safety Standards IS-13540 which is also equivalent to IEC electrical safety standard IEC-60601 is a part of the equipments. If the Electrical Safety Analyzer/Tester is not available they should provide a commitment to get the equipments checked for electrical safety compliance with Electronic Regional Test Labs / Electronics Test and Development Centres across the country on every preventive maintenance call.

**Note 3:** OPTIONAL ITEMS: Bidders are requested to quote for all the available options as asked in the bidding document with reasonable pricing. However the pricing for optional items will not be considered for price comparison for ranking purpose. If the firm has not quoted for any optional item (except the items of turnkey- if any) their offer will be treated as TECHNICALLY RESPONSIVE if otherwise meeting the specification.

**Refer the following Annexures for the details on Datasheets**

**Annexures: Datasheets of:**

1	Elisa Reader Elisa Plate Washer
2	Weighing Balance
3	Micro Weighing Balance
4	Automatic media preparator
5	Bag Sealing machine
6	Digital Thermo hygrometer
7	KTA ELISA Reader
8	Cryo can storage container and pressurized LN2 refill cylinder
9	Rapid transfer port
10	FTIR spectrophotometer

Note: Specifications packages in separate folder.

**Note:**

1. The available clear height inside any of the rooms is 3 m. Vendors to check suitability of installing their equipment's in this available area and height and revert back with their views.

If no views are received from any vendors before or during the pre-bid meeting, it is assumed that the vendor is confident of installing their equipment's with-in the area and height available. No further claims shall be entertained.

2. The extent of automation and optional additional features may vary during the pre-bid discussion.
3. The quantity of equipment mentioned in the list may vary during ordering.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

## GENERAL TECHNICAL SPECIFICATIONS

### GENERAL POINTS:

1. Warranty:

- a) One year Comprehensive Warranty as per Conditions of Contract of the TE document for complete equipment and Turnkey (if any) Work from the date of satisfactory installation, commissioning, trial run & handing over of equipment to CONSIGNEE.
- b) 98% up time Warranty of complete equipment with extension of Warranty period by double the downtime period on 24 (hrs) X 7 (days) X 365 (days) basis.
- c) All software updates should be provided free of cost during Warranty period.

2. After Sales Service:

After sales service centre should be available at the city of CONSIGNEE on 24 (hrs) X 7 (days) X 365 (days) basis. Complaints should be attended properly, maximum within 48 hrs. The service should be provided by Tenderer/Indian Agent. Undertaking by the Principals that the spares for the equipment shall be available for at least 10 years from the date of supply. However if the manufacturer/agent does not have the service centres in India will have to set up the same within 45 days after award of the contract.

3. Training:

On Site training to operators/ Technicians/ staff is to be provided by Principal/ Indian Agents (if they have the requisite know-how) for operation and maintenance of the equipment to the satisfaction of the consignee.

4. AMC of subject equipment with Turnkey (if any):

- a) The cost of AMC which includes calibration of the Equipment along with Calibration Certificate, the necessary calibration tools, labour charges as per technical/ service /operational manual of the manufacturer, after satisfactory completion of Warranty period may be quoted for next 2 years on yearly basis for complete equipment and Turnkey (if any).
- b) The cost of AMC may be quoted along with taxes applicable on the date of Tender Opening. **The taxes to be paid extra, to be specifically stated.** In the absence of any such stipulation, the price will be taken inclusive of such taxes and no claim for the same will be entertained later.
- c) Cost of AMC will be added **for Ranking/Evaluation purpose.**
- d) The payment for AMCn will be made on Half Yearly basis, after submission of the AMC Certificate, duly certified by end user.
- e) Failure of the point 4.a by the supplier, may lead to the forfeiture of the Bank Guarantee for AMC.
- f) The payment of AMC will be made as stipulated in GCC Clause 21.

### Turnkey (if any):

- (i) The Tenderer shall examine the existing site where the equipment is to be installed.
- (ii) Turnkey (if any) comprises of Supply, Installation, Commissioning and validation of the Lab equipment (Phase-3).
- (iii) Tenderers to quote prices indicating break-up of prices of the Machine.
- (iv) The Turnkey costs (if any) may be quoted (Inclusive of all taxes /duties) in Indian Rupee will be added for Ranking Purpose.

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

## Section – VIII

### Quality Control Requirements (for each schedule)

(Proforma for equipment and quality control employed by the manufacturer(s) Tender Reference no.

Date of opening

Time

Name and address of the Tenderer:

Note: All the following details shall relate to the manufacturer(s) for the goods quoted for.

- 01 Name of the manufacturer
  - a. Full postal address
  - b. Full address of the premises
  - c. Email ID
  - d. Telephone number
  - e. Fax number
- 02 Plant and machinery details
- 03 Manufacturing process details
- 04 Monthly (single shift) production capacity of goods quoted for
  - a. normal
  - b. maximum
- 05 Total annual turn-over (value in Rupees) for the last three calendar years excluding the year of tender opening:
- 06 Quality control arrangement details
  - a. for incoming materials and bought-out components
  - b. for process control
  - c. for final product evaluation
- 07 Test certificate held
  - a . type test
  - b . BIS/ISO certification
  - c . any other
- 08 Details of staff
  - a. technical
  - b skilled
  - c unskilled
- 09 Please furnish documentation details with clarifications etc as asked for at the end of the equipment specification.

**Signature and seal of the Tenderer**

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
Project No : 120310	DOCUMENT NO : NPI-120310-EQP-S1-RTD-21	Revision : 00 Date : 31.12.2016

## Section – IX

### Qualification Criteria

1. Bidders must be a manufacturer or an authorized dealer/agent of the original equipment/s. In case of authorized dealer/agent, the Manufacturer's Authorization Certificate/Form (as shown in Section - XIV of tender document) from the manufacturer to be attached.
2. 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 certified by a Chartered Accountant shall be submitted.
3. The bidder must have supplied and installed the equipment within the schedule during the last five financial year as per the schedules. Purchase Order Copy/ Installation Certificate / Completion Certificate / Service report/Performance Certificate to be provided as per table below.
4. The average annual turnover of the tenderer during the last three financial year must be as indicated in the table below. Furnish the information under section B.

Table for Point 3 and 4:

Sch. No	Equipment	Capacity / specification	Quantity (No.s)	Avg Annual Turnover in Lakhs	PO copy/ Installation/ performance certificates (No.s)
1	Elisa Reader	200nm to 900nm	2	13	1
	Elisa Plate Washer	Volume range 50 to 300 per well	2		1
2	Weighing Balance	500g-35 Kg	1	34	10
		5g-3kg	3		
		2g-220g	1		
		100g -40Kg	1		
		10mg-220g	6		
		10g-5kg	4		
		500g-5kg	1		
		1kg-300kg	1		
		100g-6kg	1		
		50kg-500kg	1		
		10kg-150kg	2		
		100g-10kg	1		
		180g-6kg	2		
5kg-150kg	1				
3	Micro Weighing Balance	0.001mg-5g	1	5	1
4	Automatic media preparator	55 and 90mm plates not less that 600 plates/hr	1	25	1
5	Bag Sealing machine	Sealing seam width:12 and 15mm speed range 10m/min	8	10	2
6	Digital Thermo hygrometer	RH:1 to 99% Temp -20°C to 60°C	120	3	1
7	KTA ELISA Reader	standard 96 well plate	1	7	1
8	Cryo can storage container and pressurized LN2 refill cylinder	Storage -Minimum 2000 vials of 5ml	1	7	1
9	Rapid transfer port	For liquid transfer through wall	1	8	1
10	FTIR spectrophotometer		1	8	1

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<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

**Note:**

- In support of above the Tenderer shall furnish the details in the below tables.
- The manufacturer as well as the Tenderer/ Indian Agent shall furnish Satisfactory Performance cum Installation Certificate/purchase orders/bill of entry in respect of above, duly translated in English and duly notarized in the country of origin, along with the tender.
- The Tenderer shall furnish a brief write-up, packed with adequate data explaining and establishing his available capacity/capability (both technical and financial) to perform the Contract (if awarded) within the stipulated time period, after meeting all its current/present commitments. The Tenderer shall also furnish details of Equipment and Quality Control in the enclosed Section below.
- 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 as part of the tender
- Notwithstanding anything stated above, the Purchaser reserves the right to assess the Tenderer's capability and capacity to perform the contract satisfactorily before deciding on award of Contract, should circumstances warrant such an assessment in the overall interest of the Purchaser. The Purchaser reserves the right to ask for a free demonstration of the quoted equipment to similar/identical specification at a pre-determined place acceptable to the purchaser for determining technical responsiveness, before the opening of the Financial Bid.

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<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

**PROFORMA:**

<b>SECTION (A). GENERAL INFORMATION:</b>		
1	Name of Company	
2	Registration No.	
3	Number of Years in Operation	
4	Registered Address	
5	Operating Address	
6	Telephone No	
7	Telefax	
8	Email Address	
9	SERVICE TAX No.	
10	PAN No.	
11	TIN No.	

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	Revision : 00 Date : 31.12.2016

SECTION (B). FINANCE		
1	<b>Name &amp; Address of Banks and Branches used :</b>	
1.1		
1.2		
1.3	Documentary evidence (duly signed & stamped) must be enclosed.	<input type="checkbox"/> Yes <input type="checkbox"/> no
2	What is your average annual invoiced sales value (based on past previous 5 year's records) for each of the type of equipment's under consideration.	
	Equipment Name: ----- (If more than one equipment, enclose the same separately)	
2.1	Year 1	_____ (Value in Lakhs)
	Year 2	_____ (Value in Lakhs)
	Year 3	_____ (Value in Lakhs)
	Year 4	_____ (Value in Lakhs)
	Year 5	_____ (Value in Lakhs)
2.2	Documentary evidence (duly signed & stamped) must be enclosed.	<input type="checkbox"/> Yes <input type="checkbox"/> no
3	Annual Turnover of the Firm/ company:	
3.1	2015 – 2016:	_____ (Value in Lakhs)
	2014 – 2015:	_____ (Value in Lakhs)
	2013 – 2014:	_____ (Value in Lakhs)
3.2	Documentary evidence (duly signed & stamped) must be enclosed.	<input type="checkbox"/> Yes <input type="checkbox"/> no
4	Bidders are to submit copy of valid current Income Tax Return submitted, Sales Tax Registration failing which their offer may be liable to be rejected.	<input type="checkbox"/> Yes <input type="checkbox"/> no

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
Project No : 120310	DOCUMENT NO : NPI-120310-EQP-S1-RTD-21	Revision : 00 Date : 31.12.2016

**SECTION (C) EXPERIENCE:**

1	<b>Past Project Experience:</b> 1. The bidder must have supplied and installed the equipment within the schedule during the last five financial year as per the schedules. Purchase Order Copy/ Installation Certificate / Completion Certificate / Service report/Performance Certificate to be provided as mentioned in the eligibility criteria.					
Sr. No.	Year awarded	Project Name	Equipment's Supplied	CONTRACT VALUE (INR)	CLIENT NAME & REFERENCE (Contact details)	Facility Approved by: (Name of approving agency)
1.1						
1.2						
1.3						
1.4						
1.5						
1.6						
1.7						
1.8						
1.9						
1.10						
	<b>Documentary evidence of work completion certificate duly signed &amp; stamped must be enclosed including the evidence of the facility having approved by regulatory agencies.</b>					<input type="checkbox"/> Yes <input type="checkbox"/> no
2	<b>Details of Ongoing project:</b>					
S. No.	Year awarded	Project Name	Equipment's Supplied	CONTRACT VALUE (INR)	CLIENT NAME & REFERENCE (Contact details)	Remarks
2.1						
2.2						
2.3						
2.4						
2.5						
	<b>Documentary evidence of the same to be enclosed</b>					<input type="checkbox"/> Yes <input type="checkbox"/> no

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
Project No : 120310	DOCUMENT NO : NPI-120310-EQP-S1-RTD-21	Revision : 00 Date : 31.12.2016

SECTION (D). QUALITY		
<b>1</b>	<b>ISO CERTIFICATION</b>	
	Is your company ISO certified, if so mention the certification number and enclose the photocopy of the certificate:  ISO_____ ISO_____ ISO_____	<input type="checkbox"/> Yes <input type="checkbox"/> no
<b>2</b>	Enclose the company Quality policy	<input type="checkbox"/> Yes <input type="checkbox"/> no
<b>3</b>	The equipment supplied should comply with the following guidelines / standards.  Note: Subject to the kind of equipment supplied.	<input type="checkbox"/> Yes <input type="checkbox"/> no
<b>3.1</b>	<b>cGMP-Regulations</b>	<input type="checkbox"/> Yes <input type="checkbox"/> no
3.1.1	EU-GMP-Guideline Part 1, Annexes 1, 11 & 15	<input type="checkbox"/> Yes <input type="checkbox"/> no
3.1.2	Code of Federal Regulations (CFR) 21, Part 210: cGMP in Manufacturing, Processing, Packing and Holding of Drugs: General.	<input type="checkbox"/> Yes <input type="checkbox"/> no
3.1.3	21 CFR Part 211: Current Good Manufacturing Practice for finished Pharmaceuticals.	<input type="checkbox"/> Yes <input type="checkbox"/> no
3.1.4	Schedule "M" GMP	<input type="checkbox"/> Yes <input type="checkbox"/> no
3.1.5	21 CFR Part 11: Electronic Records; Electronic Signatures	<input type="checkbox"/> Yes <input type="checkbox"/> no
<b>3.2</b>	<b>FDA Guidance for Industry</b>	<input type="checkbox"/> Yes <input type="checkbox"/> no
3.2.1	Sterile Drug Products Produced by Aseptic Processing	<input type="checkbox"/> Yes <input type="checkbox"/> no
<b>3.3</b>	<b>GAMP</b>	<input type="checkbox"/> Yes <input type="checkbox"/> no
3.3.1	The Good Automated Manufacturing Practice (GAMP) Guide for Validation of Automated Systems in Pharmaceutical Manufacture, Vol. 5.	<input type="checkbox"/> Yes <input type="checkbox"/> no
<b>3.4</b>	<b>CE Conformity</b>	

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

3.4.1	Deleted	<input type="checkbox"/> Yes <input type="checkbox"/> no
<b>3.5</b>	<b>Operating safety act</b>	
3.5.1	The requirements of the Operating safety act must be observed.	<input type="checkbox"/> Yes <input type="checkbox"/> no
<b>3.6</b>	<b>ISO 14664</b>	
3.6.1	Clean rooms and Associated Controlled Environment	<input type="checkbox"/> Yes <input type="checkbox"/> no

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	Revision : 00 Date : 31.12.2016

<b>Section (E). ATTACHMENTS</b>		
<b>S. No.</b>	<b>Please provide the following documents in your submissions:</b>	<b>Enclosed</b>
1	Company Brochure / Literature	<input type="checkbox"/> Yes <input type="checkbox"/> no
2	Product profile	<input type="checkbox"/> Yes <input type="checkbox"/> no
3	Technical Details of equipment's	<input type="checkbox"/> Yes <input type="checkbox"/> no
4	Name & Address of Banks and Branches used : (duly signed & stamped)	<input type="checkbox"/> Yes <input type="checkbox"/> no
5	<b>Annual turnover for the following years</b>	
	2015 - 2016 : Balance sheet (duly signed & stamped)	<input type="checkbox"/> Yes <input type="checkbox"/> no
	2014 – 2015: Balance sheet (duly signed & stamped)	<input type="checkbox"/> Yes <input type="checkbox"/> no
	2013 – 2014: Balance sheet (duly signed & stamped)	<input type="checkbox"/> Yes <input type="checkbox"/> no
6	current Income Tax Return	<input type="checkbox"/> Yes <input type="checkbox"/> no
	Sales Tax Registration	<input type="checkbox"/> Yes <input type="checkbox"/> no
7	Past project experience: Completion certificate:	<input type="checkbox"/> Yes <input type="checkbox"/> no
8	Ongoing project details.	<input type="checkbox"/> Yes <input type="checkbox"/> no
9	ISO Certificates	<input type="checkbox"/> Yes <input type="checkbox"/> no
10	Company policies	<input type="checkbox"/> Yes <input type="checkbox"/> no
11	Equipment list / scope of supply	<input type="checkbox"/> Yes <input type="checkbox"/> no

**Signature and seal of the Tenderer**

**\*\* The documentary proof will be a certificate (enclosed) from the consignee/end user/purchaser with cross-reference of order no. and date in the certificate duly notarised certification authenticating the correctness of the information furnished. If at any time, information furnished is proved to be false or incorrect, the earnest money and or performance security furnished will be forfeited .such certificates from a third party or middleman other than actual end user/purchaser will not be accepted.**

Client : 	<b>TENDER DOCUMENT FOR  SUPPLY, INSTALLATION, COMMISSIONING &amp;  VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL,  CHENGALPATTU</b>	nne pharmaplan®
Project No : 120310		DOCUMENT NO : NPI-120310-EQP-S1-RTD-21

**FORMAT OF PERFORMANCE CERTIFICATE**

**To whom it may concern**

Date. \_\_\_\_\_

Certified that M/s \_\_\_\_\_ (name & address of the manufacturer) supplied us \_\_\_\_\_Nos (indicate quantity) of equipment, \_\_\_\_\_ (indicate name of the equipment) against our order no \_\_\_\_\_dt \_\_\_\_\_ (please indicate order no & date as figuring in the performance statement). The equipment was installed, commissioned & handed over to us on \_\_\_\_\_ (indicate date) & since then the equipment has been working to our entire satisfaction.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	Revision : 00 Date : 31.12.2016

**Section – X**

**TENDER FORM**

Date \_\_\_\_\_  
To \_\_\_\_\_

---

**HLL Biotech Limited, Chennai**

Ref. Your TE document no. \_\_\_\_\_ dated \_\_\_\_\_  
We, the undersigned have examined the above mentioned TE document, including amendment/corrigendum no. \_\_\_\_\_, dated \_\_\_\_\_ (if any), the receipt of which is hereby confirmed. We now offer to supply and deliver \_\_\_\_\_ (Description of goods and services) in conformity with your above referred document for the sum of \_\_\_\_\_ (total tender amount in figures and words), as shown in the price schedule(s), attached herewith and made part of this tender.

If our tender is accepted, we undertake to supply the goods and perform the services as mentioned above, in accordance with the delivery schedule specified in the List of Requirements.

We further confirm that, if our tender is accepted, we shall provide you with a performance security of required amount in an acceptable form in terms of GCC clause 5, read with modification, if any, in Section - V – “Special Conditions of Contract”, for due performance of the contract.

We agree to keep our tender valid for acceptance as required in the GIT clause 19, read with modification, if any in Section - III – “Special Instructions to Tenderers” or for subsequently extended period, if any, agreed to by us. We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum if any

---

**(Signature with date)**

**(Name and designation) Duly authorised to sign tender for and on behalf of**

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
Project No : 120310	DOCUMENT NO : NPI-120310-EQP-S1-RTD-21	Revision : 00 Date : 31.12.2016

**SECTION – XI A PRICE SCHEDULE**

**PRICE SCHEDULE FOR DOMESTIC GOODS OR GOODS OF FOREIGN  
ORIGIN LOCATED WITHIN INDIA**

1	2	3	4	5					6	
				Price per unit (Rs.)						
Schedule	Brief Description of Goods	Country of Origin	Quantity (Nos.)	Ex - factory/ Ex -warehouse /Ex-showroom /Off - the shelf (a)	Excise Duty (if any) [%age & value] (b)	CST/ VAT (if any) [%age & value] ©	Packing and Forwarding charges (d)	Incidental Services (including Installation & Commissioning, Supervision, Demonstration ,Training, Documentation and Qualification) at the Consignee's site (e)	Unit Price (at Consignee Site) basis (f) =a+b+c+d+e	Total Price (at Consignee Site) basis (Rs.) 4 x 5(f)

\* The price break up for AMC charges to be given separately as per the Price Schedule-XI C.

NB: Unit price shall be written in figures and words

Total Tender price in Rupees: \_\_\_\_\_

***In words:***

\_\_\_\_\_

*Insurance shall be under Vendor's scope.*

*Note: -*

1. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.
2. The charges for AMC after warranty shall be quoted separately as per Section – XI – Price Schedule C

**Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature of Tenderer** \_\_\_\_\_

**Seal of the Tenderer** \_\_\_\_\_

Client : 	TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING & VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU	nne pharmaplan®
Project No : 120310	DOCUMENT NO : NPI-120310-EQP-S1-RTD-21	Revision : 00 Date : 31.12.2016

**SECTION – XI B PRICE SCHEDULE**

**PRICE SCHEDULE FOR GOODS TO BE IMPORTED FROM ABROAD**

Schedule. No	Equipment	Capacity / specification	Quantity	Supply	
				Currency__	Currency__
				Unit Price	Total Price
<b>Gross FOB Price at sea / airport of Lading (A)</b>					
<b>Insurance &amp; Freight (B)</b>					
<b>Net CIP Port of destination by Air/Sea C = (A+B)</b>					
<b>Customs duty % &amp; HS Code</b>					
<b>Customs Clearance &amp; Handling Charges (INR)</b>					
<b>Loading / Unloading / Inland Transportation &amp; Incidental cost till Consignee's site(INR)</b>					
<b>Installation, Commissioning, Supervision, Demonstration, Training Documentation and Qualification at the consignee's site(INR)</b>					
<b>Total Price in Foreign Currency</b>					
<b>Total Price in INR</b>					<b>0</b>
<b>Grand Total (Supply ,Installation, Commissioning &amp; Validation) INR</b>					

\* The price break up for AMC charges to be given separately as per the Price Schedule-XI C.

\*\* To be paid in Indian Currency (Rs.) or to the principal in their currency

Total DAP at Consignee site price in figures:

\_\_\_\_\_

And in words:

\_\_\_\_\_

**Note: -**

1. If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.
2. The charges for AMC after warranty shall be quoted separately as per Section – XI – Price Schedule C
3. The Tenderer will be fully responsible for the safe arrival of the goods at Consignee Site.
4. The bidders break up of prices under various columns are for comparison of prices up to delivery of goods at consignee's site for tender evaluation and will be allowed on actual basis subject to bidders quoted prices as ceiling under various heads which will be adjusted later against balance payment.
5. The quoted price should be bidder's best lowest rate supported with original proforma invoice from the foreign manufacturers Indian Agent to be paid in Indian Currency.

Name \_\_\_\_\_

Business Address \_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Tenderer \_\_\_\_\_

Seal of the Tenderer \_\_\_\_\_

Client : 	TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING & VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU	nne pharmaplan®
Project No : 120310	DOCUMENT NO : NPI-120310-EQP-S1-RTD-21	Revision : 00 Date : 31.12.2016

### SECTION – XI C PRICE SCHEDULE

#### PRICE SCHEDULE FOR ANNUAL MAINTENANCE CONTRACT AFTER WARRANTY PERIOD

#### PRICE SCHEDULE FOR ANNUAL MAINTENANCE CONTRACT AFTER WARRANTY PERIOD

1	2	3	4		5
Sched ule No.	BRIEF DESCRIPTION OF GOODS	QUANTITY. (Nos.)	Annual Maintenance Contract Cost for Each Unit year wise*.		Total Annual Comprehensive Maintenance Contract Cost for 2 Years [3 x (4A+4B)]
			1 <sup>st</sup>	2 <sup>nd</sup>	
			A	B	

\* After completion of Warranty period

**NOTE:-**

- In case of discrepancy between unit price and total prices, THE UNIT PRICE shall prevail.
- The cost of Annual Maintenance Contract (AMC) which includes preventive maintenance including testing & calibration as per technical/ service /operational manual, labour, after satisfactory completion of Warranty period may be quoted for next 2 years on yearly basis for complete equipment and Turnkey (if any).
- The cost of AMC may be quoted along with taxes applicable on the date of Tender Opening. **The taxes to be paid extra, to be specifically stated. In the absence of any such stipulation the price will be taken inclusive of such taxes and no claim for the same will be entertained later.**
- Cost of AMC will be added for Ranking/Evaluation purpose.
- The payment of AMC will be made as per clause GCC clause 21.1 (D).
- The uptime warranty will be 98 % on 24 (hrs) X 7 (days) X 365 (days) basis or as stated in Technical Specification of the TE document.
- All software updates should be provided free of cost during AMC period.
- The stipulations in Technical Specification will supersede above provisions
- The supplier shall keep sufficient stock of spares required during Annual Maintenance Contract period. In case the spares are required to be imported, it would be the responsibility of the supplier to import and get them custom cleared and pay all necessary duties.
- Agency commission may be shown in separate column in price schedule.
- The cost of spares required during the preventive maintenance/ breakdown maintenance during the AMC shall be paid extra at actual by the supplier.

Commercial aspects of AMC shall be read as

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

- I. AMC will commence from the date of expiry of the warranty period.
- II. The above mentioned value for Annual Maintenance Contract (AMC) includes preventive maintenance, breakdown maintenance, labour, after satisfactory completion of Warranty period.
- III. The contractor should submit a performance bank guarantee equivalent to 10% of the amount of AMC charges for 2 years, valid for the period of AMC on entering into the agreement by the client.
- IV. The payment of AMC will be made on half yearly basis, after satisfactory completion of said period, duly certified by Client. The payment will be made in Indian Rupees.
- V. During AMC period, the contractor is required to visit the site at least once in 6 months commencing from the date of the successful completion of warranty period for preventive maintenance. Failure to perform this condition by the contractor, may lead to the forfeiture of the performance Bank Guarantee for AMC.
- VI. The contractor shall send his claim for payment in writing, when contractually due, along with relevant documents etc., duly signed with date, to the Client.
- VII. The Performance Bank Guarantee/ Security Deposit submitted by the vendor shall be returned only on entering into the AMC agreement and on receipt of BG for AMC security. However, entering into an agreement on AMC with the Contractor is the sole discretion of the Client.

**Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of Tenderer** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Seal of the Tenderer** \_\_\_\_\_

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

**SECTION – XI D PRICE SCHEDULE**

**PRICE SCHEDULE FOR TURNKEY (IF ANY)**

Schedule No.	BRIEF TURNKEY (IF ANY) DESCRIPTION OF GOODS	Turnkey (if any) price

Note: -

1. The cost of Turnkey (if any) as per Technical Specification (Section VII) may be quoted on lump sum inclusive of all taxes & duties. Cost of Turnkey (if any) will be added for Ranking/Evaluation purpose.
2. The payment of Turnkey (if any) will be made as per clause GCC clause 21.1 (c).
3. The stipulations in Technical Specification will supersede above provisions

**Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**Place:** \_\_\_\_\_

**Signature of Tenderer** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Seal of the Tenderer** \_\_\_\_\_

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

**SECTION – XII**

**QUESTIONNAIRE**

**Fill up the Section XIX – Check List for Tenderers and enclose with the Tender**

1. The tenderer should furnish specific answers to all the questions/issues mentioned in the Checklist. In case a question/issue does not apply to a tenderer, the same should be answered with the remark “not applicable”
2. Wherever necessary and applicable, the tenderer shall enclose certified copy as documentary proof/ evidence to substantiate the corresponding statement.
3. In case a tenderer furnishes a wrong or evasive answer against any of the question/issues mentioned in the Checklist, its tender will be liable to be ignored.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

**SECTION – XIII**

**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 \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
(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

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

**SECTION – XIV**

**MANUFACTURER'S AUTHORISATION FORM**

To

---

**HLL Biotech Limited, Chennai**

Dear Sirs,

Ref. Your TE document No \_\_\_\_\_, dated \_\_\_\_\_

We, \_\_\_\_\_ who are proven and reputable manufacturers of \_\_\_\_\_ (*name and description of the goods offered in the tender*) having factories \_\_\_\_\_ at \_\_\_\_\_, hereby authorise Messrs \_\_\_\_\_ (*name and address of the agent*) to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We further confirm that no supplier or firm or individual other than Messrs. \_\_\_\_\_ (*name and address of the above agent*) is authorised to submit a tender, process the same further and enter into a contract with you against your requirement as contained in the above referred TE documents for the above goods manufactured by us.

We also hereby extend our full warranty, AMC Support as applicable as per clause 15 of the General Conditions of Contract, read with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply by the above firm against this TE document.

We also hereby confirm that we shall be overall responsible for the timely delivery of the equipment ,installation, testing, commissioning and validation as per the requirements stipulated and agreed in the Tender Enquiry document.

Yours faithfully,

---

[Signature with date, name and designation]  
for and on behalf of Messrs \_\_\_\_\_

[Name & address of the manufacturers]

**Note:**

1. This letter of authorisation should be on the letter head of the manufacturing firm and should be signed by a person competent and having the power of attorney to legally bind the manufacturer.
2. Original letter may be sent.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

**SECTION – XV (A)**

**BANK GUARANTEE FORM FOR ADVANCE BANK GUARANTEE**

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 'Supplier', 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 'Supply and Services' 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 Supplier amounting to Rs. \_\_\_\_\_ (in words & figures) as an advance against Bank Guarantee to be furnished by the Supplier, the said advance to be adjusted against the supply and services to be performed by the Supplier, 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 Supplier** any and all monies payable by the Supplier by reason of any breach by the said Supplier 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 supply and services by the Supplier. 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 Supplier and** without affecting this guarantee to post-**pone 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 Supplier, 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 Supplier 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**

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	Revision : 00 Date : 31.12.2016

**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 Supplier'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 supply and services) 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 Supplier 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 Supplier 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.....20

Signed by

Place:

(Person duly authorised by Bank)

**Witness :**

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

**SECTION – XV (B)**

**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

To

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

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 “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 there-under 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 forbear 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.

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

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)

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

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	Revision : 00 Date : 31.12.2016

**SECTION – XVI**

**CONTRACT FORM - A**

**CONTRACT FORM FOR SUPPLY, INSTALLATION, COMMISSIONING, VALIDATION, HANDING  
OVER, TRIAL RUN, TRAINING OF OPERATORS & WARRANTY OF GOODS**

HLL Biotech Limited

Contract No \_\_\_\_\_ dated \_\_\_\_\_

**This is in continuation to this office's Notification of Award No \_\_\_\_\_ dated \_\_\_\_\_**

1. Name & address of the Supplier: \_\_\_\_\_
2. Purchaser's TE document No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent Amendment No \_\_\_\_\_, dated \_\_\_\_\_ (if any), issued by the purchaser
3. Supplier's Tender No \_\_\_\_\_ dated \_\_\_\_\_ and subsequent communication(s) No \_\_\_\_\_ dated \_\_\_\_\_ (if any), exchanged between the supplier and the purchaser in connection with this tender.
4. In addition to this Contract Form, the following documents etc, which are included in the documents mentioned under paragraphs 2 and 3 above, shall also be deemed to form and be read and construed as integral part of this contract:
  - (i) General Conditions of Contract;
  - (ii) Special Conditions of Contract;
  - (iii) List of Requirements;
  - (iv) Technical Specifications;
  - (v) Quality Control Requirements;
  - (vi) Tender Form furnished by the supplier;
  - (vii) Price Schedule(s) furnished by the supplier in its tender;
  - (viii) Manufacturers' Authorisation Form (if applicable for this tender);
  - (ix) Purchaser's Notification of Award

**Note:** The words and expressions used in this contract shall have the same meanings as are respectively assigned to them in the conditions of contract referred to above. Further, the definitions and abbreviations incorporated under clause 1 of Section II – 'General Instructions to Tenderers' of the Purchaser's TE document shall also apply to this contract.

5. Some terms, conditions, stipulations etc. out of the above-referred documents are reproduced below for ready reference:
  - (i) Brief particulars of the goods and services which shall be supplied/ provided by the supplier are as under:

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
Project No : 120310		DOCUMENT NO : NPI-120310-EQP-S1-RTD-21

Schedule No.	Brief description of goods/services	Accounting unit	Quantity to be supplied	Unit Price	Total price	Terms of delivery

Any other additional services (if applicable) and cost thereof: \_\_\_\_\_

Total value (in figure) \_\_\_\_\_ (In words) \_\_\_\_\_

1. Delivery schedule
  - (i) Details of Performance Security
  - (ii) Quality Control
    - (a) Mode(s), stage(s) and place(s) of conducting inspections and tests.
    - (b) Designation and address of purchaser's inspecting officer
  - (iii) Destination and despatch instructions
  - (iv) Consignee, including port consignee, if any
2. Warranty clause
3. Payment terms
4. Paying authority

\_\_\_\_\_  
**(Signature, name and address of CONSIGNEE)**

For and on behalf of \_\_\_\_\_

Received and accepted this contract

\_\_\_\_\_  
(Signature, name and address of the supplier's executive duly authorised to sign on behalf of the supplier)

For and on behalf of \_\_\_\_\_

(Name and address of the supplier)

\_\_\_\_\_  
(Seal of the supplier)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Client : 	TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING & VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU	nne pharmaplan®
Project No : 120310	DOCUMENT NO : NPI-120310-EQP-S1-RTD-21	Revision : 00 Date : 31.12.2016

SECTION – XVI

CONTRACT FORM – B

CONTRACT FORM ANNUAL MAINTENANCE CCONTRACT

AMC No. \_\_\_\_\_ dated \_\_\_\_\_

Between

\_\_\_\_\_

\_\_\_\_\_

**CONSIGNEE**

And

\_\_\_\_\_

\_\_\_\_\_

(Name & Address of the Supplier)

Ref: Contract No \_\_\_\_\_ dated \_\_\_\_\_ (Contract No. & date of Contract for supply, installation, commissioning, validation, handing over, Trial run, Training of operators & warranty of goods)

In continuation to the above referred contract

2. The Contract for AMC is hereby concluded as under: -

1	2	3	4		5
Sched ule No.	BRIEF DESCRIPTION OF GOODS	QUANTITY. (Nos.)	Annual Maintenance Contract Cost for Each Unit year wise*.		Total Annual Comprehensive Maintenance Contract Cost for 2 Years [3 x (4A+4B)]
			1 <sup>st</sup>	2 <sup>nd</sup>	
			A	B	

Total value (in figure) \_\_\_\_\_ (In words) \_\_\_\_\_

b) The AMC commence from the date of expiry of all obligations under Warranty i.e. from \_\_\_\_\_ (date of expiry of Warranty) and will expire on \_\_\_\_\_ (till end of AMC period i.e 2 years)

c) The cost of AMC which includes calibration of the Equipment along with Calibration Certificate, the necessary calibration tools, labour charges as per technical/ service /operational manual of the manufacturer, after satisfactory completion of Warranty period may be quoted for next 2 years on yearly basis for complete equipment and Turnkey (if any). The authorized Technical person to be deputed for AMC.

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

\_\_\_\_\_ (name of the consignee)

\_\_\_\_\_  
(Signature, name and address of Consignee)

For and on behalf of \_\_\_\_\_

Received and accepted this contract

\_\_\_\_\_  
(Signature, name and address of the supplier's executive  
duly authorised to sign on behalf of the supplier)

For and on behalf of \_\_\_\_\_  
(Name and address of the supplier)

\_\_\_\_\_  
(Seal of the supplier)

Date: \_\_\_\_\_

Place: \_\_\_\_\_

Client : 	<b>TENDER DOCUMENT FOR  SUPPLY, INSTALLATION, COMMISSIONING &amp;  VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL,  CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	Revision : 00 Date : 31.12.2016

**SECTION – XVII**

**PROFORMA OF 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 : \_\_\_\_\_
- 9) Seal of the Consignee : \_\_\_\_\_

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

**SECTION – XVIII**

**Proforma of 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.: \_\_\_\_\_

(d) Quantity: \_\_\_\_\_

(e) Bill of Loading/Air Way Bill/Railway Receipt/ Goods Consignment Note no \_\_\_\_\_ dated \_\_\_\_\_

(f) Name of the vessel/Transporter: \_\_\_\_\_

(g) Name of the Consignee: \_\_\_\_\_

(h) Date of commissioning and proving test: \_\_\_\_\_

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

Sl. No.	Description of Item	Quantity	Amount to be recovered

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 fulfill 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

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

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.**

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

**SECTION – XIX**

**CHECKLIST**

**NAME OF TENDERER:**

**NAME OF MANUFACTURER:**

<b>SI No.</b>	<b>Activity</b>	<b>Yes/ No/ NA</b>	<b>Page No. in the TENDER document</b>	<b>Remarks</b>
1. a.	Have you enclosed EMD of required amount for the quoted schedules?			
b.	In case EMD is furnished in the form of Bank Guarantee, has it been furnished as per Section XIII?			
c.	In case Bank Guarantee is furnished, have you kept its validity of 165 days from Techno-Commercial Bid Opening date as per clause 18 of GIT?			
2. a.	Have you enclosed duly filled Tender Form as per format in Section X?			
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 Technical specifications?			
b.	In case of Technical deviations in the compliance statement, have you identified and marked the deviations?			
5. a.	Have you submitted satisfactory performance certificate as per the Proforma for performance statement in Sec. IX of TE document in respect of all orders?			
b.	Have you submitted copy of the order(s) and end user certificate?			
6.	Have you submitted manufacturer's authorization as per Section XIV?			
7.	Have you submitted prices of goods, turnkey (if any), AMC etc. in the Price Schedule as per Section XI?			
8.	Have you kept validity of 120 days from the Techno-Commercial Bid Opening date as per the TE document?			

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

SI No.	Activity	Yes/ No/ NA	Page No. in the TENDER document	Remarks
9. a.	In case of Indian Tenderer, have you furnished Income Tax Account No. as allotted by the Income Tax Department of Government of India?			
b.	In case of Foreign Tenderer, have you furnished Income Tax Account No. of your Indian Agent as allotted by the Income Tax Department of Government of India?			
10.	Have you intimated the name and full address of your Banker (s) along with your Account Number			
11.	Have you fully accepted payment terms as per TE document?			
12.	Have you fully accepted delivery period as per TE document?			
13.	Have you submitted the certificate of origin			
14.	Have you accepted the warranty as per TE document?			
15.	Have you accepted terms and conditions of TE document?			
16.	Have you furnished documents establishing your eligibility & qualification criteria as per TE documents?			
17	Have you furnished Annual Report (Balance Sheet and Profit & Loss Account) for last three years prior to the date of Tender opening?			
18	Have you signed and sealed the Integrity Pact as per section XXI of the tender			
19	Have you enclosed the DD/Bankers cheque for the tender fee?			

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

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.
3. 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)**

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

**Section – XX**

**Consignee**

**All Goods shall be delivered at**

**INTEGRATED VACCINES COMPLEX**

**HLL BIOTECH LIMITED**

SF No: 192 & 195

Thirumani Village

Chengalpattu - 603001

Tamil Nadu

India.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

## SECTION – XXI

To be signed by the bidder and same signatory competent/authorized to sign the relevant contract  
of behalf of HLL Biotech Limited

### INTEGRITY AGREEMENT

This Integrity Agreement is made at ..... on this ..... Day of.....20.....

#### BETWEEN

President of India represented through Chief Executive Officer, HLL Biotech Limited (Hereinafter referred as the “Principal/Owner”, which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns.

#### AND

.....  
through ..... (Hereinafter referred to as the  
“**Bidder/Contractor**” and which expression shall unless repugnant to the meaning or context hereof include its successors and permitted assigns).

#### **Preamble**

WHEREAS the Principal / owner has floated the Tender (NIT No.....)  
(Hereinafter referred to as “**Tender/Bid**”) and intends to award, under laid down organizational procedure,  
contract for .....  
Hereinafter referred to as the “**Contract**”

AND WHEREAS the Principal /Owner values full compliance with all relevant laws of the land, rules,  
regulations, economic use of resources and of fairness/transparency in its relation with its Bidder(s) and  
Contractor(s).

AND WHEREAS to meet the purpose aforesaid both the parties have agreed to enter into this Integrity  
Agreement (hereinafter referred to as “**Integrity Pact**” or “**Pact**”), the terms and conditions of which shall  
also be read as integral part and parcel of the Tender Bid documents and Contract between the parties.  
NOW, THEREFORE, in consideration of mutual covenants’ contained in this Pact, the parties hereby agree  
as follows and this Pact witnesses as under:

#### **Article 1: Commitment of the Principal /Owner**

- 1) The Principal /Owner commits itself to take all measures necessary to prevent corruption and to observe the following principles.
  - (a) No employee of the Principal/Owner, personally or through any of his/her family members, will in connection with the Tender, or the execution of the Contract, demand, take a promise for or accept, for self or third person, any material or immaterial benefit which the person is not legally entitled to.
  - (b) The Principal/Owner will, during the Tender process, treat all Bidder(s) with equity and reason. The Principal/owner will, in particular, before and during the Tender process, provide to all Bidder(s) the same information and will not provide to any Bidder(s) confidential / additional information through which the Bidder (s) could obtain an advantage in relation to the Tender process or the Contract execution.
  - (c) The Principal /Owner shall Endeavour to exclude from the Tender process any person, whose conduct in the past has been of biased nature.

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<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

- 2) If the Principal/Owner obtains information on the conduct of any of its employees which is a criminal offence under the Indian Penal code (IPC)/Prevention of Corruption Act, 1988 (PC Act) or is in violation of the principles herein mentioned or if there be a substantive suspicion in this regard, the Principal/Owner will inform the Chief Vigilance Officer and in addition can also initiate disciplinary actions as per its internal laid down policies and procedures.

**Article 2: Commitment of the Bidder(s) / Contractor(s)**

- 1) It is required that each Bidder/Contractor(including their respective officers, employees and agents) adhere to the highest ethical standards, and report to the Government/Department all suspected acts of **fraud or corruption or Coercion or Collusion** of which it has knowledge or becomes aware, during the tendering process and throughout the negotiation or award of a contract.
- 2) The Bidder(s)/Contractor(s) commit himself to take all measures necessary to prevent corruption. He commits himself to observe the following principles during his participation in the Tender process and during the Contract execution.
  - (a) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm, offer, promise or give to any of the Principal/owner's employees involved in the Tender process or execution of the Contract or to any third person any material or other benefit which he/she which he/she is not legally entitled to, in order to obtain in exchange any advantage of any kind whatsoever during the Tender process or during the execution of the Contract.
  - (b) The Bidder(s) will not enter with other Bidder(s) into any undisclosed agreement or understanding, whether formal or informal. This applies in particular to prices, specifications, certification, subsidiary contracts, submission or non-submission of bids or any other actions to restrict competitiveness or to cartelize in the bidding process.
  - (c) The Bidder(s)/Contractor(s) will not commit any offence under the relevant IPC/PC Act. Further the Bidder(s) /Contractor(s) will not use improperly, (for the purpose of competition or personal gain).or pass on to others, any information or documents provided by the Principal/Owner as part of the business relationship, regarding plans, technical proposals and business details, including and business relationship, regarding plans, technical proposals and business details, including information contained or transmitted electronically.
  - (d) The Bidder (s) /Contractor (s) of foreign origin shall disclose the names and addresses of agents/representatives in India, if any Similarly Bidder(s)/Contractor(s) of Indian Nationality shall disclose names and addresses of foreign agents/representatives, if any. Either the Indian agent on behalf of the foreign principal or the foreign principal directly could bid in a tender but not both. Further, in cases where an agent participate in a tender on behalf of one manufacturer, he shall not be allowed to quote on behalf of another manufacturer along with the first manufacturer in a subsequent/parallel tender for the same item.
  - (e) The Bidder (s)/Contractor (s) will , when presenting his bid, disclose (with each tender as per proforma unclosed) any and all payments he has made, is committed to or intends to make to agents, brokers or any other intermediaries in connection with the award of the Contract.
- 3) The Bidder(s) /Contractor(s) will not instigate third persons to commit offences outlined above or be an accessory to such offences.
- 4) The Bidder (s)/contractor(s) will not, directly or through any other person or firm indulge in fraudulent practice means a willful misrepresentation or omission of facts or submission of fake/forged documents in order to induce public official to act in reliance thereof, with the purpose of obtaining unjust advantage by or causing damage to justified interest of others and /or to influence the procurement process to the detriment of the Government interests.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

- 5) The Bidder(s)/Contractor(s) will not, directly or through any other person or firm use Coercive Practices (Means the act of obtaining something, compelling an action or influencing a decision through intimidation, threat or the use of force directly or indirectly, where potential or actual injury may befall upon a person, his/her reputation or property to influence their participation in the tendering process).

### **Article 3: Consequences of Breach**

Without prejudice to any rights that may be available to the Principal/Owner under law or the Contract or its established policies and laid down procedures, the Principal/Owner shall have the following rights in case of breach of this integrity Pact by the Bidder (s)/Contractor(s) and the Bidder(s)/Contractor(s) accepts and undertakes to respect and uphold the Principal /Owner's absolute right:

- 1) If the Bidders) / Contractor(s), either before award or during execution of Contract has committed a transgression through a violation of Article 2 above or in any other form, such as to put his reliability or credibility in question, the Principal/owner after giving 14 days notice to the contractor shall have powers to disqualify the Bidder (s)/Contractor(s) from the Tender process or terminate/determine the Contract, if already executed or exclude the Bidder/Contractor from future contract award processes. The imposition and duration of the exclusion will be determined by the severity of transgression and determined by the Principal/owner. **Such exclusion may be forever or for a limited period as decided by the Principal/owner.**
- 2) **Forfeiture of EMD/performance Guarantee/Security Deposit:** If the Principal/owner has disqualified the Bidder(s) from the Tender process prior to the award of the Contract or terminated/determined the Contract or has accrued the right to terminate/determine the Contract according to Article 3(1), the Principal /Owner apart from exercising any legal rights that may have accrued to the Principal/Owner, may in its considered opinion forfeit the entire amount of Earnest Money Deposit, Performance Guarantee and security Deposit, Performance Guarantee and security Deposit of the Bidder/Contractor.
- 3) **Criminal Liability:** If the Principal/Owner obtains knowledge of conduct of a Bidder or Contractor, or of and employee or a representative or an associate of a Bidder or Contractor which constitutes corruption within the meaning of Indian Penal code (IPC)/Prevention of corruption Act, or if the Principal/owner has substantive suspicion in this regard, the Principal/owner will inform the same to law enforcing agencies for further. Investigation.

### **Article 4- Previous Transgression**

- 1) The Bidder declares that no previous transgressions occurred in the last 2 years with any other Company in any country confirming to the anticorruption approach or with Central Government or State Government or any other Central/State Public sector Enterprises in India that could justify his exclusion from the Tender process.
- 2) If the Bidder makes incorrect statement on this subject, he can be disqualified from the Tender process or action can be taken for banning of business dealings/ holiday listing of the Bidder/Contractor as deemed fit by the Principal/owner.
- 3) If the Bidder/Contractor can prove that he has resorted / recouped the damage caused by him and has installed a suitable corruption prevention system, the Principal/owner may, at its own discretion, revoke the exclusion prematurely.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

**Article 5- Equal Treatment of all Bidders/Contractors/Subcontractors**

- 1) The Bidder(s) /Contractor(s) undertake(s) to demand from all subcontractors a commitment in conformity with this Integrity Pact. The Bidder/Contractor shall be responsible for any violation(s) of the principles laid down in this agreement /pact by any of its Sub-contractors/sub-vendors.
- 2) The Principal/owner will enter into Pacts on identical terms as this one with all Bidders and Contractors.

**Article 6- Duration of the Pact**

This Pact begins when both the parties have legally signed it. It expires for the Contractor/Vendor 12 months after the completion of work under the contract or till the continuation of defect Liability period, whichever is more and for all other bidders, till the Contract has been awarded.

If any claim is made/lodged during the time, the same shall be binding and continue to be valid despite the lapse of this Pacts as specified above, unless it is discharged /determined by the competent authority, HLL Biotech Limited.

**Article 7- other Provisions**

- 1) This Pact is subject to Indian Law., place of performance and jurisdiction is the Head quarters of HLL Biotech Limited of the Principal/Owner, who has floated the Tender.
- 2) Changes and supplements need to be made in writing. Side agreements have not been made.
- 3) If the Contractor is a partnership or a consortium, this Pact must be signed by all the partners or by one or more partner holding power of attorney signed by all the partners or by one or more partner holding power of attorney signed by all partners and consortium members. In case of a company, the Pact must be signed by a representative duly authorized by board resolution.
- 4) Should one or several provisions of this Pact turn out to be invalid; the remainder of this Pact remains valid. In this case, the parties will strive to come to an agreement to their original intensions.
- 5) It is agreed term and condition that any dispute or difference arising between the parties with regard to the terms of this Integrity Agreement/pact, any action taken by the Owner/Principal in accordance with this **Integrity Agreement/Pact or interpretation thereof shall not be subject to arbitration.**

**Article 8- LEGAL AND PRIOR RIGHTS:**

All rights and remedies of the parties hereto shall be in addition to all the other legal rights and remedies belonging to such parties under the Contract and /or law and the same shall be deemed to be cumulative and not alternative to such legal rights and remedies aforesaid. For the sake of brevity, both the Parties agree that this Integrity Pact will have precedence over the Tender /Contact documents with regard any of the provisions covered under this Integrity Pact.

<b>Client :</b> 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

IN WITNESS WHERE OF the parties have signed and executed this Integrity Pact at the place and date first above mentioned in the presence of following witnesses:

.....  
(For and on behalf of Principal/owner)

.....  
(For and on behalf of Bidder/Contractor)

**WITNESSES:**

1.

(Signature, Name & address)

2.

(Signature, Name & address)

Place:

Date:

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

## Section XXII

### Instruction of Ministry of Shipping & Transport, New Delhi, India

#### **1. DETAILS OF SHIPPING ARRANGEMENT FOR LINER CARGOES IN RESPECT OF C & F/CIF/TURNKEY/F.O.R CONTRACTS FOR IMPORTS**

**(a) SHIPMENT FROM PORTS OF U.K INCLUDING NORTHERN IRELAND (ALSO EIRE), FROM THE NORTH CONTINENT OF EUROPE (GERMANY, HOLLAND, BELGIUM, FRANCE, NORWAY, SWEDEN, DENMARK, FINLAND AND PORTS ON THE CONTINENTAL SEABOARD OF MEDITERRANIAN (I.E. FRENCH WESTERN ITALIAN PORTS), TO PORTS IN INDIA.**

The Seller should arrange shipment of the goods by vessels belonging to the member lines of the India-Pakistan-Bangladesh Conference. If the Seller finds that the space on the „Conference Lines“ vessels is not available for any specific shipment, he should take up with India-Pakistan-Bangladesh Conference. Conferity House, East Grinstead, Sussex (UK), for providing shipping space and also inform the Shipping Co-ordination Officer, Ministry of Surface Transport, New Delhi, (Cable: TRANSCHART, NEW DELHI, Telex: VAHAN IN – 031 – 61157, 61158, 61159) The Seller should arrange shipment through the Government of India’s Forwarding Agents, M/s Schenker & Co., 2000-Hamburg (Cable: SCHENKER CO., HAMBURG) OR obtain a certificate from them to the effect that shipment has been arranged in accordance with instructions of the Ministry of Surface Transport, (TRANSCHART), New Delhi.

**(b) SHIPMENT FORM PORTS OF U.K. INCLUDING NORTHERN** Goods under this contract would be shipped by the national shipping companies of the Contracting Parties operating bilateral shipping service and vessels under the flag of third countries in accordance with the Agreement between the Government of German Democratic Republic and the Government of the Republic of India in the Field of Merchant Shipping signed on 9.1.1979, as amended up-to-date.

**(c) ISHIPMENT FROM ADRIATIC PORTS OF EASTERN ITALY AND YUGOSLAVIA** The seller should arrange shipment of the goods by vessels belonging to the following Indian member lines;

1. The Shipping Purchaser of India Ltd.
2. The Scindia Steam Navigation Co., Ltd
3. India Steamship Co., Ltd

For the purpose of ascertaining the availability of suitable Indian vessels and granting dispensation in the event of their non-availability, the Seller should give adequate notice about the readiness of each consignment from time to time at least six weeks in advance of the required position to M/s Schenker & Co. 2000 HAMBURG (Cable: SCHENKER CO., HAMBURG) and also endorse a copy thereof to the Shipping Co-ordination Officer, Ministry of Surface Transport, New Delhi, (Cable: TRANSCHART, NEW DELHI, Telex: VAHAN IN – 031 – 61157, 61158, 61159)

The seller should arrange shipment through the Government of India’s Forwarding Agents M/s Schenker & Co. 2000 HAMBURG (Cable: SCHENKER CO., HAMBURG) or obtain certificate from them to the effect that shipment has been arranged in accordance with the instructions of the Ministry of Surface Transport, (TRANSCHART), New Delhi.

#### **(d) SHIPMENT FROM POLAND & CZECHOSLOVAKIA**

##### **(i) IMPORTS FROM POLAND**

Shipment under this contract would be made by the National flag lines of the two parties and vessels of the third flag conference lines, in accordance with the agreement between the Govt. of the Republic of India and

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

the Govt. of the Polish People's Republic regarding Shipping Co-operation dated 27.6.1960 as amended up-to-date.

(ii) IMPORTS FROM CZECHOSLOVAKIA

Goods under this contract would be signed by the National flag lines of the two parties and vessels of the third flag conference lines, in accordance with the Agreement Co-operation in shipping between India and Czechoslovakia signed on 3.11.1978 and ratified on 19.12.1979, as amended up-to-date. Shipping arrangement should be made by the Sellers in consultation with Resident Representative of the Indian Shipping Lines in Gdynia, Co., Morska Agencja W. Gdyniul, Pulaskiego 8, P.O. Box 246, Gdynia (Poland) – Telex : MG PL. 054301, Tel.: 207621, to whom details regarding contract number, nature of cargo , quantity, port of lading, discharging, name of Government consignee, expected date of readiness of each consignment etc. should be furnish at least six weeks in advance of the required position, with a copy thereof endorsed to the Shipping Co-ordination Officer, Ministry of Surface Transport, (Chartering Wing), New Delhi, (Cable: TRANSCHART, NEW DELHI, Telex: VAHAN IN – 031 – 61157, 61158, 61159)

**(e) SHIPMENT FROM U.S.S.R** Shipment under this contract should be made in accordance with the agreement between the Government of the Republic of India and the Government of U.S.S.R on Merchant Shipping 1976, as amended up-to-date, by vessels of Indo-Soviet shipping Service.

**(f) SHIPMENT FROM JAPAN** The shipment of goods should be made of India vessels to the maximum extent possible subject to the minimum of 50%. The Seller should arrange shipment of the goods in consultation with the Embassy of India in Japan, Tokyo to whom details regarding contract number, nature of cargo, quantity, port of loading/discharge, name of Govt. consignee, expected date of readiness of each consignment etc. should be furnished at least six weeks in advance of the required position. Note: The copies of such contracts are to be endorsed both to the Attached (commercial) embassy of India in Japan, Tokyo, and the shipping Co-ordination Officer, Ministry of Surface Transport, New Delhi.

**(g) SHIPMENT FROM AUSTRALIA, ALGERIA, BULGARIA, ROMANIA, EGYPT** HLL Biotech Limited

The Seller shall arrange shipment of the goods by Indian flag vessels to the maximum extent possible subject to a minimum of 50 %. For the purpose of ascertaining the availability of suitable Indian vessels, the seller shall give adequate notice of not less than six weeks about the readiness of each consignment to the Shipping Purchaser of India Ltd., SHIPPING HOUSE, 245, Madame Cama Road, Bombay – 400 021 (CABLE: SHIPINDIA BOMBAY) and also endorse a copy thereof to the Shipping Co-ordination Officer, Ministry of Surface Transport, New Delhi, (Cable: TRANSCHART, NEW DELHI, Telex: VAHAN IN – 031 – 61157, 61158, 61159)

**(h) SHIPMENT FROM PAKISTAN** The shipment of cargoes should be made by Indian vessels to the maximum extent possible subject to a minimum of 50 %. Shipment arrangement should be made by the sellers in consultation with M/s Mogul Line Ltd., 16-Bank Street, Fort, Bombay – 400023 (Cable: MOGUL BOMBAY: Telex: 011 – 4049 MOGUL), to whom, details regarding contract number, nature of cargo, quantity, port of lading discharging, name of government consignee, expected date of readiness of each consignment etc. should be furnish at least six weeks in advance of the required position, with a copy thereof endorsed to the Shipping Co-ordination Officer, Ministry of Surface Transport, New Delhi, (Cable: TRANSCHART, NEW DELHI, Telex: VAHAN IN – 031 – 61157, 61158, 61159)

(i) SHIPMENT FROM U.S ATLANTIC & GULF PORTS The Seller should arrange shipment of the goods by vessels belonging to the member lines of the India – Pakistan – Bangladesh – Ceylon and Burma Outward Freight Conference. If the Seller finds that the space of the „Conference Lines“ vessels is not available for any specific shipment he should take up with India – Pakistan- Bangladesh – Ceylon and Burma Outward Freight Conference, 19, Rector Street, New York, N.Y. 10006 USA, for providing shipping space and also inform the Shipping Co-ordination Officer, Ministry of Surface Transport, New Delhi, (Cable: TRANSCHART, NEW DELHI, Telex: VAHAN IN – 031 – 61157, 61158, 61159)

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	nne pharmaplan®
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

**(i) SHIPMENT FROM ST. LAWRENCE AN EASTERN CANADIAN PORTS** The Seller should arrange shipment of the goods by vessels belonging to the following shipping lines;

1. The shipping Purchaser of India Ltd.
2. The Scindia Steam Navigation Co., Ltd

If the Seller finds that the space in the vessels of these Lines is not available for any particular consignments, he should inform the Shipping Co-ordination Officer, Ministry of Surface Transport, New Delhi, (Cable: TRANSCHART, NEW DELHI, Telex: VAHAN IN – 031 – 61157, 61158, 61159) immediately so that dispensation from the shipping lines concerned to use alternative lifting may be sought.

**(j) SHIPMENT FROM WEST COAST PORTS OF U.S. CANADA AND OTHER AREAS NOT SPECIFICALLY MENTIONED ABOVE**

The Seller should arrange shipment of the goods by Indian vessels to the maximum extent possible subject to a minimum of 50 %. For the purpose of ascertaining the availability of suitable Indian vessels and granting dispensation in the event of their non-availability, the Seller should furnish the details regarding contract number, nature of cargo, quantity, port of lading, discharging, name of government consignee, expected date of readiness of each consignment etc. to the Shipping Co-ordination Officer, Ministry of Surface Transport, New Delhi, (Cable: TRANSCHART, NEW DELHI, Telex: VAHAN IN – 031 – 61157, 61158, 61159) at least six weeks in advance of the required position.

**2. BILLS OF LADING:**

**(i) C.I.F./C&F/TURNKEY SHIPMENTS**

The Bills of lading should be drawn to indicate Shipper and „Consignee“ as under: SHIPPER: The C.I.F (C&F)/TURNKEY SUPPLIERS concerned. CONSIGNEE: As per consignee’s particulars in the contract (The name an address of the „Port Consignee“ and „Ultimate“ both should be indicated).

**(ii) F.O.R SHIPMENTS**

The Bills of lading should be drawn to indicate shipper Consignee as under: SHIPPER: The F.O.R suppliers Concerned CONSIGNEE: Supplier’s Indian Agent on order

**Note:**

1. Moreover the name of the „Purchaser“ and „Ultimate“ Consignee should appear in the body of the Bills of Lading as the „Notify“ or as a remark.
2. Two non-negotiable copies of the Bills of Lading indicating the freight amount and discount, if any allowed, should be forwarded to The Shipping Co-ordination Officer, Ministry of surface Transport (Chartering Wing), New Delhi after the shipment of each consignment is effected.
3. The seller should avoid the use of over-aged vessels for the shipment of the goods under the contract and if so used the cost of additional. Insurance, if any, shall be borne by the seller.

Client : 	<b>TENDER DOCUMENT FOR SUPPLY, INSTALLATION, COMMISSIONING &amp; VALIDATION OF LAB EQUIPMENT (PHASE-3) AT HBL, CHENGALPATTU</b>	<b>nne pharmaplan®</b>
<b>Project No : 120310</b>	<b>DOCUMENT NO : NPI-120310-EQP-S1-RTD-21</b>	<b>Revision : 00 Date : 31.12.2016</b>

**Section XXIII**

**SCHEDULE OF FISCAL ASPECTS**

Sr. No.	Particulars	Description
1.	Submission of completed Tender	23.01.2017 (Sch I to V) – 24.01.2017 (Sch VI to X) @ 10:30 Hrs
2.	Opening of Techno-Commercial Bid	23.01.2017 (Sch I to V) – 24.01.2017 (Sch VI to X) @ 11:00 Hrs
3.	Delivery	3 (Three) months from date of issue of Purchase Order
4.	Installation, commissioning and validation	1 (One) month from the delivery of the equipment at site.
5.	Advance	10% of the contract value against Bank Guarantee equivalent to 110% of the advance amount and submission of Security Deposit/ Performance Security of 5% of contract value from a Scheduled Commercial Bank. In case of Foreign tenderer, the bank guarantee shall be routed through a Scheduled Commercial Bank in India.
6.	Payment terms	As mentioned in GCC: Clause. 21
7.	Liquidated damages/per week	0.5% per week inclusive of Sundays & Holidays upto a maximum of 5% of Contract Value
8.	Warranty Period	12 (Twelve) months from the date of Completion.
9.	Earnest Money Deposit	As per Section-1(NIT)
10.	Refund of Earnest Money Deposit to unsuccessful bidders	On award of contract to successful bidder
11.	Insurance	Under Vendor's scope
12.	B.G/ DD to be in favor of	HLL Biotech Ltd., Chennai
13.	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: <a href="mailto:ramanr@hllbiotech.com">ramanr@hllbiotech.com</a> , <a href="mailto:sureshs@hllbiotech.com">sureshs@hllbiotech.com</a> Contact No: 044 22544956/949/972 , Fax – 044 22540101
14.	Pre-bid Meeting	<b>Venue:</b> HLL Biotech Limited, Ticel Biopark Campus (Module no. 013 - 015), CSIR Road, Taramani, Chennai- 600 113 <b>Date and Time 09.01.2017 (Sch I to V) - 10.01.2017 (Sch VI to X) @ 11:00 Hrs</b>
<b>(Contractor)</b>		<b>(Employer)</b>