

**HLL Biotech Limited  
(A Government of India Enterprise)  
(A Subsidiary of HLL Lifecare Limited)  
Corporate Identity Number of HBL: U24290KL2012GOI030732 dtd 12.3.2012**

**BID REF No: HBL/TENDER/REF\_CEN/15-16 dated 01.07.2015  
TENDER FOR SUPPLY, INSTALLATION AND VALIDATION OF  
REFRIGERATED CENTRIFUGE**

### **INTRODUCTION OF THE COMPANY**

HLL Biotech Limited (HBL) was incorporated as a subsidiary of HLL Lifecare Ltd, a Government of India Enterprise under the Ministry of Health and Family Welfare, Government of India. HBL is conceived to take the lead role in providing products, services and assistance in achieving our country's goals in immunization and eradication of deadly diseases.

HBL is setting up an Integrated Vaccine Complex (IVC) at Chengalpet, an emerging industrial hub in the southern tip of Tamilnadu state. Project outlay for IVC is Rs 6.00 Billion and 75% of the products & services will be designed to meet the targets of the Universal Immunization Policy (UIP) of the country.

This project has been declared as a "Project of National Importance" by the Government of India.

### **SCOPE OF WORK**

The scope of work should be the supply, installation and validation of the equipment as mentioned in the Schedule of Requirement and complying with the enclosed Technical Specification. Supplier may quote for the items against the technical specification, along with additional features.

The installation has to be done by the supplier at HBL Lab Module – 109, TICEL Bio Park Campus, Taramani, Chennai.

## 1. Instruction to Bidders

- 1.1 The bids are invited on **two stage bidding process basis**. The bid will constitute of **Technical bid and Financial bid**. Technical bid and financial bid to be submitted **in separate sealed envelopes superscribing with the Tender Number and the Name of the Item quoted**. Technical bid cover along with EMD cover & financial bid cover should be kept in a separate single cover superscribing with tender reference number and item quoted. Only the financial bid of technically qualified parties will be opened for financial evaluation.
- 1.2 The bid is invited for Supply, Installation and Validation of Refrigerated Centrifuge at **HBL Lab Module-109, TICEL Bio Park Campus, Taramani, Chennai** as per specification and other details given in the bid document. All bidders who qualify the eligibility conditions as detailed in the bid document are eligible to participate except in the case of firms who are blacklisted / barred by competent agencies or HBL in participation and award of such contracts.
- 1.3 Prices should be quoted as per the price schedule given in **Annexure: V-A & Annexure: V-B**
- 1.4 Bidders can send their queries and clarifications to address given in clause 1.4, up to three days prior to the due date of bid submission. There is no bid document fee.
- 1.5 Bids shall be addressed in the name of

**The Chief Executive Officer,**  
**HLL Biotech Limited,**  
**TICEL Bio-park Campus (Module no. 013-015),**  
**CSIR Road, Taramani, Chennai- 600 113**  
**Contact No: 044 22544949/68.**  
Email: [ramanr@hllbiotech.com](mailto:ramanr@hllbiotech.com)

1. Pre-bid meeting date and time: **07.07.2015 at 15.00 Hrs.** Due date of submission of the bid will be on **14.07.2015 upto 15:00 Hrs.** The technical bid will be opened on the same day at **15:30 hrs.** The financial bid of only those bidders who are qualifying the minimum eligibility criteria & technical specification will be opened. The date & time of financial bid opening shall be intimated separately to the technically qualified parties.

1.6 Bids shall be valid for 120 days from the date of technical bid opening.

1.7 The bids should contain complete technical specification of the equipment along with detailed illustrations and diagrams to facilitate evaluation.

## 2. Mode of submission of Bids

Documents to prove the eligibility criteria should be submitted in a separate sealed envelope marked "Technical Bid". Technical bid should consist of the following:

- a. **EMD (Earnest Money Deposit) in the form of crossed demand draft/ banker's cheque** in favor of "HLL Biotech Limited" payable at Chennai or in the form of Bank Guarantee from any nationalized / Schedule Commercial bank has to be submitted for **following item and value** which shall be valid for 120 days from the date of tender opening in case of DD or 45 days beyond the bid validity in case of BG.

### i. Refrigerated Centrifuge: Rs. 50,000/- (Rupees Fifty Thousand only)

- b. Bid document **bearing signature and seal of the bidder in all pages**
- c. **Annexure:I** (Technical specification, technical brochures/datasheets/drawings/Model no)
- d. **Annexure : II** ( Bid Data sheet)

- e. **Annexure: III** (Past experience, including performance certificate from clients).

All other supporting documents (mentioned in clause 3) and certificates substantiating the bidder's eligibility shall be attached.

The financial bid should be put in a separate envelope, sealed and marked "Financial Bid". The financial bid should contain the following

- a. **Annexure: IV** (Bid form)  
b. **Annexure: V-A & B** (Financial bid in the prescribed format given in the bid document).

- 2.1 The bids shall be enclosed in a sealed envelope super scribing "**Tender for Supply, Installation and Validation of "Refrigerated Centrifuge", Tender ref no. HBL/TENDER/REF\_CEN/15-16 dated 01.07.2015**" and shall be addressed to the

**The Chief Executive Officer,  
HLL Biotech Limited,  
TICEL Biopark Campus (Module no. 013-015),  
CSIR Road, Taramani, Chennai- 600 113  
Contact No: 044 22544949/68/72, Fax: 044 22540101.**

- 2.2 Any bid received after the stipulated time period shall be considered as late tender and will be rejected.

### **3. Minimum Eligibility Criteria**

- a. Bidders shall be a manufacturer or authorized dealer/ agent of the original equipment manufacturer. In the case of authorized dealer/ agent, the Manufacturer's Authorization Certificate (**ANNEXURE-VI**) from the manufacturer to be attached.
- b. 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 (FY2011-12, FY 2012-13, FY 2013-14) certified by a Chartered Accountant shall be submitted.**

- c. The bidder in general should possess adequate experience in number of years and volume of similar supply and installation done in the past. The bidder shall have supplied and installed same or similar equipment in last 2 years. Purchase orders and successful completion certificates from previous clients shall be submitted.
- d. The Bidder can quote for the schedules in the Schedule of Requirement

### **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 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. Bid Evaluation**

Bid determined to be substantially responsive will be checked by HBL for any arithmetic errors and the same will be corrected as follows:

- a. Where there is a discrepancy between the rates in figures and in words, the rates in words will prevail.
- b. Where there is a discrepancy between the unit price and the total price resulting from the multiplying the unit price by the quantity, the unit price as quoted shall prevail.
- c. The tenderer supplying indigenous goods or already imported goods shall quote only in Indian Rupees.

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 'Price Bid' opening .Tenders, where prices are quoted in any other way shall be treated as non -responsive and rejected.

## **6. Tender Price & Documents**

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:

- a) The price of the goods should be quoted on FOR HBL Site basis with the detailed breakup of ex-factory/ ex-showroom/ ex-warehouse/ off-the-shelf, as applicable, including all taxes and duties like sales tax, CST/VAT, CENVAT, 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;
- b) 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.
- c) Charges towards Packing & Forwarding, Inland Transportation, Insurance (local transportation and storage) would be borne by the Supplier from ware house to the consignee site for a period including 3 months beyond date of delivery, 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.

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 should be on DDP basis at consignee site in India as indicated in the List of Requirements, Price Schedule.
- b) The charges for Insurance (local transportation and storage) would be extended and borne by the Supplier from warehouse to the consignee site for a period including 3 months beyond date of delivery.

The Tender document permits the tenderers to quote their prices in different currencies and 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 'Price bid' opening. DDP price/FOR HBL site price will be considered for comparison and evaluation.

#### **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.

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 be submitted as per the instruction of purchaser:

- 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. Insurance Certificate
- VI. 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. Insurance Certificate
- V. Manufacturer's/Supplier's warranty certificate;
- VI. Certificate of origin
- VII. Port of Loading
- VIII. Port of Discharge and Expected date of arrival.



## **7. Exemptions/Forms**

HBL will not be giving any duty exemption. HBL will issue the “C” form.

## **8. Rejection of bids**

Notwithstanding the above conditions, HBL reserves the right to accept or reject any offer, and to annul the tender process and reject all offers, at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for HBL's action.

## **9. Notification of Award**

- 9.1 Prior to the expiry of the period of offer validity prescribed by HBL, HBL will notify the successful Bidder by Tele-fax or e-mail, to be confirmed in writing by registered post/ by courier, that his offer has been accepted. The purchase order will be issued to the successful bidder. No correspondence will be entertained by HBL from the unsuccessful Bidders.
- 9.2 Upon selection of the successful bidder (technically qualified L1 party) HBL will promptly notify the same to successful Bidder through an LOI/Purchase Order.
- 9.3 EMD's of unsuccessful bidders will be returned only after finalizing the L1 Party and EMD's of technically non-responsive bidders will be returned after financial bid opening.

## **TERMS AND CONDITIONS**

### **1. DEFINITION:**

1.1 For the purpose of this contract, the following words and expressions shall have the meaning hereby assigned to them except where the context otherwise requires:-

- i. "HBL" means HLL Biotech Limited, which expression shall unless excluded by or repugnant to the context include HBL's representative.
- ii. "Contractor/ Bidder" Means successful lowest bidder.
- iii. "Earnest Money Deposit" (EMD) means Bid Security/ monetary or financial guarantee to be furnished by a tenderer along with its tender.
- iv. "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.
- v. "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 dispatch to another person as provided in the Contract then that "another" person is the consignee, also known as ultimate consignee.

### **2. PAYMENT SCHEDULE:**

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

Payment shall be made within 15 days as specified in the contract in the following manner:

#### **For goods of domestic origin:**

a) **90 % of the contract price shall be paid on receipt of goods in good condition and upon the submission of the following documents:**

- (i) Along with the original invoice, Two copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
- (ii) Consignee Receipt Certificate as per Annexure- IX in original issued by HBL representative
- (iii) Two copies of packing list identifying contents of each package;
- (iv) Inspection certificate issued by the nominated Inspection agency (OR) self, if any.
- (v) Insurance Certificate
- (vi) Certificate of Country of origin.

**b) On Final Acceptance Certificate issued by Client/ Purchaser:**

Balance 10 % payment would be made against 'Final Acceptance Certificate' as per the proforma mentioned in Annexure-X of this tender document to be issued by HBL representatives subject to recoveries, if any, either on account of non-rectification of defects/deficiencies not attended by the Supplier or otherwise.

**For goods imported from abroad,** 100% DAP value 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 as follows:

**(1) 90% of net DAP Value ON SUBMISSION OF SHIPPING DOCUMENTS:**

- (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) Insurance Certificate and 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;

**(2) Balance 10 % of the net DAP price payment would be made against 'Final Acceptance Certificate' as per the proforma mentioned in Annexure-X of this tender document to be issued by the HBL representative subject to recoveries, if any, either on account of non-rectification of defects/deficiencies not attended by the Supplier or otherwise**

For goods imported from abroad, HBL will reimburse the customs duty at actuals to Indian Agent in Indian Rupees after installation & Final Acceptance. All other charges i.e Customs Clearance charges, Transportation and loading, unloading charges at consignee site as quoted in the price schedule will also be paid to Indian Agent in Indian Rupees after installation & Final Acceptance. No other charges will be paid by HBL.

### **3. TAXES AND OTHER LEVIES**

The quoted price shall be inclusive of all applicable taxes and duties.

### **4. PERFORMANCE SECURITY**

4.1 The successful bidder has to furnish performance guarantee from nationalized / scheduled bank in the form of a bank guarantee in the name of HLL Biotech Limited on receipt of the purchase order. The performance bank guarantee valid up to a period of 1 year (completion of warranty) beyond the completion of work with additional claim period of 2 months for 5% of total contract value has to be submitted within 10 days from the date of Purchase Order. The EMD Paid shall be returned after receipt of Performance Bank Guarantee.

- 4.2 Failure of the successful Bidder to furnish the required Performance Security shall constitute sufficient grounds for the annulment of the award of Contract and shall forfeit the EMD.
- 4.3 Forfeiture of Performance Security  
In case, the Contractor/ Bidder fails to complete the work, HBL, without prejudice to rights and remedies available under the contract, shall forfeit and en-cash the Performance Guarantee.
- 4.4 In case, the bank goes in liquidation or for any reason is unable to make payment against the said Bank Guarantee, the loss caused thereby shall be borne by the Contractor/ Bidder. The Contractor/ Bidder forthwith, on demand from HBL, shall make good the deficit.

## 5. ADDITIONS/DELETIONS

- 5.1 HBL shall have the right to direct in writing for changes, additions, modifications or deletions in the design and drawings or any part of the work and to request in writing additional work in connection therewith and the Contractor/ Bidder shall comply with such directions.
- 5.2 The Contractor/ Bidder shall not make any deviations, alterations, additions, to or omissions from the work shown/described and awarded to the Contractor/ Bidder except through and with proper approval of HBL.

## 6. TIME SCHEDULE

- 6.1. The day of commencement of project will be reckoned from the date of issue of Purchase order.
- 6.2 The material shall be delivered at site **“within 6 weeks from the date of issue of purchase order and installation to be completed within a week from the date of delivery”**.

- 6.3 The final acceptance certificate shall be issued on completion of the entire scope of work by the vendor.
- 6.3 The supply, installation and validation shall be carried out with all due diligence and as per the time schedule specified above. In case of any delay/default, of the Contractor/ Bidder to adhere to the agreed time schedule, HBL shall recover the liquidated damages from the Contractor/ Bidder at the rate of 0.5% (Zero point Five percent) of the total amount of fee per week of delay of any activity subject to a maximum of 5% (Five percent) of the total order value. However if there is a purposeful delay by the Contractor/ Bidder, HBL reserves all rights to terminate the contract and get the full work executed at his risk and cost.

## **7. EXTENSION OF TIME**

- 7.1 To adhere to the above mentioned time schedule the Contractor/ Bidder shall provide on demand necessary documents, information and certificates/undertakings to HBL. Any delay in supplying the requisite documents and delay due to any other cause beyond the control of the Contractor/ Bidder shall be considered for grant of extension of time. If the Contractor/ Bidder require extension of time, they shall intimate in writing to HBL within 3 days of the occurrence of such hindrance/delay, along with proper documents.
- 7.2 HBL after satisfying itself about the reasonableness of grounds may grant extension of time, if it is justified and communicated the same in writing. Whenever such extension of time is granted, it would be without prejudice to the rights of HBL for any penal action to the extent of the delay attributable to the Contractor/ Bidder. Any extension of time granted as stated above shall neither entitle the Contractor/ Bidder to any claim for increase in their fees nor shall it release him from any of the obligations

under the said agreement.

## **8. ABANDONMENT OF WORK**

8.1 If the Contractor/ Bidder/ supplier abandons the work for any reason whatsoever or becomes incapacitated as aforesaid, HBL shall forfeit/en-cash the Performance Guarantee. HBL shall be at liberty to make full use of all or any of material supplied by the Contractor/ Bidder/ supplier. The Contractor/ Bidder/ supplier shall also be liable to refund all the charges paid to him up to date plus such damages as may be assessed by HBL including the recovery of liquidated damages.

8.2 Provided, however, that in the event of the termination of the agreement under proper notice as provided in the clause hereinafter, the Contractor/ Bidder shall be liable to refund any excess payment made to him over and above which is due to him in accordance with the terms of this agreement, for the work executed by him till the date of termination of agreement.

## **9. WARRANTY**

9.1 The bidder shall give warranty of all the equipment for a period of minimum one year from the date of final acceptance certificate from HBL. HBL shall grant right of access to the Contractor/ Bidder, of this portion of the work claimed to be defective for inspection and rectification.

9.2 HBL may recover the loss from the dues of the Contractor/ Bidder in case of failure to comply with the above clause.

## **10. DETERMINATION AND RESCISSION OF TERMS & CONDITIONS**

10.1. When the Contractor/ Bidder have made himself liable for action under any of the clauses aforesaid, HBL shall have powers:

a) To rescind the agreement.

- b) To engage another Contractor/ Bidder to carry out the balance work debiting the Contractor/ Bidder the extra amount, if any, so spent for getting the balance work done. This amount would be in addition to the recovery of liquidated damages.

## **11. GENERAL**

- 11.1 The Contractor/ Bidder shall be fully responsible for the technical soundness of the material and also ensure that the material is supplied as per the specifications.
- 11.2 The Contractor/ Bidder hereby agrees that the charges to be paid as provided herein (clause 3) will be in full discharge of functions to be performed by him and no claim whatsoever shall be made against HBL in respect of any proprietary rights or copy right on the part of any other party relating to plans, models and drawings.
- 11.3 The Contractor/ Bidder shall indemnify and keep indemnified HLL Biotech Ltd against any such claims and all costs and expenses paid by HBL in defending such claims to be borne by the Contractor/ Bidder.
- 11.4 The Contractor/ Bidder hereby agrees that HBL shall have the right to take out any of the activities, which in the opinion of HBL is not being performed by the Contractor/ Bidder with due diligence, and within the agreed time schedule, and which can be performed independently. The fees or the expenses incurred shall be debited to the Contractor/ Bidder.

## **12. ARBITRATION**

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.

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. 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.

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.

### **13. FALL CLAUSE**

The prices charged for this particular service/supply under the Contract by the supplier/service provider shall in no event exceed the lowest price at which the supplier/service provider sells the service/supply of identical description to any person(s)/organization (s) including the Purchaser or any Department of the Central Government or any Department of a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders placed during the currency of Rate Contract is completed.

**ANNEXURE- I**

**SCHEDULE OF REQUIREMENT**

**BID REF No: HBL/TENDER/REF\_CEN/15-16 dated 01.07.2015**

<b>Schedule</b>	<b>Description</b>	<b>Qty (No)</b>
1	Refrigerated Centrifuge	1

## Detailed Specification

### SCHEDULE: 1 REFRIGERATED CENTRIFUGE

S.No.	Specification	
	Make	Hitachi /Thermo/Beckman/Sigma/Eppendorf
1	Capacity	6 L
2	Rotor	Swing bucket/fixed angle
3	Display/Control	Microprocessor/ Touch screen interface (LED/LCD)
4	Rotor Speed	≥ 8000 rpm
5	Rotor and bottles	Autoclavable
6	Mode/Flow	Batch mode and upgradeable to continuous or vice versa
7	Speed control accuracy	±25 rpm
8	Temperature	0°C to 40°C
9	Temperature Accuracy	±2°C
10	Run Time	00:00 hrs to 99:00 hrs, hold
11	Safety features	Automatic lid lock, imbalance detection, armoured guard ring, security key switch, Interlock Door, Dual Over Speed detection, Non- contact imbalance detection, Abnormal Temperature detection
12	Refrigerated	Yes – CFC/HCFC free (GMP compliant refrigeration)
13	Noise level	≤ 65 decibel
14	Hepa Filter	Optional
15	Outer body, Inner body, Rotor, lid	GMP compliant
16	Accessories	Centrifuge Bottles with cap, Collar, Adapter, Lid, tool kit, bottle carrying rack, spatula (GMP compliant)

17	Compressor	GMP compliant
18	Power button	Yes
19	Power	220 V, 50/60 Hz,
20	Alarm	Timer & Buzzer – indicating the completion of process, rotor imbalance etc.
21	Data Communication	USB Port
22	Agency approvals	CE certification required
23	Documentation	On-site I.Q. O.Q, P.Q along with documentation, Calibration certificates ,Operational/User manual, Maintenance manual etc.
24	Warranty	Warranty certificate required

**ANNEXURE- II**  
**BID DATA SHEET**

<b>S.no</b>	<b>Description</b>	<b>Details</b>
1	Bid reference number	<b>HBL/TENDER/REF_CENT/15-16</b> <b>dated 01.07.2015</b>
2	Due date for submission	14.07.2015 UPTO 15:00 HRS
3	Name & Address of bidder	
5	Year of establishment	
6	Type of the firm	Public Ltd/Pvt Ltd./Partnership/Regd firm
8	Name & Address of Directors/Partners	1. 2.
7	PAN Number	
8	Contact Phone-Office	
9	Cell	
10	Email	
11	Copy of MOA/partnership deed/Registration	Attached/Not Attached
12	Copy of PAN of Directors/Partners	Attached/Not Attached
13	Latest IT return statement	Attached/Not Attached
14	Past three years P&L, Balance Sheet	Attached/Not Attached
15	All pages of bid document duly sealed and signed by the authorized person	Attached/Not Attached
16	Power of Attorney/Authorization to sign the bid	Attached/not Attached
17	Manufacturer's authorization letter	Attached/not Attached
18	EMD (in favor of HLL Biotech Limited in the form of Demand Draft / Banker's cheque from a Nationalized or Scheduled bank, payable at Chennai)	Attached/Not Attached

**ANNEXURE- III**

**Details of Projects for which Equipments (Technical specification as per Annexure-I) were supplied & installed in the last TWO years**

**SCHEDULE 1: REFRIGERATED CENTRIFUGE**

Sl. No.	Name and location of the Project	Name and address of the Client	Project Details		Completion Date
			Details of the items supplied	Project Value Rs Lakhs	
1					
2					
3					
4					
5					
6					

**Satisfactory completion certificates from the clients to be attached.**

## ANNEXURE- IV

**BID REF No: HBL/TENDER/REF\_CEN/15-16 dated 01.07.2015**

### **BID FORM**

**Schedule No. & Item Name:** \_\_\_\_\_

Having examined the bidding documents, including amendments of which is hereby acknowledged, we, the undersigned, offer to execute the contract including the supply and delivery of the goods (FOR HBL Site or DAP HBL Site) in full conformity with the said bidding documents for the sum of:

**In Fig:**

**IN WORDS**

(Hereinafter called "the Total Bid Price") or such other sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedules attached herewith and are made part of this bid.

We undertake, if our bid is accepted, to execute the contract in accordance with the delivery schedule specified in the schedule of requirements.

If our bid is accepted, we undertake to provide a performance security in the form, in the amounts, and within the times specified in the Bidding Documents.

We agree to abide by this bid, for the Bid Validity Period specified in the Bid Data Sheet and it shall remain binding upon us and may be accepted by you at any time before the expiration of that period.

Until the formal final Contract is prepared and executed between us, this bid, together with your written acceptance of the bid and your notification of award, shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any bid you may receive.

Dated:

Signed by:  
In the capacity of



**ANNEXURE V - A**  
**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)	SALES TAX (IF ANY) [%AGE & VALUE] ©	PACKING AND FORWARDING CHARGES (d)	INCIDENTAL SERVICES (INCLUDING INSTALLATION & COMMISSIONING, SUPERVISION, DEMONSTRATION , TRAINING, DOCUMENTAION AND QUALIFICATION) AT THE CONSIGNEE'S SITE - E)	UNIT PRICE (AT CONSIGNEE SITE) BASIS (G) =A+B+C+D+E	TOTAL PRICE (AT CONSIGNEE SITE) BASIS (Rs.) 4 x 5(g)

NB: Unit price shall be written in figures and words

Total Tender price in Rupees:

**IN WORDS:**

\_\_\_\_\_

\_\_\_\_\_

NOTE: -

If there is a discrepancy between the unit price and total price, then the unit price shall prevail.

Name \_\_\_\_\_  
Business Address \_\_\_\_\_  
Place: \_\_\_\_\_  
Date: \_\_\_\_\_

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

**ANNEXURE V - B**

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

1	2	3	4	5								6
SCHEDULE	BRIEF DESCRIPTION OF GOODS	COUNTRY OF ORIGIN	QUANTITY (Nos.)	PRICE PER UNIT (CURRENCY)								TOTAL PRICE ON DDP BASIS AT CONSIGNEE'S SITE 4X 5 (H)
				FOB VALUE	INSURANCE & FREIGHT	NET CIP PORT OF DESTINATION BY AIR/SEA (A+B)	CUSTOM DUTY AMOUNT AS % OF NET CIP (AS APPLICABLE) **	CUSTOM CLEARANCE & HANDLING CHARGES **	LOADING / UNLOADING / INCENT AND TRANSPORTATION / INSURANCE & INCIDENTAL COST TILL CONSIGNEE'S SITE	INSTALLATION, COMMISSIONING, SUPERVISION, DEMONSTRATION, TRAINING DOCUMENTATION AND QUALIFICATION AT THE CONSIGNEE'S SITE **	UNIT PRICE ON DDP BASIS AT CONSIGNEE'S SITE (C+D+E+F+G)	
				(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)

\*\* TO BE PAID IN INDIAN CURRENCY (RS.) \_\_\_\_\_

TOTAL TENDER PRICE IN FOREIGN CURRENCY (NET CIP) IN FIGURES: \_\_\_\_\_

IN WORDS: \_\_\_\_\_

**NOTE: -**

1. IF THERE IS A DISCREPANCY BETWEEN THE UNIT PRICE AND TOTAL PRICE, THE UNIT PRICE SHALL PREVAIL.
2. THE TENDERER WILL BE FULLY RESPONSIBLE FOR THE SAFE ARRIVAL OF THE GOODS AT THE CONSIGNEE SITE IN GOOD CONDITION AS PER TERMS OF DDP AT CONSIGNEE SITE AS PER INCOTERMS.

NAME \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_

PLACE: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE OF TENDERER \_\_\_\_\_

SEAL OF THE TENDER \_\_\_\_\_

**ANNEXURE- VI  
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, for the goods and services offered for supply by the above firm against this TE 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.

**ANNEXURE – VII  
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

## ANNEXURE-VIII

### 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 FOREBEAR 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.

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

## ANNEXURE-IX

### CONSIGNE RECEIPT CERTIFICATE

(To be given by HBL 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 HBL with date:  
\_\_\_\_\_

Seal of the Consignee : \_\_\_\_\_

## ANNEXURE-X

### FINAL ACCEPTANCE CERTIFICATE

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

Quantity: \_\_\_\_\_

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

e) Name of the Vessel/Transporter: \_\_\_\_\_

f) Name of the Consignee: \_\_\_\_\_

g) Date of commissioning and proving test: \_\_\_\_\_

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

S.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 fulfil 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 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.**