

MINUTES OF THE MEETING

**PRE BID MEETING OF TENDER FOR
SUPPLY, INSTALLATION, COMMISSIONING & VALIDATION OF STERILISATION EQUIPMENT-II AT HLL
BIOTECH LIMITED, CHENGALPATTU**

Document No. : NPI-120310-EQP-S1-TD-15

Venue : HLL Biotech Limited, Tidel Biopark Campus, Taramani, Chennai.

Date : 07.11.2015

Project : Integrated Vaccines Complex, Chengalpattu

Attendees : See attached list of attendees

Issued by : CEO

Issued on : 13th November 2015

Issued from : HLL Biotech Limited.

Agenda	
1.	Pre-bid Meeting for Sterilization equipment-II for IVC, Chengalpattu

S. No.	Clarifications on queries						
	Tender for Supply , Installation, Commissioning and Validation of Sterilization Equipment-II at HLL Biotech limited, Chengalpattu						
A	Discussion on Tender Enquiry Document: NPI-120310-EQP-S1-TD-15						
	General Discussion Points						
1.	Autoclaves quantity has been increased for Schedule-I of the tender. Revised NIT and Revised List of Requirements is given below:						
	Schedule Number	Equipment	Equipment ID	Inner Chamber Capacity / Size (W x D x H) mm	QTY	EMD	Tender Fee
	I	Steam Sterilizer	B1-SAT- 01, B1-SAT- 02, B1-SAT- 03, R1-SAT-01, R1-SAT-02, R1-SAT-03	1200 x1200 x 1800	6	Rs. 10,00,000	Rs. 3,150/- (Incl. of VAT)
			F4-SAT- 01, F4-SAT-02	900 x900 x 900	2		
			B1-DAT -01, B1-DAT -02, R1-DAT-01, R1-DAT-02	900 x900 x1200	4		
			F4-DAT- 01, F4-DAT-02	600 x 600 x600	2		
	II	Dry Heat Sterilizer	B1-DHS -01, B1-DHS -02	1200 x 1200 x 1200	2	Rs. 2,00,000	
			F4-DHS- 01	600 x 600 x 600	1		
	Note: 1. EMD and the Tender Fees are revised as mentioned above.						
	2. Revised List of Requirements shall be considered as mentioned above.						
2.	In General Conditions of Contract (GCC), Clause 21: Terms and Mode of Payment: For						
	21.1 Payment Terms:						
	A) Payment for Domestic Goods Or Foreign Origin Located Within India.						
	Payment shall be made within in 15 days from the date of submission of all the required documents and invoice as per the schedule given below and it shall be paid in Indian Rupees:						
	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 up to 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:						

S. No.	Clarifications on queries
	<ul style="list-style-type: none"> 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. <p>c) On Installation Qualification (IQ) & Submission of IQ report by purchaser 5% of the contract Value</p> <p>d) On Operational Qualification (OQ) & submission of OQ report by purchaser 5% of the Contract Value</p> <p>e) On validation and Final Acceptance Certificate 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.</p> <p>Shall be read as</p> <p>21.1 Payment Terms:</p> <p>A) Payment for Domestic Goods Or Foreign Origin Located Within India.</p> <p>Payment shall be made within in 15 days from the date of submission of all the required documents and invoice as per the schedule given below and it shall be paid in Indian Rupees:</p> <p>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.</p> <p>b) On Design Qualification (DQ) & Submission of DQ report approved by purchaser 10% of the contract Value</p> <p>c) On delivery at site: 60 % of the contract price shall be paid on receipt of goods in good condition and upon the submission of the following documents:</p> <ul style="list-style-type: none"> 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. <p>d) On Installation Qualification (IQ) & Submission of IQ report approved by purchaser 5% of the contract Value</p> <p>e) On Operational Qualification (OQ) & submission of OQ report approved by purchaser 5% of the Contract Value</p>

S. No.	Clarifications on queries
	<p>f) 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.</p> <p>For</p> <p>21.1 Payment Terms:</p> <p>B) Payment for Imported Goods:</p> <p>Payment against Imported goods shall be made in the currency through, 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:</p> <p>a) Advance</p> <p>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.</p> <p>90% of 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 in the following manner:</p> <p>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:</p> <ol style="list-style-type: none"> Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount; 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; Four Copies of packing list identifying contents of each package; 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; Manufacturer's/Supplier's warranty certificate; Manufacturer's own factory inspection report and Certificate of origin by the chamber of commerce of the concerned country; Goods receipt certificate by the ultimate consignee on receipt of goods at this site/warehouse as per section XVII of this tender document. <p>c) On Installation Qualification (IQ) & Submission of IQ report by purchaser 5% of the net DAP price</p> <p>d) On Operational Qualification (OQ) & submission of OQ report by purchaser 5% of the net DAP price</p> <p>e) On validation and Final Acceptance Certificate 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.</p>

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	<p>Shall be read as</p> <p>21.1 Payment Terms:</p> <p>B) Payment for Imported Goods:</p> <p>Payment against Imported goods shall be made in the currency through, 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:</p> <p>a) Advance 10% of the net DAP price after submission of Bank guarantee equivalent to 110% of the advance amount in the same currency along with submission of Security Deposit / Performance security equal to 5% of the contract value in the form of a bank guarantee from or in the case of a foreign tenderer, the same shall be endorsed by a Nationalized Indian Bank. The advance bank guarantee shall be valid for a period upto the completion of the contract.</p> <p>b) On Design Qualification (DQ) & Submission of DQ report approved by purchaser 10% of the net DAP Price.</p> <p>80% of 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 in the following manner:</p> <p>c) On Receipt of Goods at site:</p> <p>60% 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:</p> <ol style="list-style-type: none"> Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount; 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; Four Copies of packing list identifying contents of each package; 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; Manufacturer's/Supplier's warranty certificate; Manufacturer's own factory inspection report and Certificate of origin by the chamber of commerce of the concerned country; Goods receipt certificate by the ultimate consignee on receipt of goods at this site/warehouse as per section XVII of this tender document. <p>d) On Installation Qualification (IQ) & Submission of IQ report approved by purchaser 5% of the net DAP price</p> <p>e) On Operational Qualification (OQ) & submission of OQ report approved by purchaser 5% of the net DAP price</p> <p>f) 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.</p> <p>Note: Payment shall be made based on the Lot-wise Delivery.</p>

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3.	<p>In Section – IX, Qualification Criteria:- Schedule I – Steam Sterilizer For 5. Turnover of the company must be minimum INR. 150 lakh during the last three financial years. Furnish the information under section B. Shall be read as 5. Turnover of the company must be minimum INR. 245 lakhs during the last three financial years. Furnish the information under section B.</p>
4.	<p>In Section - IV General Conditions Of Contract (GCC): Point 5.Performance Security: For</p> <p>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 obligations by the supplier, including the warranty obligations, initially valid for a period of minimum 26 months from the date of Notification of Award.</p> <p>Shall be read as</p> <p>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 obligations by the supplier, including the warranty obligations, initially valid for a period of minimum 37 months from the date of Notification of Award.</p> <p>Point 15: Warranty: For 15.2 This warranty shall remain valid for 1 (one) year after the goods have been fully delivered to the final destination and installed and commissioned at the final destination and accepted by the Purchaser in terms of the contract, unless specified otherwise in the SCC Shall be read as 15.2 This warranty shall remain valid for 2 (two) years after the goods have been fully delivered to the final destination and installed and commissioned at the final destination and accepted by the Purchaser in terms of the contract, unless specified otherwise in the SCC</p> <p>Section XXIII: SCHEDULE OF FISCAL ASPECTS For Sr.No: 3 Delivery – 9 (Nine) months from the date of Notification of Award. Shall be read as Sr.No 3 Delivery: Revised Delivery Schedule is given below: Lot-1: Delivery in 6 months from the date of Notification of Award <ul style="list-style-type: none"> • B1-DHS 01, 02- (1200 x 1200 x 1200) mm • B1-SAT 01, 02, 03 - (1200 x 1200 x 1800) mm • B1-DAT 01, 02 - (900 x 900 x 1200) mm Lot-2: Delivery in 7 months from the date of Notification of Award <ul style="list-style-type: none"> • F4-DAT 01, 02 -- (600 x 600 x 600) mm • F4-SAT 01, 02 -- (900 x 900 x 900) mm • F4-DHS 01 -- (600 x 600 x 600) mm Lot-3: Delivery in 8 months from the date of Notification of Award <ul style="list-style-type: none"> • R1-SAT 01, 02, 03 -- (1200 x 1200 x 1800) mm • R1-DAT 01, 02 -- (900 x 900 x 1200) mm </p>

S. No.	Clarifications on queries	
	<p>For Sr.No 8. Warranty period: 12 (Twelve) months from the date of Completion.</p> <p>Shall be read as Sr.No 8. Warranty period: 24 (Twenty-four) months from the date of Completion.</p> <p>In GENERAL TECHNICAL SPECIFICATIONS GENERAL POINTS: 1. Warranty: For 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.</p> <p>Shall be read as a) Two years 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.</p> <p>Note: Warranty period wherever applicable in the TED shall be read as 24 (Twenty Four) months from the date of handing over.</p>	
5.	Bid Submission date prevails the same as in the TED.	
S. No.	Clarifications on URSs (URS of the additional requirements are attached as Annexure [DOC NO_URS_DAT_03 & DOC NO_URS_SAT_03])	
1.	Vendor to consider the face plate up the false ceiling height from the floor	
2.	21 CFR part 11 compliance in IRS is exempted for this equipment, However Batch data display and record printing to be provided as per URS.	
3.	Vacuum pumps of all the sterilization & Decontamination autoclaves will be kept in the service floor (first floor). Vendor to consider average of 12 m distance (including bends) between the autoclave and vacuum skid.	
B	URS: Schedule – I NPI-120310-EQP-URS-SAT 02, NPI-120310-EQP-URS-DAT 02, NPI-120310-EQP-URS-SAT 03, NPI-120310-EQP-URS-DAT 03,	
	Specific revision in the URS	
	URS Point number and excerpt* / description of the specification *	Point modified as / Comment
1.	Point no. 2.0 <ul style="list-style-type: none"> Filters for process air and for exhaust air Control system with printer for batch report and color trend printing 	Point no. 2.0 <ul style="list-style-type: none"> Filters for process air and vacuum break through SIP filter Control system with printer for batch report and color trend printing (Strip chart recorder)

S. No.	Clarifications on queries																								
2.	Point no. 3.1.2 Chamber Carriages: The unit should be provided with 1 no loading carriage which should be made of SS 316L and it should be with removable / adjustable perforated shelves (4 nos.) of SS 316L, which can be positioned according to the height of the goods. The carriage should be provided with 4 wheels, which would withstand the high temperature inside the autoclave. It should be designed to slide easily from chamber to trolley.		Point no. 3.1.2 Chamber Carriages: The unit should be provided with 1 no loading carriage & 2 nos. of trolleys (if the depth of the autoclave is less than or equal to 1200 mm) / 2 nos. loading carriages & 4 trolleys (if the depth of the autoclave is more than 1200 mm), which should be made of SS 316L and it should be with removable / adjustable perforated shelves (4 nos.) of SS 316L, which can be positioned according to the height of the goods. The carriage should be provided with 4 wheels, which would withstand the high temperature inside the autoclave. It should be designed to slide easily from chamber to trolley.																						
4.	URS Annexure 2: List of Preferred Make of Components <table><tr><th colspan="3">B. MECHANICAL</th></tr><tr><td>1.</td><td>Automatic Angle Valve</td><td>Gemu / ITT / SED</td></tr><tr><td>10</td><td>Steam trap</td><td>Spirax / ITT</td></tr></table>		B. MECHANICAL			1.	Automatic Angle Valve	Gemu / ITT / SED	10	Steam trap	Spirax / ITT	URS Annexure 2: List of Preferred Make of Components <table><tr><th colspan="3">B. MECHANICAL</th></tr><tr><td>1.</td><td>Automatic Angle Valve (sanitary)</td><td>Gemu / ITT / SED</td></tr><tr><td>1A.</td><td>Automatic Angle Valve (non-sanitary)</td><td>Forbes Marshall / Gemu / ITT / SED</td></tr><tr><td>10</td><td>Steam trap</td><td>Spirax / ITT / Forbes Marshall</td></tr></table>		B. MECHANICAL			1.	Automatic Angle Valve (sanitary)	Gemu / ITT / SED	1A.	Automatic Angle Valve (non-sanitary)	Forbes Marshall / Gemu / ITT / SED	10	Steam trap	Spirax / ITT / Forbes Marshall
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6.	Point No: 6.7.2 (only for Decon. Autoclave) <table><tr><td rowspan="2">BCG Bulk and Formulation</td><td>F4-DAT 01</td><td rowspan="2">Double door with Horizontal sliding</td></tr><tr><td>F4-DAT 02</td></tr></table>		BCG Bulk and Formulation	F4-DAT 01	Double door with Horizontal sliding	F4-DAT 02	Point No: 6.7.2 (only for Decon. Autoclave) <table><tr><td rowspan="2">BCG Bulk and Formulation</td><td>F4-DAT 01</td><td rowspan="2">Double door with vertical sliding</td></tr><tr><td>F4-DAT 02</td></tr></table>		BCG Bulk and Formulation	F4-DAT 01	Double door with vertical sliding	F4-DAT 02													
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URS: Schedule –II NPI-120310-EQP-URS-DHS-02 (Dry Heat Sterilizer)																									
9.	URS Annexure 2: List of Preferred Make of Components <table><tr><th colspan="3">B. MECHANICAL</th></tr><tr><td>10.</td><td>Pre-filter</td><td>Airtech / Fine Airsys / Millipore</td></tr><tr><td>10</td><td>High Temperature HEPA filter</td><td>TROX / Pharma tech / Dyna Filters</td></tr></table>		B. MECHANICAL			10.	Pre-filter	Airtech / Fine Airsys / Millipore	10	High Temperature HEPA filter	TROX / Pharma tech / Dyna Filters	URS Annexure 2: List of Preferred Make of Components <table><tr><th colspan="3">B. MECHANICAL</th></tr><tr><td>10.</td><td>Pre-filter</td><td>Camfil / AAF / Frudenberg</td></tr><tr><td>10</td><td>High Temperature HEPA filter</td><td>Camfil / AAF / Frudenberg / Trox</td></tr></table>		B. MECHANICAL			10.	Pre-filter	Camfil / AAF / Frudenberg	10	High Temperature HEPA filter	Camfil / AAF / Frudenberg / Trox			
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For HLL Biotech Limited



Chief Executive Officer

List of Attendees:

Subject : Pre bid Meeting for Supply, Installation, Commissioning and validation of Sterilization Equipment's -II at IVC Chengalpattu
NPI-120310-EQP-S1-TD-15
Date & Time : 07.11.2015 @ 11.00Hrs.
Venue : HBL Corporate office, Chennai

S.NO	Name & Designation	Organization	Contact No	email	Signature
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