


Client:		TENDER FOR SUPPLY OF STANDARD WEIGHTS-E1 CLASS FOR ANALYTICAL WEIGHING BALANCE AT BCGVL, GUINDY, CHENNAI	Revision No : 00
Project-No:	110729	Document No. NPI/110729/PEQ/E1_WEIGHTS/TD/17	Date: 12/18/2015

**TENDER ENQUIRY DOCUMENT
FOR
SUPPLY OF STANDARD WEIGHTS-E1 CLASS FOR
ANALYTICAL WEIGHING BALANCE AT BCGVL,
GUINDY, CHENNAI**

DOCUMENT NO. NPI/110729/PEQ/E1_WEIGHTS/TD/17


REVISION NO. 00


DECEMBER 2015

**Project:
Revival of BCG VACCINES FACILITY
AT
GUINDY, CHENNAI
(Project No. 110729)**

Prepared By: NNE Pharmaplan India Ltd.

Approved By: HBL/BCGVL

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	Prepared By:	SDBB	Approved By:	HBL / BCGVL	


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INTRODUCTION OF THE COMPANY

The BCG Vaccine Laboratory under Directorate General of Health Services (DGHS), Ministry of Health and Family Welfare (MOHFW), Govt. of India was established in the year 1948 to produce and supply BCG vaccines and tuberculin with the help of Saten's Serum Institute (SSI), Copenhagen, Denmark through World Health Organization. This institute is situated at Guindy, Chennai (Tamilnadu) near King Institute of Preventive Medicine.

BCG Vaccine Lab is a pioneer in the manufacture of freeze dried BCG vaccine for UIP of Govt. of India. Up to 2000-01, Govt of India has imported the BCG vaccine to meet the country's demand in addition to the vaccines supplied by BCGVL.


MOHFW has appointed HLL Lifecare Limited as Project Management Consultant (PMC) to revive the BCG Vaccine Laboratory. Further, HLL Lifecare Limited has associated with NNE Pharmaplan India Limited, hereinafter called as "NPI" 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.


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SECTION - I

Notice Inviting Tender (NIT)

HLL Biotech Ltd.

INVITES TENDER FOR SUPPLY OF STANDARD WEIGHTS - E1 CLASS FOR ANALYTICAL WEIGHING BALANCE AT BCGVL, GUINDY, CHENNAI

Tenders are invited from vendors for supply of the following material:

NOTE:


Schedule No.	Item Description	Qty	EMD (Rs)
1	E-1 CLASS STANDARD WEIGHTS (21 PIECES – 1mg to 100g) BOX MOC: SS or PLASTIC	2 Boxes	Rs.10,000/-


The list may vary (increase / decrease) during order finalization

Details regarding important dates are as follows:

S.No.	Description	Schedule
i.	Closing date & time for receipt of Tender	On or before 29.12.2015 @ 11:00 Hrs
ii.	Time and date of opening of Technical Bids	29.12.2015 @ 11:30 Hrs
iii.	Venue of Opening of Techno Commercial Tender & Pre-bid meeting	HLL Biotech Limited, TiceI Biopark Campus (Module no. 013 - 015), CSIR Road, Taramani, Chennai- 600 113

Interested parties may visit www.lifecarehll.com, www.hllbiotech.com & <http://eprocure.gov.in/cppp> 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 superscribing “Tender for Supply of E-1 CLASS Standard Weights for revival of BCG Vaccine Facility” may be submitted to the address mentioned in Serial no. iii of the above table.

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SECTION - II
SCOPE OF SUPPLY


The scope of supply shall be as follows,

E-1 class Standard weights- **2 Boxes**. The box MOC should be SS/Plastic which is compactable for clean room application. The **NABL Calibration Certificate** need to be submitted for the weights along with the supply of material.

The each Box should contain 21 pieces of weights and the weights range from 1 mg to 100g.

Description	Quantity
1 mg	1 No
2 mg	2 Nos
5 mg	1 No
10 mg	1 No
20 mg	2 Nos
50 mg	1 No
100 mg	1 No
200 mg	2 Nos
500 mg	1 No
1 g	1 No
2 g	2 Nos
5 g	1 No
10 g	1 No
20 g	2 Nos
50 g	1 No
100 g	1 No

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SECTION – III

General Instruction to Bidders

DEFINITION:

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. "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 BCGVL, Guindy" 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.


ABBREVIATION:

TE Document – Tender Enquiry Document
EMD - Earnest Money Deposit
PBG – Performance Bank Guarantee
HBL – HLL Biotech Limited
HLL – HLL Lifecare Limited
NIT – Notice Inviting Tender

1. Instruction to Bidders

- 1.1 The bids are invited on single stage bidding process basis. The bid should constitute the following documents,
 - a. **EMD (Earnest Money Deposit)** in the form of crossed **Demand Draft/ Banker's Cheque** in favor of "HLL Biotech Limited" payable at Chennai, has to be submitted separately as per the value mentioned in section-I, NIT, which shall be valid for 90 days from the date of tender

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opening. 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 Technical bid of the Tender to qualify for such exemptions and other benefits.


- b. Tender Enquiry document bearing signature and seal of the bidder in all pages
- c. Technical brochures/datasheets if any
- d. Copy of PAN card
- e. Power Of Attorney in favour of the signatory
- f. **Section: V** (Bid Data sheet) - duly filled, stamped and signed.
- g. **Section: VI** (Technical Specification) - duly filled, stamped and signed
- h. **Section: VII** (Bid form) – duly filled, stamped and signed.
- i. **Section: VIII** (Price Schedule - Financial bid in the prescribed format given in the bid document) - duly filled, stamped and signed.
- j. **2 Nos of Purchase Order** copies for similar items supplied in last **3 Financial years**
- k. Net worth of the company shall be positive during the **last Two financial years** (2013-14 and 2014-15). Copies of the Chartered Accountant certified balance sheet statements should be enclosed.


Note: All the documents submitted by the bidder should be duly stamped and signed by the authorized signatory.

1.2 The bid is invited for Supply of Standard Weights - E1 class for analytical weighing balance at BCG Vaccine Laboratory, Guindy, Chennai-600032, Tamilnadu, Ph: 044-22500476 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 HLL in participation and award of such contracts.

1.3 Bidders can send their queries and clarifications to address given in clause 2.1, up to three days prior to the due date of bid submission. There is no Tender Fee.

1.4 Bids shall be valid for 120 days from the date of opening.

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2. Mode of submission of Bids

2.1 The bids (documents mentioned under Section III, clause 1.1) shall be enclosed in a single sealed envelope superscribing “**Tender for Supply of Standard Weights - E1 class for analytical weighing balance at BCGVL, Guindy, Chennai, Tender ref no. NPI/110729/PEQ/E1_WEIGHTS/TD/17 dtd 18.12.2015**” and shall be addressed to,

The Senior Manager- Procurement

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.

Email: sureshs@hllbiotech.com.

Note: The Bidder can send the Bid Document by Courier to our address mentioned in the Tender Document or directly drop the same in the Tender Box kept in HBL office reception. It is the responsibility of the bidder to take an acknowledgment from HBL, when the bid document is dropped in the tender box in person.

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


3. Bid Evaluation


I. The bid documents will be evaluated as per the requirement of this TE document. The bid will be rejected due to the following reasons,

- Submission of the bids after due date and time (Late tenders)
- Non- compliance to the technical specification given under Scope of Supply
- Non- Submission of EMD
- Non-Submission of documents as per Section III, clause 1.1.

Note: The bid document will be Summarily rejected at the time of bid opening in case of Non-submission of EMD.

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

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- 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.

4. Tender Price & Documents


- I. **Tender Price:** In the price schedule (Section VIII), the prices will be quoted as per the given format only. The price basis will be FOR consignee site basis. The price quoted in the price schedule and Bid form will be considered as the final and no other extra charges due to any other reason will be considered.


II. Despatching documents:

- a. 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.
- b. The usual documents involved and the drill to be followed in general for this purpose are as follows.

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. Along with the original invoice, Two copies of supplier's invoice showing Purchase Order Number, goods description, quantity, unit price and total amount.
- II. Two copies of Delivery Challan showing Purchase Order Number, goods description, quantity
- III. Two copies of packing list identifying contents of each package.
- IV. Inspection certificate issued by the nominated Inspection agency, if any.
- V. Certificate of origin, if any
- VI. Insurance Certificate
- VII. Calibration Certificate
- VIII. Manufacturers/Supplier's warranty certificate & In-house inspection certificate, if any

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5. Exemptions/Forms


- I. No exemption certificate will be provided by the consignees for customs duty, central Excise duty etc.
- II. No C' Form will be issued for the interstate sales


6. 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.

7. Notification of Award

- 7.1 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.
- 7.2 Upon selection of the successful bidder (technically qualified L1 party) HBL will promptly notify the same to successful Bidder through an LOA/Purchase Order.
- 7.3 EMD's of unsuccessful bidders will be returned only after finalizing the L1 Party.
- 7.4 **Paying Authority:** The payment for the supplies of stores / goods / equipment which including agency commission, turnkey, installation and commissioning and any other payment mentioned in the tender enquiry will be made by "HLL Biotech Limited".

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SECTION – IV
TERMS AND CONDITIONS

1. PAYMENT SCHEDULE:

100% of order value shall be paid within 7 days on receipt of goods in good condition and acceptance by Purchaser/Consignee and upon the submission of the documents as per **Section III, under clause 4.ii.**

The Supply has to be done by the supplier at “**BCG Vaccine Laboratory, Guindy, Near King Institute Chennai-600032, Tamilnadu, Ph: 044-22500476**”.


2. TAXES AND OTHER LEVIES


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

- I. 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.
- II. 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.

3. TIME SCHEDULE

- I. The material should reach the consignee site within 6 weeks from the date of issue of Purchase Order.
- II. In case of any delay/default of the Bidder to adhere to the agreed time schedule, HBL shall recover the liquidated damages from the 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 Bidder, HBL reserves all rights to terminate the order and get the full work executed at bidder’s risk and cost.

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4. EXTENSION OF TIME

- I. In case of delay due to any other cause beyond the control of the Bidder before expiry of the Purchase order shall be considered for grant of extension of time. If the Bidder requires extension of time, they shall intimate in writing to HBL within 3 days of the occurrence of such hindrance/delay, along with proper documents.
- II. 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 Bidder. Any extension of time granted as stated above shall neither entitle the Bidder to any claim for increase in their fees nor shall it release him from any of the obligations under the said agreement.


5. DETERMINATION AND RESCISSION OF TERMS & CONDITIONS


When the Bidder has made himself liable for action under any of the clauses aforesaid, HBL shall have powers:

- a) To rescind the agreement.
- b) To engage another Bidder to carry out the balance work debiting from the Bidder for 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.

6. GENERAL

- I. The Bidder shall be fully responsible for the technical soundness of the material and also ensure that the material is supplied as per the specifications.
- II. The Bidder hereby agrees that the charges to be paid as provided herein 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.
- III. The Bidder shall indemnify and keep indemnified HBL against any such claims and all costs and expenses paid by HBL in defending such claims to be borne by the Bidder.
- IV. The 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 Bidder with due diligence, and within the agreed time

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schedule, and which can be performed independently. The fees or the expenses incurred shall be debited to the Bidder.

7. 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.


The place of Arbitration is at Chennai.


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SECTION- V
BID DATA SHEET

S.No	Description	Details
1.	Bid reference number	NPI/110729/PEQ/E1_WEIGHTS/TD/17 dtd 18.12.2015
2.	Name & Address of bidder	
3.	Year of establishment	
4.	Type of the firm	Public Ltd/Pvt Ltd./Partnership/Regd firm
5.	Name & Address of Manufacturer	
6.	Bank Account details	
7.	TIN Number	
8.	PAN Number	
9.	Contact person name & Designation	1. 2.
10.	Mobile Number	1. 2.
11.	Email	1. 2.
12.	Contact Phone-Office	
13.	Fax number	

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SECTION – VI

TECHNICAL SPECIFICATION

S.No	Description	Bidder Remarks
1	E-1 class Standard weights	
2	MOC should be SS or Plastic (Vendor has to specify MOC quoted)	
3	NABL Calibration Certificate	
5	21 pieces of weights	
6	weights range from 1 mg to 100g (details as per Section II - Scope of Supply)	

Note: The bidder has to fill the bidder remarks column for compliances to HBL requirement.

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SECTION – VII

BID REF No: NPI/110729/PEQ/E1_WEIGHTS/TD/17 dtd 18.12.2015 BID FORM

Having examined the bidding documents, including amendments of which is hereby acknowledged, we, the undersigned, offer to execute the contract including the supply and service of the goods (FOR BCGVL, Guindy 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 Tender Enquiry Document 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

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**SECTION VIII
PRICE SCHEDULE**

S.No	DESCRIPTION	QUANTITY	UNIT PRICE RS.	TOTAL PRICE RS.
1	E-1 CLASS STANDARD WEIGHTS (21 PIECES – 1mg to 100g) BOX MOC: SS or PLASTIC	2 BOXES		
2	Excise duty @..... %			
3	Sales Tax (VAT/CST) @%			
4	Packing & Forwarding Charges			
5	Others, if any (Pls specify)			
Grand Total Rs.				

NOTE: -

1. If there is a discrepancy between the unit price and total price, then the unit price shall prevail.
2. No exemption certificate will be provided for excise duty/CST etc.,
3. The quoted price should include all technical specifications in the date sheet.
4. Insurance is in the scope of Supplier.

Unit price shall be written in figures and words

Total Tender price in Rupees: _____

IN WORDS:

Name : _____


Business Address: _____


Place : _____

Date : _____

Signature of Tenderer : _____


Seal of the Tenderer : _____

	File Name:	Tender Enquiry for Dry Fog Generator Equipment	Checked By:	VKKA	nne pharmaplan® Page 17 of 18
	Prepared By:	SDBB	Approved By:	HBL / BCGVL	

Client:		TENDER FOR SUPPLY OF STANDARD WEIGHTS-E1 CLASS FOR ANALYTICAL WEIGHING BALANCE AT BCGVL, GUINDY, CHENNAI	Revision No : 00
Project-No:	110729	Document No. NPI/110729/PEQ/E1_WEIGHTS/TD/17	Date: 12/18/2015

SECTION - IX
SCHEDULE OF FISCAL ASPECTS

S No.	Particulars	Description
1	Submission of completed Tender	On or before 29.12.2015 @ 11:00 Hrs
2	Opening of Bid	29.12.2015 @ 11:30 Hrs
3	Time period for Completion	The Supply should be completed within 6 weeks from the date of issue of Purchase Order.
4	Payment terms	Refer <i>Section IV</i> , Clause 1
5	Liquidated damages per week	0.5% per week inclusive of Sundays & Holidays upto a maximum of 5% of Order Value
6	Earnest Money Deposit	Rs.10,000/- (Rupees Ten Thousand Only)
7	Refund of Earnest Money Deposit to unsuccessful bidders	On award of contract to successful bidder
8	Transportation & Insurance	On account of Supplier
9	DD to be in favour of	HLL Biotech Ltd., Chennai
10	All queries / communication to be addressed to	The Senior Manager - Procurement HLL Biotech Limited, Ticel Biopark Campus (Module no. 013-015), CSIR Road, Taramani, Chennai- 600 113 Email: sureshs@hllbiotech.com , Contact No: 044 22544949-68, Fax – 044 22540101
(Contractor)		(Employer)

	File Name:	Tender Enquiry for Dry Fog Generator Equipment	Checked By:	VKKA	nne pharmaplan® Page 18 of 18
	Prepared By:	SDBB	Approved By:	HBL / BCGVL	