

**PRE BID MEETING MINUTES OF TENDER FOR SUPPLY, INSTALLATION AND
COMMISSIONING OF WAREHOUSE EQUIPMENTS
AT PASTEUR INSTITUTE OF INDIA COONOR**

Document No.: : NPI-110831-EQP-TD-14 REV.00 dtd 13.04.2016

Venue: : Pasteur Institute of India, Coonoor

Date: : 22.04.2016

Project: : Revival of DPT group of Vaccine Manufacturing Facility PII, Coonoor

Attendees: : See attached list of attendees

Issued By: : Senior Manager Procurement

Issued On: : 27th May 2016

Agenda	
1.	Pre bid Meeting - Tender for Supply, Installation and Commissioning of Warehouse Equipments at PII, Coonoor

S. No.	Clarifications on queries																																																																																																			
	Pre bid Meeting Tender for Supply, Installation and Commissioning of Warehouse Equipments at PII, Coonoor NPI-110831-EQP-TD-14 REV.00 dtd 13.04.2016																																																																																																			
A	Discussion on Tender Enquiry Document: NPI-110831-EQP-TD-14																																																																																																			
	General Discussion Points																																																																																																			
	<p style="text-align: center;">For SECTION I Notice Inviting Tender (NIT)</p> <table><tr><th>Schedule No.</th><th>Equipment</th><th>Capacity</th><th>Qty.</th><th>EMD</th></tr><tr><td rowspan="5">I</td><td>Fork lift</td><td>1200 Kgs</td><td>02 Nos</td><td rowspan="5">Rs.1,00,000/-</td></tr><tr><td>Pallet trucks-Manual</td><td>1000 Kgs</td><td>04 Nos</td></tr><tr><td>Pallet truck – Battery operated</td><td>1200 Kgs</td><td>02 Nos</td></tr><tr><td>Stacker</td><td>500 Kgs</td><td>01 Nos</td></tr><tr><td>Scissor Lift</td><td>2000 Kgs</td><td>02 Nos</td></tr><tr><td rowspan="2">II</td><td>MS - Pallet racking system</td><td>3 Level – 500 Kgs per pallet</td><td>150 Nos</td><td rowspan="2">Rs.21,000/-</td></tr><tr><td>MS - Shelf type racks</td><td>4 Level – 300 Kg per level</td><td>40 Nos</td></tr><tr><td>III</td><td>Pallet - PP</td><td>500 KGS</td><td>200 Nos</td><td>Rs.25,000/-</td></tr><tr><td>IV</td><td>Pallet – SS</td><td>500 KGS</td><td>25 Nos</td><td>Rs.10,000/-</td></tr><tr><td>V</td><td>SS – Shelf type Rack</td><td>4 Level – 300 Kg per level</td><td>58 Nos</td><td>Rs.12,000/-</td></tr></table> <p style="text-align: center;">Shall be read as</p> <p style="text-align: center;">SECTION I Notice Inviting Tender (NIT)</p> <table><tr><th>Schedule No.</th><th>Equipment</th><th>Capacity</th><th>Qty.</th><th>EMD</th></tr><tr><td rowspan="2">I</td><td>Pallet trucks-Manual</td><td>1000 Kgs</td><td>04 Nos</td><td rowspan="2">Rs.80,000/-</td></tr><tr><td>Pallet truck – Battery operated</td><td>1200 Kgs</td><td>02 Nos</td></tr><tr><td rowspan="2">II</td><td>MS - Pallet racking system</td><td>3 Level – 500 Kgs per pallet</td><td>150 Nos</td><td rowspan="2">Rs.21,000/-</td></tr><tr><td>MS - Shelf type racks</td><td>4 Level – 300 Kg per level</td><td>40 Nos</td></tr><tr><td>III</td><td>Pallet - PP</td><td>500 KGS</td><td>200 Nos</td><td>Rs.25,000/-</td></tr><tr><td>IV</td><td>Pallet – SS</td><td>500 KGS</td><td>25 Nos</td><td>Rs.10,000/-</td></tr><tr><td>V</td><td>SS – Shelf type Rack</td><td>4 Level – 300 Kg per level</td><td>58 Nos</td><td>Rs.12,000/-</td></tr><tr><td rowspan="2">VI</td><td>Goods Lift</td><td>1000 Kgs</td><td>01 No</td><td rowspan="2">Rs.20,000/-</td></tr><tr><td>Goods Lift</td><td>500 Kgs</td><td>01 No</td></tr><tr><td>VII</td><td>Stacker</td><td>500 Kgs</td><td>01 No</td><td>Rs.15,000/-</td></tr><tr><td>VIII</td><td>Scissor Lift</td><td>5000 Kgs</td><td>01 No</td><td>Rs.3,000/-</td></tr></table> <p>There are no changes in other terms and conditions of Tender Enquiry Document: NPI-110831-EQP-TD-14 other the points mentioned in this MOM.</p>	Schedule No.	Equipment	Capacity	Qty.	EMD	I	Fork lift	1200 Kgs	02 Nos	Rs.1,00,000/-	Pallet trucks-Manual	1000 Kgs	04 Nos	Pallet truck – Battery operated	1200 Kgs	02 Nos	Stacker	500 Kgs	01 Nos	Scissor Lift	2000 Kgs	02 Nos	II	MS - Pallet racking system	3 Level – 500 Kgs per pallet	150 Nos	Rs.21,000/-	MS - Shelf type racks	4 Level – 300 Kg per level	40 Nos	III	Pallet - PP	500 KGS	200 Nos	Rs.25,000/-	IV	Pallet – SS	500 KGS	25 Nos	Rs.10,000/-	V	SS – Shelf type Rack	4 Level – 300 Kg per level	58 Nos	Rs.12,000/-	Schedule No.	Equipment	Capacity	Qty.	EMD	I	Pallet trucks-Manual	1000 Kgs	04 Nos	Rs.80,000/-	Pallet truck – Battery operated	1200 Kgs	02 Nos	II	MS - Pallet racking system	3 Level – 500 Kgs per pallet	150 Nos	Rs.21,000/-	MS - Shelf type racks	4 Level – 300 Kg per level	40 Nos	III	Pallet - PP	500 KGS	200 Nos	Rs.25,000/-	IV	Pallet – SS	500 KGS	25 Nos	Rs.10,000/-	V	SS – Shelf type Rack	4 Level – 300 Kg per level	58 Nos	Rs.12,000/-	VI	Goods Lift	1000 Kgs	01 No	Rs.20,000/-	Goods Lift	500 Kgs	01 No	VII	Stacker	500 Kgs	01 No	Rs.15,000/-	VIII	Scissor Lift	5000 Kgs	01 No	Rs.3,000/-
Schedule No.	Equipment	Capacity	Qty.	EMD																																																																																																
I	Fork lift	1200 Kgs	02 Nos	Rs.1,00,000/-																																																																																																
	Pallet trucks-Manual	1000 Kgs	04 Nos																																																																																																	
	Pallet truck – Battery operated	1200 Kgs	02 Nos																																																																																																	
	Stacker	500 Kgs	01 Nos																																																																																																	
	Scissor Lift	2000 Kgs	02 Nos																																																																																																	
II	MS - Pallet racking system	3 Level – 500 Kgs per pallet	150 Nos	Rs.21,000/-																																																																																																
	MS - Shelf type racks	4 Level – 300 Kg per level	40 Nos																																																																																																	
III	Pallet - PP	500 KGS	200 Nos	Rs.25,000/-																																																																																																
IV	Pallet – SS	500 KGS	25 Nos	Rs.10,000/-																																																																																																
V	SS – Shelf type Rack	4 Level – 300 Kg per level	58 Nos	Rs.12,000/-																																																																																																
Schedule No.	Equipment	Capacity	Qty.	EMD																																																																																																
I	Pallet trucks-Manual	1000 Kgs	04 Nos	Rs.80,000/-																																																																																																
	Pallet truck – Battery operated	1200 Kgs	02 Nos																																																																																																	
II	MS - Pallet racking system	3 Level – 500 Kgs per pallet	150 Nos	Rs.21,000/-																																																																																																
	MS - Shelf type racks	4 Level – 300 Kg per level	40 Nos																																																																																																	
III	Pallet - PP	500 KGS	200 Nos	Rs.25,000/-																																																																																																
IV	Pallet – SS	500 KGS	25 Nos	Rs.10,000/-																																																																																																
V	SS – Shelf type Rack	4 Level – 300 Kg per level	58 Nos	Rs.12,000/-																																																																																																
VI	Goods Lift	1000 Kgs	01 No	Rs.20,000/-																																																																																																
	Goods Lift	500 Kgs	01 No																																																																																																	
VII	Stacker	500 Kgs	01 No	Rs.15,000/-																																																																																																
VIII	Scissor Lift	5000 Kgs	01 No	Rs.3,000/-																																																																																																

S. No.	Clarifications on queries
2.	Last date for the tender submission is extended up to 17th June 2016 @ 15:00hrs and Technical Bid shall be opened on 17th June 2016 @ 15:30 hrs as per the vendors request.
3.	<p>Delivery timelines:</p> <p>For:</p> <p>Delivery Period: The Supply Should be completed within 3 months from the date of issue of purchase order.</p> <p>Installation Period: Installation should be completed within 1 months from the date of Delivery at site</p> <p>Shall be read as</p> <p>Delivery and Instalaltion Period: The Supply and Installation of the complete materials mentioned in the Scope of supply shall be 5 months from the date of issue of Purchase Order (PO)</p>
4.	The EMD should be furnished in the name of “HLL Biotech Limited, payable at Chennai” for the amount mentioned in revised Section-I, NIT (as mentioned above in the Point A, Sr.No:1 in this MOM). The EMD has to be submitted separately as per schedule wise.
5.	<p>Submission of Bid (Clarification on Vendor Queries):</p> <ol style="list-style-type: none"> 1. The tenderer shall submit the bids in two parts. First part will be known as 'Technical Bid', and the second part as 'Price Bid' as mentioned in NIT. 2. Tenderer shall seal 'Technical Bid' and 'Price Bid' separately schedule wise and covers will be suitably superscribed. The tenderer should mark clearly for specific schedule number, the tenderer is participating in the outer envelope. 3. Tenders in sealed envelopes superscribing “Tender for Supply, Installation and Commissioning of Warehouse Equipments for Revival of DPT Vaccine Manufacturing Facility at PII, Coonoor” shall be addressed to The CEO, HLL Biotech Limited, Tisel Biopark Campus (Module no. 013-015), CSIR Road, Taramani, Chennai- 600 113. Both these sealed covers shall be put in a bigger cover and sealed and superscribed.
6.	<p>Evaluation of Bids (Clarification of Vendor Queries):</p> <p>The bidder shall quote any number of schedules. The bidders has to quote for all the items within the schedule for which the bidder is participating. If the bidder does not submit the bid for all items in a schedule the purchaser reserves the right to reject the bids.</p>
7.	Datasheet for the Goods lift and Drawings are attached as Annexure.
8.	Warranty clause shall cover all the Manufacturing Defects only.
9.	Payment Terms shall remain the same as mentioned in the Tender Document.

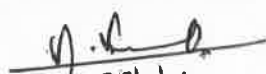
S. No.	Clarifications on queries								
10.	<div>For</div> <div>SECTION – XI C PRICE SCHEDULE</div> <div>PRICE SCHEDULE FOR ANNUAL COMPREHENSIVE MAINTENANCE CONTRACT AFTER WARRANTY PERIOD</div>								
	1	2	3	4					5
	Schedule No.	BRIEF DESCRIPTION OF GOODS	QUANTITY. (Nos.)	Annual Comprehensive Maintenance Contract Cost for Each Unit year wise*.					Total Annual Comprehensive Maintenance Contract Cost for 5 Years [Quantity x (4A+4B+4C+4D+4E)]
				1 st	2 nd	3 rd	4 th	5 th	
				A	B	C	D	E	
	* After completion of Warranty period								
	NOTE:-								
	<div>1. In case of discrepancy between unit price and total prices, THE UNIT PRICE shall prevail.</div> <div>2. The cost of Comprehensive Maintenance Contract (CMC) which includes preventive maintenance including testing & calibration as per technical/ service /operational manual, labour and spares, after satisfactory completion of Warranty period may be quoted for next 5 years on yearly basis for complete equipment and Turnkey (if any).</div> <div>3. The cost of CMC 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.</div> <div>4. Cost of CMC will be added for Ranking/Evaluation purpose.</div> <div>5. The payment of CMC will be made as per clause GCC clause 21.1 (D).</div> <div>6. 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.</div> <div>7. All software updates should be provided free of cost during CMC period.</div> <div>8. The stipulations in Technical Specification will supersede above provisions</div> <div>9. The supplier shall keep sufficient stock of spares required during Annual Comprehensive 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.</div> <div>10. Agency commission may be shown in separate column in price schedule.</div>								
	<div>Shall be Read as</div> <div>SECTION – XIC PRICE SCHEDULE</div> <div>PRICE SCHEDULE FOR ANNUAL MAINTENANCE CONTRACT AFTER WARRANTY PERIOD</div>								
1	2	3	4		5				
Schedule 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 st	2 nd					
			A	B					

S. No.	Clarifications on queries
	<p>* Commencement of AMC shall be after completion of Warranty period</p> <p>NOTE:-</p> <ol style="list-style-type: none"> 1. In case of discrepancy between unit price and total prices, THE UNIT PRICE shall prevail. 2. 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). 3. 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. 4. Cost of AMC will be added for Ranking/Evaluation purpose. 5. The payment of AMC will be made as per clause GCC clause 21.1 (D). 6. 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. 7. All software updates should be provided free of cost during AMC period. 8. The stipulations in Technical Specification will supersede above provisions 9. 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. 10. Agency commission may be shown in separate column in price schedule. 11. The cost of spares required during the preventive maintenance/ breakdown maintenance during the AMC shall be paid extra at actual by the supplier. <p>Commercial aspects of AMC shall be read as</p> <ol style="list-style-type: none"> 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. <p>Note:</p> <ul style="list-style-type: none"> • AMC shall be quoted separately as per the AMC price schedule as mentioned above for Schedules - I, VI, VII & VIII. • AMC is not applicable / need not be quoted for Schedules – II, III, IV, & V. However comprehensive warranty for 2 years (detailed in the tender document) shall remain the same for all the schedules. • CMC Price schedule is deleted. • CMC shall be read as AMC wherever applicable in the Tender document.
B. Clarifications on Technical Datasheet	
Schedule-1: Fork Lift – Deleted.	
Schedule-1 Pallet Truck – Manual	

S. No. Clarifications on queries		
	Datasheet Point number and excerpt*/ description of the specification *	Point changed as / Comment
1.	1.7 Quantity: 4	1.7) Vendor has to consider 3 Nos of pallet truck for indoor applications with PU wheels and 1 No. for outdoor application with Nylon wheels.
2.	2.2) wheels on ball bearing: PU	2.2) vendor has to consider wheels on ball bearing as PU/Nylon.
Schedule-1 Pallet Truck – Battery operated		
11.	1.6) Quantity: 2	1.6) Quantity: 2 (Vendor has to consider pedestrian type battery operated pallet truck)
12.	3.11) Fork adjustment facility	3.11) Deleted
Schedule-1 Stacker		
13.	1.4) Pallet specification: 1200 mm X 1000 mm	1.4) Pallet specification to be read as 1000 mm X 1200 mm
14.	1.7) Mast type:	<p>1.7) Mast type: Pallet storage racks details: No. of level: 3 Lift height: 2500 mm Clear height available: 3200 mm Vendor has to consider the mast type such that during the maximum lift height of 2500 mm the mast should not hit the false ceiling which is at 3200 mm.</p> <p>Clear door dimension details is as follows Width: 1400 mm Height: 2000 mm. Vendor has to consider the model suitable which shall travel thro' these door dimension.</p>
15.	3.1) over head guard	3.1) Deleted
16.	3.2) Operator seat	3.2) Deleted
17.	3.13) Side shifter	3.13) Deleted
18.	3.16) Fork adjustment facility	3.16) Deleted
19.	Additional points to be included	Vendor to consider over load protection system for stacker.
20.	Additional points to be considered in S. No. 3 other requirement	<p>Additional points: 3.21) Foldable stand-on type stacker</p>
Schedule-1 Scissor Lift		
21.	1.2) Hydraulic	1.2) Pit / Floor mounted hydraulic scissor lift
22.	1.3) Capacity: 2 MT	1.3) Capacity: 5 MT

S. No.	Clarifications on queries	
23.	1.14) Quantity: 2 Nos	1.14) Quantity: 1 No.
24.	Additional points considered in S. No. 3 (Specific equipment requirement)	Additional Points: 3.6) scissor lift shall be designed for outdoor applications
25.		3.7) IP protection rating shall be considered for all electrical parts.
26.		3.8) Power pack shall be located / placed in separate location. (vendor to design for outdoor applications)
27.		3.9) Earthing for scissor lift is required.
Schedule II: MS – Pallet racking system		
28.	1.5) Rack Dimension: Double Pallet: 1000 mm X 2400 mm	1.5) Rack Dimension: Double Pallet: 1000 mm X 2300 mm. Height between the tier – 1200 mm (clear compartment height)
29.	1.8) Total rack height: 3 levels – 4200 mm	1.8) Total rack height: 3 levels – 3200 mm from finished floor level.
30.	Additional point considered in S. No. 1	Additional Point: 1.10) Ground clearance required is 100 mm
31.	2.1) Main body: MS with epoxy powder coated	2.1) Main body: MS powder coated
32.	8.1) secondary material store: Quantity of double pallet: 48	8.1) Secondary material store Quantity of double pallet: 36
Schedule II: MS – Shelf type racks		
33.	4.1) MOC: MS wit epoxy powder coated	4.1) MOC: MS powder coated
Schedule III: Pallet - PP		
34.	Additional point considered in S.No. 5	Additional Point: 5.3) Type of moulding: Injection Moulding
Schedule IV: Pallet - SS		
35.	3.3) Holding Capacity: 500 kgs	3.3) Holding capacity: 500 kgs Uniform Distributed load
36.	3.6) Dimension: Top Frame: xx	3.6) Dimension: Top Frame: Square bar with uniform spacing at both horizontal & vertical.
37.	4.1) MOC: SS	4.1) MOC: SS 304
38.	Additional point considered in S.No. 5	Additional Point: 4.2) Application: Cold storage with temperature range 2 – 8 deg.
Schedule V: SS – Shelf Type Rack		
39.	4.1) MOC: SS	4.1) MOC: SS 316 L
Schedule VI: Goods Lift (Additional requirement included during pre- bid meeting)		
40.	Goods lift	Refer datasheet enclosed.

For HLL Biotech Limited


27/5/16.

Senior Manager(Procurement)