

**MINUTES OF THE MEETING**

**PRE BID MEETING OF TENDER ENQUIRY FOR  
SUPPLY, INSTALLATION, COMMISSIONING FOR LAB FURNISHING OF  
MYCO LAB AND ANIMAL HOUSE  
AT INTEGRATED VACCINE COMPLEX, CHENGALPATTU**

**Document No. :** HBL/IVC/LTE/MYCO LAB/001/15-16 DATED 08.03.2016

**Venue :** HLL Biotech Limited, Chennai

**Date :** 15.03.2016

**Project :** Integrated Vaccines Complex, Chengalpattu

**Attendees :** See attached list of attendees

**Issued by :** Mr. Suresh S (Sr. Manager –Procurement)

**Issued on :** 17<sup>th</sup> March -2016


**Issued from :** HLL Biotech Limited, Chennai

<b>Agenda</b>	
1.	Pre-bid Meeting for Lab Furnishing of Myco lab & Animal House block at IVC, Chengalpattu

S. No.	Clarifications on queries	
	<b>Supply, Installation, Commissioning for Lab Furnishing of Myco lab &amp; Animal House Block at Integrated Vaccine Complex, Chengalpattu: HBL/IVC/LTE/MYCOLAB/001/15-16 DATED 08.03.2016</b>	
<b>A</b>	<b>General Discussion Points</b>	
1.	Vendor has to quote considering the revised URS. (Enclosed as Annexure- A for Myco Lab & Annexure-B for Animal House Block)	
2.	Knee space area shall be provided with Key Board placing arrangement, Data Point and CPU placing trolley.	
3.	Portable water utility will be provided to one user point in room near sink. If any room having more than one integrated sink in room, Interconnecting piping of the same in lab furniture shall be scope of vendor.	
4.	For standalone sink separate utility point will be provided, Vendor has to consider interconnecting pipe for the same.	
5.	Internal wiring for Electrical, Data Point etc shall be done by Lab Furniture vendor. Power source will be provided by HBL.	
6.	Vendor has to consider Box type power socket with two plug point arrangement.	
7.	Sink Size shall be of minimum 550 mm x 400 mm.	
8.	Emergency Shower shall operate as per pull type arrangement and eye washer station shall operate as per push type arrangement.	
9.	Vendor has to consider HDPE Drain Pipe for sink. If Room having more than one sink in lab furniture, for that interconnecting drain pipe shall be scope of Lab furniture vendor. Floor drain will be provided within 1.5 mtr.	
<b>B</b>	<b>Specific revision in the URS and BOQ</b>	
	<b>URS Point number and excerpt* / description of +the specification *</b>	<b>Point modified as / Comment</b>
1.1	"L"+ "L" shape work table length in Instrumentation Lab (Myco Lab Area)	Vendor to consider "U" shape work table of length: 4500 + 2000 + 3300 mm in Instrumentation Lab (Myco Lab Area).
1.2	Work Table	For Work table vendor has to consider CRCA Cabinet instead of CRCA MS Frame mentioned in BOQ. Other Specification related to worktable remains unchanged.
<b>C</b>	<b>Clarification on Commercial Queries</b>	
	<b>Clause in Tender Document</b>	<b>Point modified as/ Comment</b>
1.	<b>Section 2.a&amp;b) Tender Fee &amp; EMD:</b> Vendors requested whether Tender fee & EMD are exempted for NSIC registered Vendors.	The tenderers who are currently registered and, also, will continue to remain registered during the tender validity period with National Small Industries Corporation, New Delhi for the specific goods as per tender enquiry specification shall be eligible for exemption from Tender Fee & EMD.

S. No.	Clarifications on queries	
2.	<b>Section 2.a) Tender Fee</b>	The tenderer should submit the tender fee of INR 1000/- + VAT@5% ( i.e Rs. 1,050/-)
3.	<b>Liquidated Damages:</b>	If the supplier fails to deliver any or all of the goods or fails to perform the services within the time frame(s) incorporated in the contract, the Purchaser/Consignee shall, without prejudice to other rights and remedies available to the Purchaser/Consignee under the contract, deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% per week of delay or part thereof on delayed supply of goods and/or services until actual delivery or performance subject to a maximum of 5% of the contract value. Once the maximum is reached Purchaser/Consignee may consider termination of the contract
4.	<b>Validity of Performance Guarantee (Terms &amp; Conditions Clause.4 )</b>	Validity of Performance Guarantee shall be as per Clause 4.2 of the Tender document, i.e. Initially valid for a period of 17 months from the date of Purchase Order.
5.	<b>Payment terms for Service Order (Terms &amp; Conditions Clause.2 )</b>	In case of separate Service Order issued to the vendor, the payment terms shall be as below: 1. 80% of service order value against installation 2. 20% against Final Acceptance Certificate issued by HBL Representative.

For HLL Biotech Limited

  
 17/3/16.

Sr. Manager (Procurement)

ANNEXURE-A

**Myco lab Furnishing Requirements**

S. No	Room No	Room ID	Type	Sink (PP Type with Pig board)	Electrical Socket point 5/15A	Data Point	Table Top Granite (width)	Height of Table top	Length of cabinet	Storage Cabinet Required	Knee Space Required (with keyboard and CPU trolley)	Length of Knee space cabinet (with keyboard and CPU trolley)	Remarks
1		Instrumentation Lab	As per Drg	1	9	5	750mm (Granite or Alternate Material)	750mm	750mm	Plinth mounted Fixed Type	5 places	750mm	
2		Wash Area-2											Emergency Shower & Eye Station





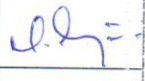





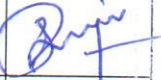
**ANNEXURE-B**

**Animal House Lab Furnishing Requirements**

S. No	Room No	Room ID	Type	Sink	Electrical Scotket point 5/15A	Table Top Granite	Height of Table top	Storage Cabinet Required	Knee Space Required	Remarks
1	G1G011	Animal Observation on Receipt	As per Drg	1	4	2.5 ft width	2.5 ft	Fixed Type	1 place	Integrated Sink
2	G1G045	Documentation and Staff Room	As per Drg	-	10	2.5 ft width	2.5 ft	Fixed Type	5 places	
3	G1G080	Inoculation area- Challenge	As per Drg	1	-	2.5 ft width	2.5 ft	Fixed Type	-	Integrated Sink
4	G1G078	Lab area- Challenge	As per Drg	1	4	2.5 ft width	2.5 ft	Fixed Type	-	Standalone sink
5	G1G055	Lab area- Testing	As per Drg	1	6	3 ft width	2.5 ft	Fixed Type	3 places	Integrated Sink
6	G1G092	Histopathology and Microbiology	As per Drg	1	8	2.5 ft width	2.5 ft	Fixed Type	3 places	Integrated Sink
7	G1G057	Inoculation area- Testing	As per Drg	1	6	2.5 ft width	2.5 ft	Fixed Type	2 places	Standalone sink
8	G1G023	Ante Room (Quarantine)	As per Drg	1	-	2.5 ft width	2.5 ft	Fixed Type	-	Integrated Sink
11	G1G056	Sample Prepration (Testing)	As per Drg	-	6	2.5 ft width	2.5 ft	Fixed Type	1 place	
12	G1G079	Sample Prepration (Challenge)	As per Drg	-	4	2.5 ft width	2.5 ft	Fixed Type	-	

**LIST OF ATTENDEES**

Subject : Pre Bid Meeting for Lab Furnishing of Myco Lab and  
Animal House at IVC, Chengalpattu  
Date & Time : 15.03.2016 @ 11.00Hrs.  
Venue : HBL Corporate office, Chennai

S.NO	Name & Designation	Organization	Contact No	email	Signature
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