

**Ref: HLL/PCD/NEIFM-14-LTE/16-17**

**Date: 15.07.2016**

To  
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**Sub:** Procurement of “CAGES, PRECISION BALANCE and REFRACTOMETER” for and on behalf of North Eastern Institute of Folk Medicine, Pasighat, Arunachal Pradesh.

**Ref :** Short Limited Tender enquiry no. HLL/PCD/NEIFM-14-LTE/16-17 dated 15.07.2016

Sealed quotations are invited from the bonafide suppliers having experience in the field of supplying and installation of Cages or their agents under scope of the referred tender enquiry.

It is requested to quote item wise price in a single bid only.

The rate of the required goods should be quoted as per the technical specification, and other terms & conditions attached with this limited tender enquiry document.

It is requested to quote the best possible price. The quotations in a sealed envelope should reach the address on or before the stipulated date and time as mentioned in the Tender Enquiry Document enclosed herein.

Thanking You  
For HLL Lifecare Limited

SVP (GB)

Encl: Short Limited Tender Enquiry Document

Tender Enquiry No.:HLL/PCD/NEIFM-14-LTE/16-17

Date: 15.07.2016

**SHORT LIMITED TENDER ENQUIRY**

Procurement & Consultancy Services Division of HLL Lifecare Limited, for and on behalf of North Eastern Institute of Folk Medicine, Pasighat, Arunachal Pradesh(NEIFM)invites sealed tenders, from eligible and qualified tenderers for supply and installation of Furniture. Eligible bidders are requested to submit their best offer along with complete technical details in line with the commercial Terms & Conditions as detailed below read with Annexure I to V.

**❖ INSTRUCTIONS TO BIDDER (ITB)**

**1.0** All quotation/s and subsequent Correspondence should besent to the address given below:

SVP (GB),  
HLL Lifecare Ltd.  
Procurement & Consultancy Services Division  
B-14A, Sector-62, Noida-201 307  
Phone: 0120-4071500; Fax: 0120-4071513  
[pcd@lifecarehll.com](mailto:pcd@lifecarehll.com) & [bmenoida@lifecarehll.com](mailto:bmenoida@lifecarehll.com)

**Note:** Bidders not received any direct enquiry from HLL may participate in this tender by downloading the Tender Enquiry from the website [www.lifecarehll.com](http://www.lifecarehll.com) or [www.eprocure.gov.in](http://www.eprocure.gov.in) with prior intimation to the above address.

**2.0** **Item wise quotations** shall be submitted in single bid (envelope) system only.

The envelope shall be super scribed with “Tender No. & Date of Opening” and “Quotations for Supply and Installation of Name of item(s) offered to NEIFM, Pasighat”. The signed copy of **Tender Enquiry Document** and shall contain relevant documents mentioned herein.

Tender/s received in any other mode is liable to be summarily rejected.

**2.1** The tenderers shall submit EMD as specified in List of Requirements (**ANNEXURE-I**) along with the bid. The earnest money shall be furnished in one of the following forms. EMD furnished in any other form shall not be accepted.

- (i) **Account Payee Demand Draft**
- (ii) **Banker’s cheque**
- (iii) **Bank Guarantee**

The demand draft or banker’s cheque shall be drawn on any scheduled bank in India, in favour of the “**HLL Lifecare Limited**”, payable at New Delhi”.

If the EMD is submitted in form of Bank Guarantee it should be as per format given in **Annexure-IV**

**Quotations received without requisite EMD shall be summarily rejected.**

EMD of unsuccessful tenderers will be returned to them without any interest, after expiry of the tender validity period, but not later than thirty days after finalization of the resultant contract. EMD of successful tenderer’s will be returned without any interest, after receipt of performance security from that tenderer.

- 3.0** Tender should reach this office on or before **02.08.2016 up to 1430 Hrs.** Bids shall be opened on the same day at **1500 Hrs**, in presence of the representative of firm(s) who may choose to be present.
- 4.0** In the event of any of the above mentioned dates being declared as a holiday/closed day for the Tender inviting organization, the tenders will be received/opened on the next working day at the appointed time.
- 5.0** Late tender/telegraphic tenders & tenders over email shall not be considered and no claim, whatsoever will be accepted.
- 6.0** **TENDER VALIDITY:**  
The Rates should be valid for acceptance of order at least for **60 days** from the date of opening of tender.
- 7.0** The tenderer should sign & stamp each page of this tender enquiry document as a token of having read & understood the terms & conditions contained herein.
- 8.0** The tenderer shall submit a declaration as per format given in **Annexure-IX**
- 9.0** The Manufacturer or their Authorised dealer or their agent can participate in this tender. In case the tender is submitted by an agent or their dealers other than the principal company, an authorisation shall be given by the Manufacturer/Dealer in favour of the tenderer.
- 10.0** The bidder shall provide documentary evidence w.r.t their past major successful supplies/installations of same or similar supplies/works. The copies of latest/recent Supply orders for supply of Products along with end users certificate/installation certificate for satisfactory performance of the offered product may be attached:

These should be enclosed along with the tender.

**11.0 PRICES:**

- Prices quoted in INR only and should be 'Firm & Final' for full quantity, inclusive of all taxes / levies prepaid up to consignee end, inclusive of all charges like packing & forwarding, loading, unloading, transit insurance, all duties & taxes, any other incidental expenses, installation and commissioning of the equipment at consignee site.
- In case the quotation does not indicate clearly whether the Prices are firm or not, the quoted Price shall be deemed as firm & final. The overwriting should be avoided in the quotation.
- Excise duty, Sales Tax and other levies, if applicable, should be indicated clearly with their present rates. However, the same should be included in the final quoted price.
- A certificate indicating that the rates quoted are same as charged to other Govt./PSU's for similar supplies made in recent past should accompany the tender.

**Prices should be quoted clearly as per Price Schedule in Annexure-III.**

**13.0 PRODUCT SPECIFICATIONS:**

- **Brand/model** name and type of Product being offered by the Firm must be clearly mentioned in the offer.
- Tenderer should confirm that the stores offered conform strictly to relevant specifications asked in this Tender Enquiry Document at **Annexure-II**.
- Deviations, if any, are to be clearly mentioned. Complete product specifications, technical details, illustrations, literature, printed pamphlets/leaflets etc. and Manufacturers price list, if any, must accompany the quotation.

**14.0** Unless specifically mentioned to the contrary in the offer itself, it will be assumed that all terms and conditions mentioned in this enquiry are acceptable to the tenderer.

**15.0** The tender quotation of the Supplier not in conformity with the above conditions is liable to be rejected.

**16.0** HLL reserves the right to reject or accept any or all tender(s) without assigning any reason or to place the order for part or full quantity.

**17.0** The firms are advised to submit the compliance statement with respect to technical specification asked in the tender enquiry in the following format along with Technical bid failing which their offer will be treated as incomplete and are liable to be ignored.

Format of compliance statement:

| Para of Tender Enquiry specification | Compliance to Tender enquiry Specification<br>Yes/ No | In case of non Compliance deviation From T/E Specification to be indicated in Unambiguous terms |
|--------------------------------------|---|---|
| (1)                                  | (2)   | (3)   |
|                                      |   |   |
|                                      |   |   |
|                                      |   |   |

**18.0** Bidders may please note that complete Tender Enquiry Document is available on our website <http://www.lifecarehll.com/tender> or [www.eprocure.gov.in](http://www.eprocure.gov.in) and submit its tender by utilizing the downloaded document.

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**❖ GENERAL CONDITIONS OF THE CONTRACT (GCC)**

**1.0 INSPECTION:**

The purchaser reserves the right for inspection and testing the quality & standards of the stores for assessment of quality before dispatch to the consignees or at the consignee end wherever required.

**2.0 DELIVERY PERIOD FOR SUPPLY, INSTALLATION & COMMISSIONING:**

In the event of placement of Supply order, the bidder shall supply the stores **in 30 days. However bidder(s) may quote early delivery date.**

The time and date of delivery stipulated in List of Requirements, **Annexure-I**

The delay on the part of supplier in regard to installation will attract the provisions of liquidity damages clause.

**3.0 PERFORMANCE SECURITY:**

Within Fifteen (15) 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 ten percent (10%) 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 15 months from the date of Notification of Award. Performance Bank Guarantee it should be as per format given in **Annexure-VI**

**4.0 LIQUIDATED DAMAGES:**

In the event of placement of an order, if the Supplier fails to deliver, install and commission the stores in full or part thereof within the delivery period as stipulated in Clause 2.0 above, the Purchaser reserves the right to levy Liquidated Damages @ 0.5% per week of the amount of the undelivered stores for delay in supplies subject to maximum 10% of value of the supply Order. Once the maximum is reached, the purchaser may consider termination of the contract and purchase the same from elsewhere, at the risk and cost of the Supplier.

**5.0 PAYMENT FOR SUPPLY PORTION:**

Payment shall be made subject to recoveries, if any, by way of liquidated damages or any other charges as per terms & conditions of contract in the following manner.

**(A) On delivery:**

100% payment of the contract price shall be made on receipt of goods in good condition and upon the submission of the following documents:

- (i) Three copies of supplier's invoice showing supply order number, goods description, quantity, unit price and total amount
- (ii) Consignee Receipt Certificate in original issued by the authorized representative of the consignee(s) (Format attached as **Annexure-VII**)
- (iii) Final Acceptance Certificate' as per **Annexure-VIII**
- (iv) Warranty Certificate
- (v) Inspection Certificate by the designated authority
- (vi) Country of origin in case the item is of foreign origin

**6.0 TRANSIT INSURANCE:**

Rates quoted being door delivery basis, the Supplier shall be fully responsible till full material is received in good condition up to destination and its commission. As such the Supplier shall dispatch the material duly insured and expenses on this account shall be borne by the Supplier.

**7.0 WARRANTY:**

- (a) Products to be offered as per '**LIST OF REQUIREMENT**' shall be warranted as per the standard warranty of the manufacturer.
- (b) The Supplier shall be responsible to replace the material free of cost at site in whole or in part if found defective in any respect after receipt at site or during normal & proper usage or storage/maintenance for which the Consignee/Purchaser shall give prompt written notice. Such replacements shall be effected by the Supplier within a reasonable time actually required to do so which in no case shall be more than 15 days.
- (c) If the Supplier fails to act with requisite promptness and thereby entails avoidable loss to the purchaser, it shall be liable to suitable action as deemed fit during the Operative Warranty period

**7.0 FORCE MAJEURE:**

If at any time, during the currency of the contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, hostility, acts of public enmity, civil commotion, sabotages, fires, floods, explosions, epidemics, quarantines, restrictions, strikes, lock outs or acts of God (herein after referred to as 'the events') then provided, neither party has any claim for damage against the other in respect of such non-performance or delays in performance, deliveries under the contract shall be resumed as soon as possible if any of the events have ceased to exist within one month of expiry of contract delivery period. After this, the purchaser may cancel the contract at its discretion without any financial repercussion on either side.

**8.0 APPLICABLE LAW & RESOLUTION OF DISPUTES:**

The contract shall be governed by and interpreted in accordance with the laws of India for the time being in force. Any dispute arising out of or in connection with this tender, Jurisdiction of the court will be at New Delhi, India.

**ANNEXURE-I****LIST OF REQUIREMENTS****Part I:**

| Schedule No. | Sl. No. | Item Name                   | Quantity (Nos.) | Warranty period (Years.) | EMD (Rs.) |
|--------------|---------|-----------------------------|-----------------|--------------------------|-----------|
| 1            | (I)     | RAT CAGE                    | 50              | 1                        | 10,000    |
|              | (II)    | MICE CAGE                   | 72              | 1                        |           |
|              | (III)   | RACKS FOR HOLDING RAT CAGE  | 2               | 1                        |           |
|              | (IV)    | RACKS FOR HOLDING MICE CAGE | 2               | 1                        |           |
| 2            | (I)     | REFRACTOMETER               | 1               | 2                        | 7,000     |
| 3            | (I)     | PRECISION BALANCE           | 1               | 2                        | 2,000     |

**Important Note:** The tenderers may quote for any one schedule, or more schedules. However, tenderer must quote all the items in the schedule(s) quoted by them. In case a tenderer does not quote for all the items covered in a schedule, tenderer's offer for such schedule(s) shall be ignored.

**Part II: Required Delivery Schedule:**

**Required delivery at consignee site in 30 days. However bidder(s) may quote early delivery date.**

Installation shall be completed in all respect within 15 days from handing over the site.

The date of delivery will be the date on which the goods are installed and commissioned at the consignee's site (Tenderers may quote earliest delivery period).

**Part III: Scope of Incidental Services:**

Installation & Commissioning, Supervision, Demonstration, Trial run, Training for operation and trouble shooting to the operators of the Consignee.

**Part IV:**

On site standard manufacturer's warranty, from the date of supply. The supplier shall keep sufficient stock of spares for repair / replacement against warranty during warranty period and supplies to be made against any order within 15 days after completion of warranty period.

**Part V:****Required Terms of Delivery and Destination.**

Delivery required at Consignee Site at:

**Director,  
North Eastern Institute of Folk Medicine  
Pasighat, Arunachal Pradesh**

In Transit Insurance and insurance until installation of the supply at the consignee site is seller's responsibility and shall be borne by the Supplier.

**TECHNICAL SPECIFICATIONS****SCHEDULE NO.1 (I)****RAT CAGE**

|                                       |   |
|---------------------------------------|---|
|                                       | <b>POLYCARBONATE RAT CAGE</b>   |
| Size                                  | Cage top) approx 410 mm X 290 mm X 360 mm   |
| Body                                  | Polycarbonate Alloy<br>Unbreakable, Autoclavable Temp 121°C, Thickness: 4 mm<br>Weight: 1200 gmsapprox  |
| 304 Quality Stainless Steel Top Grill | Mesh Size: 55 mm X 6 mm X 14 swg welded on a frame of 4 mm Stainless steel rod.<br>Provision for fixing water bottle.<br>Provision for keeping feed pellets in V shaped hopper.<br>Collapsible partition between feed hopper and water bottle for easy stacking.<br>Two hooks to fix the top grill on the body of the cage.<br>Provision for hanging cage card. |
| Polycarbonate wide mouth Water Bottle | Capacity: 300 ml<br>Unbreakable<br>Autoclavable at 121° C<br>Good quality silicon cork with a hole in the centre for nozzle.<br>Nozzle made of stainless steel pipes with internal diameter of 3-4 mm.  |
| Note                                  | Stainless steel should be of 304 quality in every component<br>There should be no sharp edges, protrusions anywhere in the Cage.<br>All the corners as well as welding should be rounded of nicely.<br>One extra bottle to be provided with each cage<br>Sample should be sent for approval<br><br>Warranty 1 Yr.   |

**SCHEDULE NO.1(II)****MICE CAGE**

|                                       |   |
|---------------------------------------|---|
|                                       | <b>POLYCARBONATE MICE CAGE</b>  |
| Size                                  | Cage top) approx 290 mm X 220 mm X 140 mm   |
| Body                                  | Polycarbonate Alloy<br>Unbreakable, Autoclavable Temp 121°C, Thickness: 4 mm<br>Weight: 850 gmsapprox   |
| 304 Quality Stainless Steel Top Grill | Mesh Size: 25 mm X 5 mm X 14 swg welded on a frame of 4 mm Stainless steel rod.<br>Provision for fixing water bottle.<br>Provision for keeping feed pellets in V shaped hopper.<br>Collapsible partition between feed hopper and water bottle for easy stacking.<br>Two hooks to fix the top grill on the body of the cage.<br>Provision for hanging cage card. |
| Polycarbonate wide mouth              | Capacity: 300 ml<br>Unbreakable   |



|              |  |
|--------------|--|
| Water Bottle | Autoclavable at 121° C<br>Good quality silicon cork with a hole in the centre for nozzle.<br>Nozzle made of stainless steel pipes with internal diameter of 3-4 mm.  |
| Note         | Stainless steel should be of 304 quality in every component.<br>There should be no sharp edges, protrusions anywhere in the Cage.<br>All the corners as well as welding should be rounded of nicely.<br>One extra bottle to be provided with each cage.<br>Sample should be sent for approval.<br><br>Warranty 1 Yr. |

**SCHEDULE NO.1(III)**

**RACK FOR HOLDING RAT CAGES**

|                    | RACK FOR HOLDING RAT CAGES  |
|--------------------|---|
| Rack size (approx) | Each hanging type rack should hold 25 cages of size approx 410 mm x 290 mm at top and 360 mm X 240 mm at bottom level and 180 mm high (5 cages per shelf )<br>Length: 65 inches<br>Breadth: 18 inches<br>Height: 60 inches including 8 inches space at bottom along with provision for SS castor wheel (4 inches diameter) and brakes<br>Joints to hold wheels should be of stainless steel<br>Wheels should have locking arrangement |
| Frame              | Made of Stainless steel pipes 2.5 cm x 2.5 cm of 304 quality and 16 G thick sheet<br>The L shaped angles on which cages will be kept should be at least 2 cm (base) x 3 cm (height) made of 16G S.S.  |
| Rack Shelves       | Should consist of 5 shelves.<br>Each tier should accommodate 5 cages<br>Rack should have a inter shelf gap of 26 cm in between 2 tiers  |
| Note               | Stainless steel should be of 304 quality in every component<br>There should be no sharp edges, protrusions anywhere in the rack. All the corners as well as welding should be rounded of nicely.<br>One extra bottle to be provided with each cage<br>Sample should be sent for approval<br><br>Warranty 1 Yr.  |

**SCHEDULE NO.1 (IV)**  
**RACK FOR HOLDING MICE CAGES**

|                    |   |
|--------------------|---|
|                    | RACK FOR HOLDING MICE CAGES   |
| Rack size (approx) | Each hanging type rack should hold 36 cages of Size (cage top) approx 290 mm X 220 mm X 140 mm (6 cages per shelf).<br>Length: 61 inches<br>Breadth: 13 inches<br>Height: 61 inches including 8 inches space at bottom along with provision for SS castor wheel (4 inches diameter) and brakes.<br>Joints to hold wheels should be of stainless steel.<br>Wheels should have locking arrangement. |
| Frame              | Made of Stainless steel pipes 2.5 cm x 2.5 cm of 304 quality and 16 G thick sheet.<br>The L shaped angles on which cages will be kept should be at least 2 cm (base) x 3 cm (height) made of 16G S.S.   |
| Rack Shelves       | Should consist of 6 shelves.<br>Each shelf should accommodate 6 cages.<br>Rack should have a inter shelf gap of 22 cm in between 2 shelves.   |
| Note               | Stainless steel should be of 304 quality in every component<br>There should be no sharp edges, protrusions anywhere in the rack. All the corners as well as welding should be rounded off nicely.<br>Sample should be sent for approval<br><br>Warranty 1 Yr  |

**SCHEDULE NO. 2 (I)**  
**REFRACTOMETER**

Should have LCD Display with touch screen facility.  
Should have indications for Refractive Index (nD), Brix (%), Temp (degree C), Programmable User Scale.  
Light source : LED Lamp.  
Measurement Range :  
Refractive index (nD) from 1.32422 to 170000, Brix 0.00 to 100.00%.  
Minimum Indication:  
Refractive Index (nD)0.00001(0.0001), Brix 0.01%(0.1%), Temp0.01 Deg C  
Measurement Accuracy:  
Refractive Index (nD) $\pm 0.0001^*$ ,  $\pm 0.00005^*$ , Brix  $\pm 0.1\%$ ,  $\pm 0.02\%$ .  
Measurement Temperature: 5.00 to 75.00 Deg C  
Temperature accuracy :  $\pm 0.05$  Deg C  
Ambient Temperature : 5 to 40 degree C.

Temperaturecontroller : Built-in Peltier Thermo- module.

Output: Printer and PC( RS-232 port), Computer-USB.

Printer: Dot matrix printer (ordinary Paper): 1No.)

Self-Diagnosis Scale: The instrument can detect irregularities with intensity of light, which can ensure accurate measurement.

**SCHEDULE NO.3 (I)**

**PRECISION BALANCE**

Self calibration

Capacity: 0.01/0.1mg-80/220gm

Pan size: 80 mm

Linearity :  $\pm 0.2$  mg

Repeatability standard deviation:  $\geq 0.1$  mg

Response time : 12/3 sec

Sensitivity against temperature change

Specific gravity measurement software

% display function Unit conversion

UKAS/NIST/CE : Calibration Certificate

## ANNEXURE-III

**PRICE SCHEDULE****PRICE SCHEDULE FOR DOMESTIC GOODS OR GOODS OF FOREIGN ORIGIN LOCATED WITHIN INDIA**

| 1       | 2                          | 3                 | 4               | 5  |                                     |                                       |                                    |                                      | 6   |
|---------|----------------------------|-------------------|-----------------|--|-------------------------------------|---------------------------------------|------------------------------------|--------------------------------------|---|
| Sr. No. | Brief Description of Goods | Country of Origin | Quantity (Nos.) | Price per unit (Rs.)   |                                     |                                       |                                    |                                      | Total Price (at Consignee Site) basis (Rs.) |
|         |                            |                   |                 | Ex-factory/ Ex-warehouse/ Ex-showroom/ Off-the shelf (Including discounts, Packing/Forwarding, etc.) | Excise Duty (if any) [%age & value] | Sales Tax/ VAT(if any) [%age & value] | Any other charges (please specify) | Unit Price (at Consignee Site) basis |   |
|         |                            |                   |                 | (a)  | (b)                                 | (c)                                   | (d)                                | (e) = a+b+c+d                        | 4 x 5(e)                                    |
| 1       |                            |                   |                 |  |                                     |                                       |                                    |                                      |   |

Total Tender price in Rupees: \_\_\_\_\_

**In words:** \_\_\_\_\_**Note: -**

If there is a discrepancy between the unit price and total price THE UNIT PRICE shall prevail.

Name \_\_\_\_\_

Business Address \_\_\_\_\_

Place: \_\_\_\_\_

Signature of Tenderer \_\_\_\_\_

Date: \_\_\_\_\_

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

**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) a) fails or refuses to furnish the performance security for the due performance of the contract.
  - b) 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 the above date.

\_\_\_\_\_  
(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

**MANUFACTURER'S AUTHORISATION FORM**

To

**SVP (GB)**

HLL Lifecare Limited, Procurement and Consultancy Division  
B-14A, Sector -62, Noida -201307, Uttar Pradesh

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, CMC as applicable as per clause 15 of the General Conditions of Contract, read with modification, if any, in the Special Conditions of Contract for the goods and services offered for supply by the above firm against this TE document.

We also hereby confirm that we would be responsible for the satisfactory execution of contract placed on the authorised agent.

We also confirm that the price quoted by our agent shall not exceed than that which we would have quoted directly.

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 letterhead 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.

**BANK GUARANTEE FORM FOR PERFORMANCE SECURITY**

**To  
SVP (GB)  
HLL Lifecare Ltd.,  
B-14A, Sector 62, Noida-201 307**

WHEREAS \_\_\_\_\_ (Name and address of the supplier) (Hereinafter called “the supplier”) has undertaken, in pursuance of contract no \_\_\_\_\_ dated \_\_\_\_\_ to supply (description of goods and services) (herein after called “the contract”).

AND WHEREAS it has been stipulated by you in the said contract that the supplier shall furnish you with a bank guarantee by a scheduled commercial bank recognised by you for the sum specified therein as security for compliance with its obligations in accordance with the contract;

AND WHEREAS we have agreed to give the supplier such a bank guarantee;

NOW THEREFORE we hereby affirm that we are guarantors and responsible to you, on behalf of the supplier, up to a total of. \_\_\_\_\_ (Amount of the guarantee in words and figures), and we undertake to pay you, upon your first written demand declaring the supplier to be in default under the contract and without cavil or argument, any sum or sums within the limits of (amount of guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the contract to be performed there under or of any of the contract documents which may be made between you and the supplier shall in any way release us from any liability under this guarantee and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid up to 30 (thirty) months from the date of Notification of Award i.e up to -----  
----- (indicate date)

.....  
(Signature with date of the authorised officer of the Bank)

.....  
Name and designation of the officer

.....  
Seal, name & address of the Bank and address of the Branch

**CONSIGNEE RECEIPT CERTIFICATE**  
**(To be given by consignee's authorized representative)**

The following stores (s) has/have been received in good condition:

- 1) NOA No. & date : \_\_\_\_\_
- 2) Supplier's Name : \_\_\_\_\_
- 3) Consignee's Name & Address  
with telephone No. & Fax No. : \_\_\_\_\_
- 4) Name of the item supplied/Installed : \_\_\_\_\_
- 5) Quantity Supplied : \_\_\_\_\_
- 6) Date of Receipt by the Consignee : \_\_\_\_\_
- 7) Name and designation of Authorized  
Representative of Consignee : \_\_\_\_\_
- 8) Signature of Consignee or Representative  
of Consignee with date : \_\_\_\_\_
- 9) Seal of the Consignee : \_\_\_\_\_



**ANNEXURE-VIII**

**PROFORMA OF FINAL ACCEPTANCE CERTIFICATE BY THE CONSIGNEE**

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.: \_\_\_\_\_
- (D) QUANTITY: \_\_\_\_\_
- (e) **Bill of Loading/Air Way Bill/Railway**  
Receipt/ Goods Consignment Note no \_\_\_\_\_ dated \_\_\_\_\_
- (f) **Name of the vessel/Transporter:** \_\_\_\_\_
- (g) **Name of the Consignee:** \_\_\_\_\_
- (h) **Date of commissioning and proving test:** \_\_\_\_\_

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

| Sl. 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.

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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.

**ANNEXURE- IX**

**DECLARATION REGARDING NON BLACK LISTING OF THE FIRM**

I/We, (Name)\_\_\_\_\_ contractor/partner/sole proprietor (*strike out the word which is not applicable*) of (Firm)\_\_\_\_\_ do hereby declare and solemnly affirm to that the individual firm/companies are not black-listed by the Union or state Government or any partner or shareholder thereof are not directly or indirectly connected with or has any subsisting interest in business of my/our firm

DEPONMENT  
Address \_\_\_\_\_  
\_\_\_\_\_

I/We do hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed.

Dated:

DEPONMENT