

**HLL Biotech Limited**  
**(A Government of India Enterprise)**  
**(A Subsidiary of HLL Lifecare Limited)**  
**Corporate identity number of HBL: U24290KL2012GOI030732 dtd 12.3.12**

**BID REF No: HBL/TENDER/MD/INCUBATOR/021/14-15 dated 26.05.2014**  
**TENDER FOR SUPPLY AND INSTALLATION OF INCUBATORS**

### **INTRODUCTION OF THE COMPANY**

HLL Biotech Limited (HBL) was incorporated as a subsidiary of HLL Lifecare Ltd, a Government of India Enterprise under the Ministry of Health and Family Welfare, Government of India. HBL is conceived to take the lead role in providing products, services and assistance in achieving our country's goals in immunization and eradication of deadly diseases.

HBL is setting up an Integrated Vaccine Complex (IVC) at Chengalpet, an emerging industrial hub in the southern tip of Tamilnadu state. Project outlay for IVC is Rs 6.00 Billion and 75% of the products & services will be designed to meet the targets of the Universal Immunization Policy (UIP) of the country.

This project has been declared as a "Project of National Importance" by the Government of India.

### **SCOPE OF WORK**

The scope of work should be the supply and installation of Incubators as mentioned in the Schedule of Requirements and complying with the enclosed Technical Specification. Supplier may quote for the items against the technical specification, along with additional features.

The installation has to be done by the supplier at HBL Lab Module – 411-412, TICEL Bio Park Campus, Taramani, Chennai.

## 1. Instruction to Bidders

- 1.1 The bids are invited on two stage bidding process basis. The bid will constitute of Technical bid and Financial bid. Technical bid and financial bid to be submitted in separate sealed envelopes superscribing with item quoted. Technical bid cover along with EMD cover & Financial bid cover should be kept in a separate single cover superscribing with tender reference number and item quoted. The technically qualified parties financial bid only be opened for financial evaluation.
- 1.2 The bid is invited for supply & installation of Incubators at HBL Lab Module: 411-412, TICEL Bio Park Campus, Taramani, Chennai 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 HBL in participation and award of such contracts.
- 1.3 Bidders can send their queries and clarifications to address given in clause 1.4, up to three days prior to the due date of bid submission. There is no bid document fee.
- 1.4 Bids shall be addressed in the name of The **Chief Executive Officer, HLL Biotech Limited, TICEL Bio-park Campus (Module no. 013-015), CSIR Road, Taramani, Chennai- 600 113 Contact No: 044 22544949/68.** Email: [ceo@hllbiotech.com](mailto:ceo@hllbiotech.com), [sureshs@hllbiotech.com](mailto:sureshs@hllbiotech.com). Due date of submission of the bid will be on **06.06.2014 upto 15:00 Hrs**. The technical bid will be opened on the same day at **15:30 hrs**. The financial bid of only those bidders who are qualifying the minimum eligibility criteria & technical specification will be opened. The date & time of financial bid opening shall be intimated separately to the technically qualified parties.

- 1.5 Bids shall be valid for 120 days from the date of opening.
- 1.6 The bids should contain complete technical specification of the equipment along with detailed illustrations and diagrams to facilitate evaluation.

## 2. Mode of submission of Bids

Documents to prove the eligibility criteria should be submitted in a separate sealed envelope marked "Technical Bid". Technical bid should consist of the following:

- a. **EMD (Earnest Money Deposit) in the form of crossed demand draft/ banker's cheque** in favor of "HLL Biotech Limited" payable at Chennai or in the form of Bank Guarantee from any nationalized / Schedule Commercial bank has to be submitted for **following items and value** which shall be valid for 90 days from the date of tender opening in case of DD or 45 days beyond the bid validity in case of BG.

**Incubator: Rs.8,000/- ( Rupees Eight Thousand only)**

**BOD Incubator: Rs.12,000/- (Rupees Twelve Thousand only)**

- b. Bid document bearing signature and seal of the bidder in all pages
- c. **Annexure: I** (Technical specification, technical brochures/datasheets/drawings/Model no)
- d. **Annexure : II** ( Bid Data sheet)
- e. **Annexure: III** (Past experience, including performance certificate from clients).
- f. **Annexure: IV** (Bid form) – **without price**
- g. **Annexure: V-A & B** (Financial bid in the prescribed format given in the bid document) – make, model and other details **with out price**

All other supporting documents (mentioned in clause 3) and certificates substantiating the bidder's eligibility shall be attached.

The financial bid should be put in a separate envelope, sealed and marked “Financial Bid”. The financial bid should contain the following

- a. **Annexure: IV** (Bid form) – duly filled, signed and sealed.
  - b. **Annexure: V-A & B** (Financial bid in the prescribed format given in the bid document) - duly filled, signed and sealed.
- 2.1 The bids shall be enclosed in a sealed envelope super scribing “**Tender for supply & installation of Incubators, tender ref no. HBL/TENDER/MD/INCUBATOR/021/14-15 dated 26.05.2014**” and shall be addressed to the
- The Chief Executive Officer,  
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.**
- 2.2 Any bid received after the stipulated time period shall be considered as late tender and will be rejected.

### **3. Minimum Eligibility Criteria**

- a. Bidders shall be an authorized dealer/ agent of the original equipment manufacturer. Manufacturer’s Authorization Certificate to be attached.
- b. Net worth of the company shall be positive during the last three financial years. **The balance sheet , profit and loss account for last three financial years ( FY 2010-11, FY2011-12, FY 2012-13) certified by a Chartered Accountant shall be submitted.**
- c. The bidder in general should possess adequate experience in number of years and volume of similar supply & installation done in the past. The bidder shall have supplied and installed similar

equipments in last 2 years. Purchase orders and/or successful completion certificates from previous clients shall be submitted.

#### **4. Country of Origin**

- 4.1 All goods and services to be supplied and provided for the contract shall have the origin in India or in the countries with which the Government of India has trade relations.
- 4.2 The word “origin” incorporated in this clause means the place from where the goods are manufactured, produced or processed or from where the services are arranged.
- 4.3 The country of origin may be specified in the Price Schedule

#### **5. Bid Evaluation**

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

- 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.

For imported goods if supplied directly from abroad, prices shall be quoted in any freely convertible currencies say US Dollar, Euro, GBP or Yen. As regards price(s) for allied services, if any required with the goods, the same shall be quoted in Indian Rupees only if such services are to be performed /undertaken in India. Commission for Indian Agent, if any and if payable shall be indicated in the space provided for in the price schedule and will be payable in Indian Rupees only. Such conversion of currencies

will be done based on rate of exchange declared by the RBI as on the date of 'Price Bid' opening .Tenders, where prices are quoted in any other way shall be treated as non -responsive and rejected.

## **6. Tender Price & Documents**

For domestic goods or goods of foreign origin located within India, the prices in the corresponding price schedule shall be entered separately in the following manner:

- a) The price of the goods should be quoted on FOR HBL Site basis with the detailed breakup of ex-factory/ ex-showroom/ ex-warehouse/ off-the-shelf, as applicable, including all taxes and duties like sales tax, CST/VAT, CENVAT, Custom Duty, Excise Duty etc. already paid or payable on the components and raw material used in the manufacture or assembly of the goods quoted ex-factory etc. or on the previously imported goods of foreign origin quoted ex-showroom etc;
- b) Any sales or other taxes and any duties including excise duty, which will be payable on the goods in India, if the contract is awarded.
- c) Charges towards Packing & Forwarding, Inland Transportation, Insurance (local transportation and storage) would be borne by the Supplier from ware house to the consignee site for a period including 3 months beyond date of delivery, Loading/Unloading and other local costs incidental to delivery of the goods to their final destination as specified in the List of Requirements and Price Schedule.

For goods offered from abroad, the prices in the corresponding price schedule shall be entered separately in the following manner:

- a) The price of goods quoted should be on DDP basis at consignee site in India as indicated in the List of Requirements, Price Schedule.

b) The charges for Insurance (local transportation and storage) would be extended and borne by the Supplier from warehouse to the consignee site for a period including 3 months beyond date of delivery.

In case, the Tender document permits the tenderers to quote their prices in different currencies, all such quoted prices of the responsive tenderers will be converted to a single currency viz., Indian Rupees for the purpose of equitable comparison and evaluation, as per the exchange rates established by the Reserve Bank of India for similar transactions, as on the date of 'Price bid' opening. DDP price/FOR HBL site price will be considered for comparison and evaluation.

#### **Distribution of Dispatch Documents for Clearance/Receipt of Goods**

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.

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

#### **A) For Domestic Goods, including goods already imported by the supplier under its own arrangement**

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. Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount.
- II. Two copies of packing list identifying contents of each package.
- III. Inspection certificate issued by the nominated Inspection agency, if any.

- IV. Certificate of origin.
- V. Insurance Certificate
- VI. Manufacturers/Supplier's warranty certificate & In-house inspection certificate.

**B) For goods imported from abroad**

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 them by registered post / speed post (or as instructed in the contract).

- I. Four copies of supplier's invoice showing contract number, goods description, quantity, unit price and total amount;
- II. 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;
- III. Four Copies of packing list identifying contents of each package;
- IV. Insurance Certificate
- V. Manufacturer's/Supplier's warranty certificate;
- VI. Certificate of origin
- VII. Port of Loading
- VIII. Port of Discharge and Expected date of arrival.

**7. Exemptions/Forms**

HBL will not be giving any duty exemption. HBL will issue the "C" form.

**8. 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.

## **9. Notification of Award**

- 9.1 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.
- 9.2 Upon selection of the successful bidder (technically qualified L1 party) HBL will promptly notify the same to successful Bidder through an LOI/Purchase Order.
- 9.3 EMD's of unsuccessful bidders will be returned only after finalizing the L1 Party and EMD's of technically non-responsive bidders will be returned after financial bid opening.

## **TERMS AND CONDITIONS**

### **1. DEFINITION:**

1.1 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. "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.
- v. "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 dispatch to another person as provided in the Contract then that "another" person is the consignee, also known as ultimate consignee.

### **2. PAYMENT SCHEDULE:**

Payment shall be made as specified in the contract in the following manner:

|  |                         |
|--|-------------------------|
| On supply of material at the desired location & after successful installation & Final Acceptance by HBL's Representative | 100% of the order value |
|--|-------------------------|

For goods imported from abroad directly, HBL will reimburse the customs duty at actuals to Indian Agent in Indian Rupees after installation & Final Acceptance. All other charges i.e Customs Clearance charges, Transportation and loading, unloading charges at consignee site as quoted in the price schedule will also be paid to Indian Agent in Indian Rupees after installation & Final Acceptance. No other charges will be paid by HBL. The quoted price should be also inclusive of Insurance & FOR delivery at consignee site and is firm and fixed till completion of the work.

### **3. TAXES AND OTHER LEVIES**

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

### **4. PERFORMANCE SECURITY**

4.1 The successful bidder has to furnish performance guarantee from nationalized / scheduled bank in the form of a bank guarantee in the name of HLL Biotech Limited on receipt of the purchase order. The performance bank guarantee valid up to a period of 1 year (completion of warranty) beyond the completion of work with additional claim period of 2 months for 10% of total contract value has to be submitted within 10 days from the date of Purchase Order. The EMD Paid shall be returned after receipt of Performance Bank Guarantee.

4.2 Failure of the successful Bidder to furnish the required Performance Security shall constitute sufficient grounds for the annulment of the award of Contract and shall forfeit the EMD.

#### **4.3 Forfeiture of Performance Security**

In case, the Contractor/ Bidder fails to complete the work, HBL, without prejudice to rights and remedies available under the contract, shall forfeit and en-cash the Performance Guarantee.

4.4 In case, the bank goes in liquidation or for any reason is unable to make payment against the said Bank Guarantee, the loss caused thereby shall be borne by the Contractor/ Bidder. The Contractor/ Bidder forthwith, on demand from HBL, shall make good the deficit.

## **5. ADDITIONS/DELETIONS**

- 5.1 HBL shall have the right to direct in writing for changes, additions, modifications or deletions in the design and drawings or any part of the work and to request in writing additional work in connection therewith and the Contractor/ Bidder shall comply with such directions.
- 5.2 The Contractor/ Bidder shall not make any deviations, alterations, additions, to or omissions from the work shown/described and awarded to the Contractor/ Bidder except through and with proper approval of HBL.

## **6. TIME SCHEDULE**

- 6.1. The day of commencement of project will be reckoned from the date of issue of Purchase order.
- 6.2 The material shall be delivered at site within 8 weeks from the date of issue of purchase order and installation to be completed within a week from the date of delivery.
- 6.3 The final acceptance certificate shall be issued on completion of the entire scope of work by the vendor.
- 6.4 The supply and installation shall be carried out with all due diligence and as per the time schedule specified above. In case of any delay/default, of the Contractor/ Bidder to adhere to the agreed time schedule. HBL shall recover the liquidated damages from the Contractor/ 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 Contractor/ Bidder, HBL reserves all rights to terminate the contract and get the full work executed at his risk and cost.

## **7. EXTENSION OF TIME**

- 7.1 To adhere to the above mentioned time schedule the Contractor/ Bidder shall provide on demand necessary documents, information and certificates/undertakings to HBL. Any delay in supplying the requisite documents and delay due to any other cause beyond the control of the Contractor/ Bidder shall be considered for grant of extension of time. If the Contractor/ Bidder require extension of time, they shall intimate in writing to HBL within 3 days of the occurrence of such hindrance/delay, along with proper documents.
- 7.2 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 Contractor/ Bidder. Any extension of time granted as stated above shall neither entitle the Contractor/ Bidder to any claim for increase in their fees nor shall it release him from any of the obligations under the said agreement.

## **8. ABANDONMENT OF WORK**

- 8.1 If the Contractor/ Bidder/ supplier abandons the work for any reason whatsoever or becomes incapacitated as aforesaid, HBL shall forfeit/en-cash the Performance Guarantee. HBL shall be at liberty to make full use of all or any of material supplied by the Contractor/ Bidder/ supplier. The Contractor/ Bidder/ supplier shall also be liable to refund all the charges

paid to him up to date plus such damages as may be assessed by HBL including the recovery of liquidated damages.

8.2 Provided, however, that in the event of the termination of the agreement under proper notice as provided in the clause hereinafter, the Contractor/ Bidder shall be liable to refund any excess payment made to him over and above which is due to him in accordance with the terms of this agreement, for the work executed by him till the date of termination of agreement.

## **9. WARRANTY**

9.1 The bidder shall give warranty of all the equipment for a period of minimum one year from the date of final acceptance certificate from HBL. HBL shall grant right of access to the Contractor/ Bidder, of this portion of the work claimed to be defective for inspection and rectification.

9.2 HBL may recover the loss from the dues of the Contractor/ Bidder in case of failure to comply with the above clause.

## **10. DETERMINATION AND RESCISSION OF TERMS & CONDITIONS**

10.1. When the Contractor/ Bidder have made himself liable for action under any of the clauses aforesaid, HBL shall have powers:

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

## **11. GENERAL**

11.1 The Contractor/ Bidder shall be fully responsible for the technical soundness of the material and also ensure that the material is supplied as

per the specifications.

- 11.2 The Contractor/ Bidder hereby agrees that the charges to be paid as provided herein (clause 3) 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.
- 11.3 The Contractor/ Bidder shall indemnify and keep indemnified HLL Biotech Ltd against any such claims and all costs and expenses paid by HBL in defending such claims to be borne by the Contractor/ Bidder.
- 11.4 The Contractor/ 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 Contractor/ Bidder with due diligence, and within the agreed time schedule, and which can be performed independently. The fees or the expenses incurred shall be debited to the Contractor/ Bidder.

## **12. ARBITRATION**

- 12.1 All disputes or differences whatsoever arising between the parties out of or relating to the Contractor/ Bidder services, meaning and operations or effect of this contract or the breach thereof shall be settled by arbitration. Matters to be arbitrated upon shall be referred to a sole Arbitrator, to be appointed by HBL and the award made in pursuance thereof shall be binding on the parties. Such arbitration shall be governed by the Indian Arbitration and Conciliation Act 1996.
- 12.2 The place of arbitration shall be at Chennai.

## **13. FALL CLAUSE**

The prices charged for this particular service/supply under the Contract by the supplier/service provider shall in no event exceed the lowest price at which

the supplier/service provider sells the service/supply of identical description to any person(s)/organization (s) including the Purchaser or any Department of the Central Government or any Department of a State Government or any statutory undertaking of the Central or a State Government, as the case may be, during the period till performance of all Supply Orders placed during the currency of Rate Contract is completed.



**ANNEXURE- I**

**BID REF No: HBL/TENDER/MD/INCUBATOR/021/14-15 dated 26.05.2014**

| S.No | Description   | Qty (No) | Make                                       | Supplier Remark |       |
|------|---------------|----------|--|-----------------|-------|
|      |               |          |  | Make            | Model |
| 1    | Incubator     | 1        | Binder/Memmert/Thermo Scientific /Jeiotech |                 |       |
| 2    | BOD Incubator | 1        | Binder/Memmert/Thermo Scientific /Jeiotech |                 |       |

**Detail Specification of Equipments**

**1. SPECIFICATION FOR INCUBATOR**

| S.No | Specification                         |   |
|------|---------------------------------------|---|
| 1    | Chamber Volume / Capacity             | 150-210 Litres  |
| 2    | Temperature Control                   | Microprocessor based PID Control, Intuitive control panel with bright LED display (0.1°C resolution) and touch-sensitive keypad, Simple calibration and auto-tuning functions |
| 3    | Temperature Range (°C)                | Amb. +5°C to + 90°C   |
| 4    | Temperature Accuracy                  | ± 0.2°C in 37°C-60°C  |
| 5    | Temperature Fluctuation at 37°C (±°C) | 0.1°C   |
| 6    | Temperature Variation at 37°C (±°C)   | 1.1 °C  |
| 7    | Digital display                       | Digital timer, delayed ON/OFF function: 1 minute to 99 hr 59 min.   |

| S.No | Specification                |   |
|------|------------------------------|---|
| 8    | Safety Alarm                 | Audible & Visual Alarm for temperature deviation and High temperature limit setting and open door alarm, automatic cut-off function for over temperature  |
| 9    | Material of construction     | High quality SS 304 / SS316 inner chamber with dirt repellent powder coated exterior, high grade insulation ensuring stable maintenance of temperature irrespective of atmospheric condition.   |
| 10   | Door & Insulation            | Double door (inner glass and external SS304/316 with powder coated) Fully insulated dual wall door with rubber magnetic seal gasket with glass viewing window, Convenient sample monitoring without affecting chamber temperature via the inner tempered-glass door |
| 11   | SS shelves                   | Adjustable Electro polished perforated SS shelves with position for increasing and decreasing shelf size, Detachable shelves and round-cornered chamber interior allowing easy cleaning   |
| 12   | Air circulation              | Forced air circulation with horizontal airflow design for stability and uniformity of temperature inside the chamber  |
| 13   | No. of shelves               | Minimum 3   |
| 14   | CE Certification is required | The incubator is safety tested and bears CE sign  |
| 15   | Documentation                | Should provide IQ, OQ, PQ documents.<br>Calibration certificate of temperature at +37°C   |
| 16   | Warranty                     | Minimum 12 months from date of installation   |

## 2. SPECIFICATION FOR BOD INCUBATOR

| S.No | Specification                         |   |
|------|---------------------------------------|---|
| 1    | Chamber Volume / Capacity             | 150-210 Litres  |
| 2    | Temperature Control                   | Microprocessor based PID Control, Intuitive control panel with bright LED display (0.1°C resolution) and touch-sensitive keypad, Simple calibration and auto-tuning functions   |
| 3    | Temperature Range (°C)                | 0°C to + 60°C   |
| 4    | Temperature Accuracy                  | ± 0.2°C in 37°C-60°C  |
| 5    | Temperature Fluctuation at 37°C (±°C) | 0.1°C   |
| 6    | Temperature Variation at 37°C (±°C)   | 1.1 °C  |
| 7    | Digital display                       | Digital timer, delayed ON/OFF function: 1 minute to 99 hr 59 min.   |
| 8    | Safety Alarm                          | Audible & Visual Alarm for temperature deviation and High temperature limit setting and open door alarm, automatic cut-off function for over temperature  |
| 9    | Material of construction              | High quality SS 304 / SS316 inner chamber with dirt repellent powder coated exterior, high grade insulation ensuring stable maintenance of temperature irrespective of atmospheric condition.   |
| 10   | Door & Insulation                     | Double door (inner glass and external SS304/316 with powder coated) Fully insulated dual wall door with rubber magnetic seal gasket with glass viewing window, Convenient sample monitoring without affecting chamber temperature via the inner tempered-glass door |

| S.No | Specification                |   |
|------|------------------------------|---|
| 11   | SS shelves                   | Adjustable Electro polished perforated SS shelves with position for increasing and decreasing shelf size, Detachable shelves and round-cornered chamber interior allowing easy cleaning |
| 12   | Air circulation              | Forced air circulation with horizontal airflow design for stability and uniformity of temperature inside the chamber  |
| 13   | No. of shelves               | Minimum 3   |
| 14   | CE Certification is required | The incubator is safety tested and bears CE sign  |
| 15   | Documentation                | Should provide IQ,OQ,PQ documents.<br>Calibration certificate of temperature at +37°C   |
| 16   | Warranty:                    | Minimum 12 months from date of installation   |

**ANNEXURE- II**  
Bid data Sheet

| S.no | Description   | Details   |
|------|---|---|
| 1    | Bid reference number  | <b>HBL/TENDER/MD/INCUBATOR/021/14-15 dated 26.05.2014</b> |
| 2    | Due date for submission   | 06.06.2014 @ 15:00 Hrs                                    |
| 3    | Name & Address of bidder  |   |
| 5    | Year of establishment   |   |
| 6    | Type of the firm  | Public Ltd/Pvt Ltd./Partnership/Regd firm                 |
| 8    | Name & Address of Directors/Partners  | 1.<br>2.<br>3.  |
| 7    | PAN Number  |   |
| 8    | Contact Phone-Office  |   |
| 9    | Cell  |   |
| 10   | Email   |   |
| 11   | Copy of MOA/partnership deed/Registration   | Attached/Not Attached                                     |
| 12   | Copy of PAN of Directors/Partners   | Attached/Not Attached                                     |
| 13   | Latest IT return statement  | Attached/Not Attached                                     |
| 14   | Past three years P&L, Balance Sheet   | Attached/Not Attached                                     |
| 15   | All pages of bid document duly sealed and signed by the authorized person   | Attached/Not Attached                                     |
| 16   | Power of Attorney/Authorization to sign the bid   | Attached/not Attached                                     |
| 17   | Manufacturer's authorization letter   | Attached/not Attached                                     |
| 18   | EMD (in favor of HLL Biotech Limited in the form of Demand Draft / Banker's cheque from a Nationalized or Scheduled bank, payable at Chennai) | Attached/Not Attached                                     |

**ANNEXURE- III**

**Number of projects for which Equipments (As per Annexure-I-Technical specification) were supplied & installed in the last TWO years (Item –wise separately to be enclosed)**

**Item:.....**

| Sl. No. | Name and location of the Project | Name and address of the Client | Project Details               |                        | Completion Date |
|---------|----------------------------------|--------------------------------|-------------------------------|------------------------|-----------------|
|         |                                  |                                | Details of the items supplied | Project Value Rs Lakhs |                 |
| 1       |                                  |                                |                               |                        |                 |
| 2       |                                  |                                |                               |                        |                 |
| 3       |                                  |                                |                               |                        |                 |
| 4       |                                  |                                |                               |                        |                 |
| 5       |                                  |                                |                               |                        |                 |
| 6       |                                  |                                |                               |                        |                 |

**Satisfactory completion certificate from the client to be attached.**

## ANNEXURE- IV

**BID REF No: HBL/TENDER/MD/INCUBATOR/021/14-15 dated 26.05.2014**

### BID FORM

**(Item –wise separately to be enclosed)**

**Item:.....**

Having examined the bidding documents, including amendments of which is hereby acknowledged, we, the undersigned, offer to execute the contract including the supply and delivery of the goods (FOR HBL Site or DDP HBL 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 Bid Data Sheet 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

**ANNEXURE V - A**  
**PRICE SCHEDULE FOR DOMESTIC GOODS OR GOODS OF FOREIGN**  
**ORIGIN LOCATED WITHIN INDIA**

**ITEM:**

| 1        | 2                          | 3                 | 4               | 5  |   |                                     |                                    | 6  |   |  |
|----------|----------------------------|-------------------|-----------------|--|---|-------------------------------------|------------------------------------|--|---|--|
|          |                            |                   |                 | PRICE PER UNIT (RS.)   |   |                                     |                                    |  |   |  |
| SCHEDULE | BRIEF DESCRIPTION OF GOODS | COUNTRY OF ORIGIN | QUANTITY (Nos.) | EX - FACTORY/ EX - WAREHOUSE/ EX-SHOWROOM /OFF - THE SHELF (A) | EXCISE DUTY (IF ANY) [%AGE & VALUE] (B) | SALES TAX (IF ANY) [%AGE & VALUE] © | PACKING AND FORWARDING CHARGES (D) | INCIDENTAL SERVICES (INCLUDING INSTALLATION & COMMISSIONING, SUPERVISION, DEMONSTRATION, TRAINING, DOCUMENTATION AND QUALIFICATION) AT THE CONSIGNEE'S SITE - E) | UNIT PRICE (AT CONSIGNEE SITE) BASIS (G) =A+B+C+D+E | TOTAL PRICE (AT CONSIGNEE SITE) BASIS (RS.) 4 X 5(G) |
|          |                            |                   |                 |  |   |                                     |                                    | AT FREE OF COST  |   |  |

NB: Unit price shall be written in figures and words

Total Tender price in Rupees:

**IN WORDS:**

\_\_\_\_\_

\_\_\_\_\_

NOTE: -

If there is a discrepancy between the unit price and total price, then the unit price shall prevail.

Name \_\_\_\_\_  
Business Address \_\_\_\_\_  
Place: \_\_\_\_\_  
Date: \_\_\_\_\_

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



**ANNEXURE V - B**

**PRICE SCHEDULE FOR GOODS TO BE IMPORTED FROM ABROAD**

**ITEM:**

| 1        | 2                          | 3                 | 4               | 5                         |                     |  |   |  |  |  |   | 6   |
|----------|----------------------------|-------------------|-----------------|---------------------------|---------------------|--|---|--|--|--|---|---|
| SCHEDULE | BRIEF DESCRIPTION OF GOODS | COUNTRY OF ORIGIN | QUANTITY (Nos.) | PRICE PER UNIT (CURRENCY) |                     |  |   |  |  |  |   | TOTAL PRICE ON DDP BASIS AT CONSIGNEE'S SITE 4X 5 (H) |
|          |                            |                   |                 | FOB VALUE                 | INSURANCE & FREIGHT | NET CIP PORT OF DESTINATION BY AIR/SEA (A+B) | CUSTOM DUTY AMOUNT AS % OF NET CIP (AS APPLICABLE) ** | CUSTOM CLEARANCE & HANDLING CHARGES ** | LOADING / UNLOADING / INLAND TRANSPORTATION / INSURANCE & INCIDENTAL COST TILL CONSIGNEE'S SITE ** | INSTALLATION, COMMISSIONING, SUPERVISION, DEMONSTRATION, TRAINING DOCUMENTATION AND QUALIFICATION AT THE CONSIGNEE'S SITE ** | UNIT PRICE ON DDP BASIS AT CONSIGNEE'S SITE (C+D+E+F+G) |   |
|          |                            |                   |                 | (A)                       | (B)                 | (C)  | (D)   | (E)                                    | (F)  | (G)  | (H)   | (I)   |
|          |                            |                   |                 |                           |                     |  |   |  |  | AT FREE OF COST  |   |   |

\*\* TO BE PAID IN INDIAN CURRENCY (RS.)

TOTAL TENDER PRICE IN FOREIGN CURRENCY (NET CIP) IN FIGURES:

AND IN WORDS:

**NOTE: -**

1. IF THERE IS A DISCREPANCY BETWEEN THE UNIT PRICE AND TOTAL PRICE THE UNIT PRICE SHALL PREVAIL.
2. THE TENDERER WILL BE FULLY RESPONSIBLE FOR THE SAFE ARRIVAL OF THE GOODS AT THE CONSIGNEE SITE IN GOOD CONDITION AS PER TERMS OF DDP AT CONSIGNEE SITE AS PER INCOTERMS.

NAME \_\_\_\_\_  
BUSINESS ADDRESS \_\_\_\_\_  
PLACE: \_\_\_\_\_  
DATE: \_\_\_\_\_

SIGNATURE OF TENDERER \_\_\_\_\_  
SEAL OF THE TENDER \_\_\_\_\_