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## MINUTES OF THE MEETING

### PRE BID MEETING OF TENDER

FOR INTERIOR OFFICE FURNISHING AT HBL OFFICE TICEL BIOPARK PHASE II CAMPUS, CHENNAI

**Document No. :** HBL/TD/ADMIN/OFF-II/FURNISH/15-16/01 dtd 02.06.2015

**Venue :** HLL Biotech Limited, Chennai

**Date :** 05.06.2015

**Project :** Integrated Vaccines Complex, Chengalpattu

**Attendees :** See attached list of attendees

**Issued by :** CEO HBL

**Issued on :** 09.06.2015

Agenda	
1.	Pre-bid Meeting for Design, Supply, Installation and Commissioning of Interior Office Furnishing at HBL Ticel Phase II Office, Taramani, Chennai

S. No.	Clarifications on queries
	<p><b>General Points:</b></p> <ol style="list-style-type: none"><li>1. TE document for Office Interior Furnishing, S.no 2.2.8 (Approved Makes) - Tables &amp; Workstation – As requested by bidders, the make of this item shall be removed and bidders are requested to submit the bid considering their own make. However, the particle boards used for fabricating tables/workstation should comply with the detailed technical specification cited in the tender document.</li><li>2. Annexure VI BOQ – BOQ1 Modular Furniture – S.No 6.1- Conference Table size shall be referred as 3900mm(L) x 1500mm(W) x 750mm(H). However, other table specification remains same as per tender BOQ.</li><li>3. Cafeteria Table top Granite – Type of granite shall be Zet Black.</li><li>4. Height of Gypsum wall panels - Cafeteria Gypsum board wall panel shall be up to true ceiling. All other wall panels shall be restricted upto the height of false ceiling. The Panel installation will be considered as per actual measurement at site.</li><li>5. Toughened Glass wall Partitions – Bidders are requested to consider the proper patch fittings and accessories to fix the toughened glass wall partitions. Vendors are sole responsibility of fixing the glass properly in place. The warranty will covers the glass fixing also.</li><li>6. NRC levels for Grid false ceiling – The bidders are requested to consider the grid false ceiling NRC level shall be 0.7 NRC.</li><li>7. Annexure VI BOQ – BOQ1 Modular Furniture – S.No7.4 - Tap model of Jaguar make shall be Code: CON-123BKN : Swan Neck, Left Hand Operating Knob with 450mm Long Braided Hoses.</li><li>8. Annexure VI BOQ – BOQ2 General Furnishing – S.No7.1 – LayinGrid shall be referred as clipping type Metallic false ceiling of approved make.</li><li>9. Vinyl flooring – HBL informed that the bidders can proceed with detailed tender technical specification for vinyl flooring.</li><li>10. Wooden skirting/trimming – The wooden skirting/trimming costing if any shall be considered with the line item of flooring.</li><li>11. HBL informed that the required Electrical, water source shall be available at source</li></ol>

S. No.	Clarifications on queries	
	<p>point; vendor has to make further tapping/arrangements at site location.</p> <p>12. Insurance, safety is in the scope of supplier till hand over the complete office to HBL.</p> <p>13. It must be clearly understood that the contract is an Item wise contract. The contract shall be based on Item wise Price for the Items listed in the Bill of quantities. The unit price quoted shall remain irrespective of quantity variation.</p> <p>14. HBL informed that any minor wall demolition/chipping and complete debris removal is in the scope of bidders. So bidders are requested to visit site before bidding.</p> <p>15. Bidders are reminded to get approve the sample chairs, Sofa and table from HBL before submitting the Bid.</p>	
	Clause in Tender	Point modified as/ Comment
1.	<p>Under SECTION – IV, clause 2)a) Advance An advance of 20% of the <b>contract value</b> shall be released against Bank guarantee equivalent to 110% of the advance amount and submission of 10 % of the contract value as Security Deposit/ Performance Security in the form of Bank Guarantee from any scheduled commercial bank. The advance bank guarantee shall be valid for a period upto the completion of the contract.</p>	<p>Advance An advance of 20% of the <b>Purchase Order value</b> shall be released against Bank guarantee equivalent to 110% of the advance amount and submission of 10 % of the contract value as Security Deposit/ Performance Security in the form of Bank Guarantee from any scheduled commercial bank. The advance bank guarantee shall be valid for a period upto the completion of the contract.</p>
2.	<p>Section I ii) Closing date &amp; time for receipt of Tender - 12/06/2015 at 11:00 Hrs iii) Time and date of opening of Technical Bids - 12/06/2015 at 11:30 Hrs</p>	<p>Section I ii) Closing date &amp; time for receipt of Tender - 16/06/2015 at 11:00 Hrs iii) Time and date of opening of Technical Bids - 16/06/2015 at 11:30 Hrs</p>

Enclosure:

- i. The revised BOQ (Annexure-VI)
- ii. Image of sofa

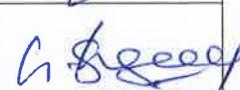
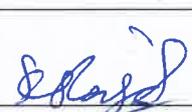
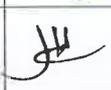
**For HLL Biotech Limited**



**Chief Executive Officer**

**LIST OF ATTENDEES**

Subject : Pre bid Meeting for Interior Office Furnishing Works at  
 HBL Office, Ticol Biopark Phase II Campus, Chennai  
 Date & Time : 05.06.2015 @ 11.30 Hrs.  
 Venue : HBL Corporate Office, Taramani, Chennai

S.NO	Name & Designation	Organization	Contact Details	Signature
1	N. SUGHMAY - Manager	OM Sai Infra Pvt. Ltd.	7708061826 os.two@omsai infra.com	
2	G. Shammugavel, Managing Director	M/S. Velam Infra Projects Pvt Ltd	9842252166 velammep@ gmail.com	
3	K. Rajashankar Project Engineer	M/S. Velam Infra Projects Pvt Ltd	9939532276 rajesh.vsd@ gmail.com	
4	Nirayen Udeshi	Nurleen Enterprises	9448451932	
5	K. Subramani ME	T2T Resin Chennai	9897088456	
6	JAYAKAR MANOHARAN	T2T Design Chennai	9444901400	
7	Mansoor Hussain	A.V.M Interiors Bangalore	9740617855	
8	Kamalesh Kumar	Aum Interiors Bangalore	9900088338	
9	MODLITE SYSTEMS V. SRINIVASAN - PROP	MODLITE SYSTEMS	9940019730	
10	S. LAVANYA - Proc	HBL	-	
11	S.R. Sujith - Proc	HBL	-	
12	Pravien - IT	HBL	-	
13	Sabainath - <del>MECH</del>	HBL	-	
14	Pavankumar - electrician	HBL	-	