

## MINUTES OF THE MEETING


### **PRE BID MEETING OF THE E-TENDER FOR SUPPLY AND INSTALLATION OF CLEANROOM TELEPHONE, WALL MOUNTED & TABLE TOP TELEPHONES AT PASTEUR INSTITUTE OF INDIA, COONOR**

<b>Document No</b>	:	<b>HBL/PIIC/LTE/TEL/001/17-18 dated 13.10.2017</b>
<b>Venue</b>	:	<b>HBL, Integrated Vaccine Complex, Chengalpattu</b>
<b>Date</b>	:	<b>23-10-2017</b>
<b>Project</b>	:	<b>Pasteur Institute of India, Coonoor</b>
<b>Attendees</b>	:	<b>See attached list of attendees</b>
<b>Issued by</b>	:	<b>Mr Suresh. S (DGM – Procurement)</b>
<b>Issued on</b>	:	<b>23-10-2017</b>
<b>Agenda</b>	:	<b>Pre-bid meeting of e-tender for Supply and Installation of Cleanroom Telephone, Wall Mounted &amp; Table Top Telephones at Pasteur Institute of India, Coonoor</b>
<b>Distribution to</b>	:	<ul style="list-style-type: none"><li>• All Concerned Persons of HBL</li><li>• To all the e-Procurement Registered Vendors</li></ul>

Sl. No.	Clarifications to the Pre-Bid queries.												
1	Revised URS for Clean Room Telephone is attached as Annexure-1 and URS for Non-Clean Room Telephone will remain same.												
2	<p>Revised payment terms is given below:</p> <table border="1"> <thead> <tr> <th>Sl. No</th> <th>Stage</th> <th>Percentage (%)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>On Supply of material at site</td> <td>80% of the order value</td> </tr> <tr> <td>2</td> <td>After successful Installation &amp; Commissioning</td> <td>10% of the order value</td> </tr> <tr> <td>3</td> <td>Handing over / Final Acceptance approved by end user</td> <td>10% of the order value</td> </tr> </tbody> </table>	Sl. No	Stage	Percentage (%)	1	On Supply of material at site	80% of the order value	2	After successful Installation & Commissioning	10% of the order value	3	Handing over / Final Acceptance approved by end user	10% of the order value
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3	<p>Tender Clause no 1.2 is changed as below</p> <p><b>Non-Refundable e-Tender Processing Fee (inclusive of GST) shall be submitted as per the details given below:</b></p> <ul style="list-style-type: none"> <li>Clean Room Telephones &amp; Desktop and Wall mounted Telephone) – Rs. 1612/-</li> </ul> <p>Non-Refundable e-Tender Processing Fee shall be payable online to M/s ITI Limited, Chennai through their e-payment gateway by credit / debit card or internet banking facility.</p>												
4	<p>Tender clause 2.2 is changed as below</p> <p>EMD amount shall be submitted as per the details given below: <b>EMD amount: Rs. 30,000/- (Rupees Thirty Thousand only)</b></p>												
5	<p>Tender clause no 3.4 is changed as below</p> <p>The Average Annual Turnover of the tenderer must be minimum of <b>Rs. 6,85,000/-</b> for the last three financial years certified by a Chartered Accountant shall be submitted.</p>												
6	<p>Tender clause no 4.1 is changed as below</p> <ul style="list-style-type: none"> <li>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 shall be valid up to a period of 1 year (completion of warranty) beyond the completion of work with additional claim period of 2 months (initially valid for a period of <b>17 months</b> from the date of issue of Purchase Order) for 5% of total contract value has to be submitted within 30 days from the date of Purchase Order. The EMD Paid shall be returned after receipt of Performance Bank Guarantee.</li> </ul>												

7	Tender clause no 6.2 is changed as below  The material shall be delivered at site within 2 months from the date of issue of purchase order and the installation has to be completed within 1 month from the date of supply.
8	This tender is evaluated package wise. The bidder has to quote for single package only. If the bidder does not submit the bid for single package then the bid is liable for rejection.
9	For any queries regarding e-tendering, the bidder can contact the following executives of M/s. ITI Limited, Chennai:  Mr Jegadheesan S - 9043551915 Mr. S Dinesh – 9894191904 Mr. S Kirubakaran – 9962676264 Mr. S Madan – 9941947400 Bangalore Helpdesk – 080 40482000
10	Henceforth, this pre-bid meeting MOM has to be considered as a part of the original tender.

For HLL Biotech Limited

  
23/10/17

DGM (Procurement)

Annexure-1

**USER REQUIREMENT SPECIFICATIONS**

**(URS DOC No. URS/CLN RM01)**

**Clean Room telephone**

1. CLEAN ROOM AND NON-CLEAN ROOM TELEPHONES SHALL BE SUPPORTED BY SINGLE TYPE OF EPBAX
2. CLEAN ROOM SHOULD HAVE LOUD SPEAKER FACILITY
3. CLEAN ROOM TELEPHONES SHALL BE ANALOG TYPE
4. CLEAN ROOM TELEPHONE DEPTH SHALL BE LESS THAN 90MM.
5. CLEAN ROOM SHALL BE OPERATED ON HANDS FREE MODE AS WELL.
6. THE CLEAN ROOM PHONE SHALL BE RESISTANT TO CLEANING SOLUTIONS
7. **PUSH BUTTON TELEPHONES**

A. FEATURES

- FEATHER TOUCH PUSH BUTTONS FOR QUICK AND SURE DIALING.
- MEMORY STORAGE, UPTO 22 DIGITS FOR PURPOSES OF REDIALING.
- FACILITY FOR REDIALING THE LAST NUMBER CALLED BY PRESSING THE REPEAT
- PUSH BUTTON JUST ONCE.
- RINGING FACILITY WITH ADJUSTABLE VOLUME.
- DIGITAL PULSES DURING DIALING TO BE MUTED TO ELIMINATE HARSH SOUNDS.
- COMPATIBLE WITH P&T NETWORK.
- BUILT IN AUTOMATIC GAIN CONTROL.

B. SPECIFICATIONS

- SYSTEM VOLTAGE : 48V DC + 10 %
- PULSE RATE : 10PPS
- BREAK MAKE RATES : 66:33/60:40
- INTER-DIGIT PAUSE: 800M SECS. (MINIMUM)
- LOOP RESISTANCE FROM THE EXCHANGE : 1 K OHMS (MAXIMUM)
- THE PUSH BUTTON TELEPHONES MUST CONFIRM TO CCITT STANDARDS.

- THE TELEPHONE OFFERED SHALL BE APPROVED BY THE TRO FOR INTERFACE WITH P&T NETWORK. A COPY OF THE CERTIFICATE SHALL BE ENCLOSED.

C. FOLLOWING ADDITIONAL FEATURES SHALL BE BUILT-IN THE SYSTEM:

**MULTI LINE DIGITAL STATIONS**

- THIS FUNCTION SHALL ENABLE A USER TO SIMULTANEOUSLY ESTABLISH, FROM A STATION ANSWERING ONLY ONE NUMBER, SEVERAL OUTGOING OR INCOMING COMMUNICATIONS. ONLY ONE COMMUNICATION IS ACTIVE AT A GIVEN TIME, THE OTHER ENGAGED COMMUNICATIONS BEING ON HOLD; THE USER SHALL BE CLEARLY INFORMED OF THE STATUS OF THE PENDING COMMUNICATIONS. EACH KEY ON THE STATION CAN BE ALLOCATED TO A DIFFERENT CALL NUMBER, HENCE ALLOWING DIFFERENTIATION OF THE CALLS. CONTRACTOR TO MENTION HOW MANY MULTILINE NUMBERS CAN BE PROGRAMMED ON ONE DIGITAL SET.

**MULTIPLE KEYS AND NUMBER STATIONS**

- COMBINING THE TWO PREVIOUS FUNCTIONS, EACH DIRECTORY NUMBER CAN HAVE SEVERAL KEYS. THE CONTRACTOR SHALL SPECIFY THE NUMBER OF MANAGEABLE KEYS PER STATION, A MINIMUM OF 6 KEYS WHICH CAN BE ALLOCATED TO THE MULTIPLE KEY / MULTIPLE NUMBER FUNCTION WOULD BE DESIRABLE.

**EXECUTIVE/SECRETARY SETS**

- CALL FILTERING - CERTAIN CALLS ON THE EXECUTIVE SET SHOULD BE PROGRAMMED TO REACH DIRECTLY, WHEREAS ALL OTHER CALLS SHALL BE ROUTED TO THE SECRETARY.
  - REAL TIME DIVERSION WITHOUT PICKING-UP THE CALL

**WORK GROUPS**

- STATUS TO BE SUPERVISED (VISUAL AND AUDIBLE) ON A DIGITAL SET BY ASSOCIATING A KEY TO AN EXTENSION AND MONITOR FOR THE FOLLOWING STATUS:
  - FREE STATION
  - BUSY STATION
  - STATION RECEIVING A CALL (RINGING)
    - HUNT GROUPS OF STATIONS - SEQUENTIAL / CYCLICAL / PARALLEL

➤ APPROVED MAKE

S.No	Telephone type	Make 1	make 2	Make-3
1	Clean room telephone	Voizlink	Labox	GSV enterprises

