

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/IVC/RE_CANTEEN/17-18 dated 09.10.2017

**E-TENDER FOR OPERATING CANTEEN FACILITY AT INTEGRATED
VACCINE COMPLEX, CHENGALPATTU**

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 Chengalpattu, 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 is **to operate canteen services of ready to serve breakfast, lunch, dinner, tea and coffee to an approximate 100 employees of HBL at Integrated Vaccine Complex, Chengalpattu**. In addition to the regular employees of HBL, the canteen will also cater to the needs of the authorized visitors of HBL, contract workers and programs organized by HBL from time to time.

The services shall be provided from Monday to Saturday and on Sunday/Public holidays as per orders of HBL Administrative department, at the following times:

1. Breakfast with Tea/Coffee - 08.30 a.m. to 10.00 a.m.
2. Tea / Coffee (Morning) - 11.00 a.m. to 11.30 a.m.
3. Lunch - 12.30 p.m. to 02.00 p.m.
4. Snacks (Evening) - 04.00 p.m. to 04.30 p.m.
5. Tea / Coffee (Evening) - 04.00 p.m. to 04.30 p.m.
6. Dinner - 07.30 p.m. to 09.00 p.m.
7. Tea / Coffee (Night) - 10.00 p.m. to 10.30 p.m.

The above mentioned timings are tentative. The contract may be terminated at any time owing to deficiency in service or substandard quality of service or breach of terms and conditions of contract, non-compliance of orders of HBL. Initial contract period shall be for one year from the date of commencement of services. Upon satisfactory performance, HBL may decide to extend the contract for further one year or part thereof on same terms & conditions on mutually agreed basis.

Consignee Address:

HLL Biotech Limited, Integrated Vaccines Complex, SR No 192 & 195, Thirumani Village, Chengalpattu– 603001 Tamil Nadu, India.

DETAILS REGARDING IMPORTANT DATES ARE AS FOLLOWS:

S No	Description	Schedule
i.	Pre-Bid Meeting	16.10.2017 @ 11:00 Hrs
ii.	Closing date & time for receipt of Tender	24.10.2017 at 15:00 Hrs
iii.	Time and date of opening of Technical Bids	24.10.2017 at 15:30 Hrs
iv	Venue of Pre-Bid Meeting	HLL Biotech Limited, Integrated Vaccines Complex, SR No 192 & 195, Thirumani Village, Chengalpattu– 603001 Tamil Nadu, India
v	Venue of Opening of Techno Commercial Bids	Online (e-Tender)

1. Instruction to Bidders

1.1 The bid is invited for Operating Canteen Facility at IVC, Chengalpattu. 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.

1.2 **Non-Refundable e-Tender Processing Fee – Rs.3,110/- (inclusive of GST @ 18%)** shall be payable online to M/s ITI Limited, Chennai through their e-payment gateway by credit / debit card or internet banking facility.

1.3 Due date of submission of the bid will be on **24.10.2017 at 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.

1.4 Bids shall be valid for 120 days from the date of technical bid opening.

1.5 The bids should contain complete technical specification of the equipment along

with detailed illustrations and diagrams to facilitate evaluation.

1.6 For any queries regarding e-tendering, the bidder can contact the following executives of **M/s. ITI Limited, Chennai:**

1.6.1 Jagdeeshan – 8144830328/9043551915

1.6.2 S Dinesh – 9894191904

1.6.3 S Kirubakaran – 9962676264

1.6.4 S Madan – 9941947400

1.6.5 Bangalore Helpdesk – 080 40482000

2. Mode of submission of Bids

- a. EMD (Earnest Money Deposit) shall be submitted in the mode of Net banking or debit/credit card through the e-payment gateway provided by the www.tenderwizard.com/HBL web portal.
- b. EMD Amount: **Rs. 55,000/-** (Rupees Fifty Five Thousand only)

DOCUMENTS TO BE FILLED, SCANNED AND UPLOADED IN THE E-TENDERING WEBSITE WITHIN THE PERIOD OF TENDER SUBMISSION

- a. **Annexure: I** IRS & Datasheet dully signed and stamped on all the pages – Not Applicable.
- b. **Annexure: II** (Bid Data sheet) - duly filled, signed and stamped – Not Applicable
- c. **Annexure: III** Documents required as per Minimum Eligibility Criteria
- d. **Annexure: IV** (Bid form) - duly filled, signed and stamped
- e. **Annexure: V** (Manufacturer Authorization Form) - duly filled, signed and stamped – Not Applicable
- f. **Annexure: VI** (Drawings if any)
- g. Deviation list shall be attached if any
- h. **Tender document and addendum/corrigendum** – all the pages of documents shall be duly signed and stamped.

Tenderers are requested to comply with the following instructions:

- a. Contractor can upload documents in the form of JPG format/ PDF format or any applicable format. The size of individual file should not exceed more than 5MB.
- b. After submission of the online bid the contractor can re-submit revised online bid any number of times but before last date and time of submission of tender as notified.
- c. While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last date and time of submission of tender as notified.
- d. The rate (s) must be quoted in decimal coinage. Tenderers must ensure to quote rate of each item. The column meant for quoting rate in figures appears in pink color and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as “0”. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as “0” (ZERO).
- e. The rate quoted shall be inclusive of GST.

3. Minimum Eligibility Criteria:

1. The tenderer should have relevant and adequate experience in serving minimum 200 meals at a time in a day during the last three financial years;
 - a) In their own Canteen/ restaurant/ catering service business.
(And / Or)
 - b) In any reputed Government / Public / Private Limited Organizations / Institutes for their employees on contract basis.
2. The tenderer shall have a valid license under the Food Safety & Standards Act, 2006 as on date of submission of the tender.
3. The average annual turnover of the tenderer in the last three Financial Years should not be less than Rs. 2 crores.

4. The tenderer should have valid Registration No. of GST and a valid PAN number.
5. Tenderers who have been debarred / blacklisted by any of their clients for similar services in the past shall not be considered for evaluation.
6. Net worth of the Tenderer should be positive during the last three financial years.

List of Documents to be enclosed (as a documentary proof for the above mentioned points) during submission of tender documents.

1. Work order for the last three years with details of Scope of work, quantity, delivery / payment terms, contract period etc. and Satisfactory completion certificate from client for the same on the clients' letterhead.
2. Company registration certificate. Self-attested copy of deed of partnership, if the bidder is a partnership concern.
3. Valid FSSAI certificate.
4. Financial statements (Profit & Loss statement and Balance sheet) duly audited and signed by the CA for the last 3 years.
5. Self-attested copy/ies of income-tax returns for the last three years.
6. Valid GST registration certificate and a copy of PAN card.
7. A written statement on the letter head of the tenderer as a self-declaration that the tenderer was not debarred/ blacklisted by any of their client.

Note: ADDITIONAL INSTRUCTIONS:

- HBL reserves the right to obtain feedback from the previous/present clients of the Bidder and may depute its team(s) to inspect the site(s) at present contract(s) for on-the-spot first-hand information regarding the quality of food and services provided by the Bidder.
- Decision of HBL with regard to award of the contract will depend upon the feedback received by it from the previous/and present clients and also from its team(s) deputed for the purpose. The decision of the HBL in this regard will be final and binding on all bidders.

- Declaration on letterhead of the bidder that its contract in the past did not terminate due to unsatisfactory performance during the contract period, nor did it refuse to continue the catering service for the organization after the contract was awarded to them in the past.
- Equipment's: The contractor should make his own arrangements of equipment's to keep food warm, service utensils, refrigerator, freezer, blender etc. Contractor should maintain the said items in proper, clean and hygienic conditions for due discharge of obligations in respect of running the canteen at their own cost.
- Electricity: Electricity will be provided by HBL free of cost .
- Water: Water for cleaning purpose will be provided by HBL free of cost.
- Existing furniture for use within the canteen premises will be provided by HBL except Almira's / racks required for storage purpose etc.
- The contractor will have to make arrangement for cleanliness of canteen and its surroundings to the satisfaction of HBL. The contractor shall also be responsible for the safe and hygienic disposal of the canteen waste.
- The contractor will have to provide proper uniforms, hand gloves, head caps etc. for employees servicing in the canteen and also for the service in rooms.
- The timings of the canteen will be as prescribed by HBL from time to time subject to change. Skeleton services will also may be provided beyond office hours.
- The contract shall employ adequate staff for the purpose of providing Services at its own cost. The contractor shall employ only such persons as are declared medically fit as certified by the Govt. hospital in Chennai. No such employee will be under the age of 18 years.
- The contractor will be fully responsible for the repair/maintenance, cleanliness, breakage and damage done to the building and sanitary, electrical and any other fittings and fixtures installed in the space provided to him by HBL for the purpose of storing & serving lunch, tea and coffee. Furniture provided to the contractor will be maintained properly. Any loss/damage (including repairs) to the same will have to be made good by the Contractor, at his own cost.

- Cooking inside the factory is not allowed except for Tea/Coffee, contractor have to prepare food at his own premises and serve food at HBL canteen.
- Materials used for cooking purpose tea, coffee, spices, food stuffs, vegetable etc. should be of good quality (ISI/ AGMARK) only. HBL reserves the right to inspect the material/ kitchen at any time. However, in the event of any complaint for serving stale food and if the contractor is found guilty, the contract will be terminated.
- The size and weight including quality of the various food items should be approved by HBL. No new food items would be introduced without approval of HBL. No rate will be revised without the approval of HBL.
- The contractor will, at all times, ensure a disciplined, decent and courteous behavior by his employees while they remain in premises of HBL. In case, any of his employee indulges in any act of indiscipline, misbehavior or slogan shouting or indulges in violent act(s) or abets others in doing so and it is prima facie proved, the contractor shall remove the employee concerned from the premises immediately on receipt of written communication from the authorities which will be duly acknowledged by the contractor.
- The contractor shall obtain license under the Central Contractor Labour (Abolition and Regulation) Act 1970 (in case of employing 20 or more employees in any given day of the financial year) and all the other requisite licenses at his own cost from the Appropriate Authorities and comply with the terms and conditions of the license(s) and all other relevant and necessary provisions of the contractor labour Act and the Rules framed there-under all such other provisions of laws in any enactment or otherwise laid down by any authority from time to time, it being clearly understood and agreed upon that the entire responsibility for compliance thereof shall always be of the contractor. The contractor shall be fully responsible for any compensation etc. in case of any injury/casualty or mishap to any employees of the canteen during canteen working hours.

4. Country of Origin

4.1 Deleted

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.

6. Tender Price & Documents

- a) The price of the services should be quoted on **delivery at IVC Chengalpattu basis** with the detailed breakup of basic cost and GST.
- b) Charges towards Packing & Forwarding, Inland Transportation, Insurance would be borne by the Supplier.

Note: Delivery at IVC Chengalpattu price will be considered for comparison and evaluation.

7. 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.

8. Notification of Award

- 8.1 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 / by mail, 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 a Service 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 services are required to be delivered as specified in the Contract. If the services 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 on a monthly basis within 15 days from the date of certified invoice as specified in the contract in the following manner:

- The bills submitted by the Contractor should contain Bank A/c and IFSC code for electronic transfer of fund.
- Income Tax and such other Taxes applicable from time to time will be deducted from the bill. However, if any new legislation comes into effect for deduction of tax at source, the deduction will be made under that legislature. Necessary Income Tax deduction certificate will be issued by the Accounts Officer detailing the amount so deducted as tax at source at the time of payment of each bill.

- The final settlement of the bills and refund/ adjustment/ appropriation of any amount retained from the bills of the Contractor shall be made fully after HLL BIOTECH LIMITED is satisfied that all the contractual obligations have been fully met and no amount remains due for recovery from the Contractor on any account. Unless there are specific reasons, all accounts are expected to be settled within a period of six months from the date of completion of the work in all respects.
- Contractor shall pay to third parties all expenditure incurred for restoring services which are damaged by Contractor while carrying out the work. Such expenditure shall be intimated to Contractor by HBL in writing. If contractor fails to pay to the concerned third parties such amount within fifteen days from the date of notice, HBL shall recover such amount from the contractor and will make the payment to concerned third parties at the risk and cost of the contractor.
- The contractor shall not be justified in abandoning the contract because HBL has delayed making payment(s) in respect of other work being done for HBL by the Contractor.
- The final bill shall be submitted by the Contractor within one month of the date of completion of work or of the date of the certificate of completion furnished by HLL BIOTECH LIMITED.

3. TAXES:

The quoted price shall be inclusive of GST.

4. PERFORMANCE SECURITY

4.1 Within Ten (10) days from date of the issue of notification of award by the Employer, the Contractor, shall furnish performance security to the Employer for an amount equal to five percent (5%) of the total value of the contract, valid up to sixty (60) days after the date of completion of all contractual obligations by the Contractor, initially valid for a period of minimum 15 months from the date of Notification of Award.

The Performance security shall be denominated in Indian Rupees.

- a) It shall be in the form of Bank Guarantee issued by a Scheduled Commercial bank in India or in the case of a foreign tenderer, the same shall be routed through a Nationalized Indian Bank, in the prescribed form as provided in section XIV of this document in favour of the Employer. The validity of the Fixed Deposit receipt or Bank Guarantee will be for a period up to sixty (60) days after the date of completion of all contractual obligations by the Contractor.

In the event of any amendment issued to the contract, the Contractor shall, within twenty-one (21) days of issue of the amendment, furnish the corresponding amendment to the Performance Security (as necessary), rendering the same valid in all respects in terms of the contract, as amended. 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 Deleted.

6. TIME SCHEDULE

- 6.1. The day of commencement of service will be reckoned from 10 days from the date of issue of Service order.

7. EXTENSION OF TIME

Not Applicable

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

Deleted.

10. DETERMINATION AND RESCISSION OF TERMS & CONDITIONS

10.1. Deleted

11. GENERAL

11.1 The Contractor/ Bidder shall be fully responsible for the quality of the service as per the instructions given above.

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 If any dispute, difference, question or disagreement arises between the parties hereto or their respective representatives at any time in connection with construction, meaning, operation, effect, interpretation or out of the contract or breach thereof, the parties shall seek to resolve such a dispute or difference by mutual consultation within a period of 30 days from the date on which the party raising the dispute, first communicated the same in writing to the other party. The existing directions, classifications, measurements, drawings and certificates of the Employer shall be final and binding upon the contractor during the progress of the works and shall not be set aside on account of non-observance of any formality, any omission, delay or error in proceeding in or about the same or on any other ground or for any reason.

In case the dispute is not settled by mutual consultation, then either party may refer the same to Arbitration by an Arbitral Tribunal consisting of three arbitrators. Each party shall appoint an arbitrator and the arbitrators so appointed shall appoint a third arbitrator who will act as presiding arbitrator.

The reference to arbitrator shall specify the matters which are in question, dispute or difference and only such dispute or differences of which the demand has been made be referred to arbitration. Notwithstanding the reference to arbitration, the contractor shall continue to duly perform his obligations under the contract.

The Award of the Arbitral Tribunal shall be final, conclusive and binding on the parties. The Arbitration shall be conducted in accordance with the provisions of Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be at Chennai. The fees of the arbitrators shall be borne by the parties nominating them and the fee of the Presiding

Arbitrator, costs and other expenses incidental to the arbitration proceedings shall be borne equally by the parties

12.2 The place of arbitration shall be at **Chengalpattu.**

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/Service Orders placed during the currency of Rate Contract is completed.

14. STATUTORY VARIATIONS

Any variation in statutory levies/taxes within the contractual delivery period shall be to HBL's account subject to production of documentary evidence and Govt. notifications by the Supplier & beyond contractual delivery period, upward variation shall be to Supplier's account. Unit Prices quoted by the bidder shall be firm and valid, irrespective of any statutory variations in Taxes/levies. In case any taxes, duties are not clearly specified in price bid then it will be presumed that no such tax/levy is applicable or payable. Blank field in Price Bid shall be treated as 'Inclusive' in the quoted price.

MENU

A) Breakfast Menu:

1. Idly - 4 nos (Plain / Rava/Kanchipuram/Podi) vadacurry, White (Coconut-groundnut) Chutney.
2. Podi Uthappam - 4 nos, Chutney Sambar and vada (medu/masala).
3. Poori - 4 nos, Aloo masala, White (Coconut-groundnut) chutney.
4. Pongal - 350gms, Vadai - 1 no, Sambar, White (Coconut-groundnut) Chutney.
5. Parratha - 2 nos(aloo/gobi/methi), Raitha, Pickle.
6. Upma / Kichadi - 350gms with chutney and sambar.
7. Veg Sandwich - (4 slices of bread)
8. Bread butter jam
9. Bread omelette (2 eggs + 4 Bread slice)
10. Poha (300 grms) with (Coconut-groundnut) Chutney, pickle /tomato sauce.
11. Onion Uthappam (4 no.s), Chutney, Sambar.

B) Lunch / Dinner:

1. Bowl - Rice (200 GMS)
Each Day Combinations: Veg Pulao / Mutter pulao / veg fried rice / paneer pulao / Bisibalabath / jeera rice / Kashmiri pulao / Vatha kozhambu rice / kaara kozhambu rice.
2. Indian Breads Each Day Combo:
(Phulka / Variety of Chappathi's - 3 pcs.)
3. 1 Bowl - Daal Tadka / Makhani (150 GMS)
(Each Day Combinations: Chenna/ Toor /Rajma/ Moong/ Masur.)
4. Sabzi: (75 GMS)
(Aloo-Capsicum fry, Aloo-Gobi fry, bhindi fry / chilli mushroom fry / chilli baby corn fry / Paneer burji / Veg Kofta / Mix Veg Kadai.)
5. Curd (75 GMS)
6. White rice (150 GMS)
7. Sambar / Rasam (1 KATORI).
8. Pappad and Pickle

C) Tea (130 ml) per cup

D) Coffee (130 ml) per cup

Note: The management may also consider providing space within the canteen premises to the successful bidder to set up snacks and juice stall on cash pay basis directly from the employees.

ANNEXURE- II
BID DATA SHEET

S.no	Description	Details
1	Bid reference number	HBL/IVC/RE_CANTEEN/17-18 dated 09.10.2017
2	Due date for submission	24.10.2017 AT 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. 2.
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

Details of Projects for which material was supplied & installed in the last TWO years

(TO BE FILLED AND UPLOADED SEPARATELY)

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 certificates from the clients to be uploaded.

ANNEXURE- IV

BID REF No: HBL/IVC/CANTEEN/17-18 dated 17.07.2017

BID FORM

Item: OPERATING CANTEEN FACILITY

Having examined the bidding documents, including amendments of which is hereby acknowledged, we, the undersigned, offer to execute the contract for service of canteen facility (Delivery at IVC Chengalpattu) 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