

**MINUTES OF THE MEETING**

**TENDER FOR PROVIDING MANPOWER SERVICES & HOUSEKEEPING EQUIPMENT ON  
OUTSOURCING BASIS AT IVC, CHENGALPATTU.**

**Document No. :** HBL/ADMIN/HOUSEKEEPING MANPOWER & EQUIPMENT/2016-17/01  
**Dated:** 10.02.2017

**Venue :** HLL Biotech Limited, Chennai

**Date :** 21.02.2017

**Project :** Integral Vaccine Complex, Chengalpattu

**Attendees :** See attached list of attendees

**Issued on :** 28<sup>th</sup> February, 2017


**Issued from :** Deputy General Manager – Procurement

Agenda	
1.	Pre-bid Meeting for Manpower Services & Equipment on Outsourcing Basis at IVC, Chengalpattu.

A	Discussion on Tender Enquiry Document: HBL/ADMIN/HOUSEKEEPING MANPOWER & EQUIPMENT/2016-17/01 Dated : 10.02.2017		
1.	Revised Price Schedule for Manpower, Equipment and Consolidated Cost is attached to this Pre-bid MOM.		
2.	Vendors to quote the price in all columns of the Price Schedule. The minimum wages(Basic + VDA) shall be as per the Notification from Chief Labour Commission dated : 19th Jaunary, 2017. The present minimum wages(Basic + VDA) shall be as below: <b>As per the gazette notification, there is no separate classification for Skilled, Unskilled and Supervisors.</b>		
	S.No	Category	Wages per person including Variable Dearness Allowance (VDA) and it should not be less than the amount decided by Chief Labour Commissioner(C) w.e.f 19.01.2017 for Area C. Per Month
	1	Skilled Manpower	Rs. 9,100
	2	UnSkilled Manpower	Rs. 9,100
	3	Supervisor	Rs. 9,100
3.	Any revision in the minimum wages after the bid opening shall be taken for evaluation as per the notification released from Chief Labour Commission.		
4.	The maximum age of the workers to be deployed under both skilled and un-skilled category should be equal or less than 45 at the time of deployment.		
5.	Present Service Tax @ 15% shall be applicable extra on the rental charges of both Manpower & Equipment.		
6.	Page 57/77 Note i) The bidder should pay the employees as per the minimum wages decided by <b>Chief Labour Commissioner(C)</b> .		
7.	TDS @ 2% shall be deducted on the basic price of the rental charges of both Manpower & Equipment.		
8.	NSIC vendors are exempted from both tender fees & EMD. However, a valid NSIC certificate with the details of service rentered to be submitted along with the technical bid and the same shall be evaluated at the time of technical bid opening.		
9.	Page 27/77. Clause : 48 HLL BIOTECH LIMITED may, at any time, at his option cancel and terminate this contract by written <b>one month</b> notice on either party stating reasons for such cancellation or termination to the Contractor, in which event the Contractor shall be entitled to payment for the work done up to the time of such cancellation.		
10.	Page 33/77. Clause : E 3 The bidder should be able to depute their manpower within <b>15</b> days from the date of receipt of service order.		
11.	The liability of the Contractor under the contract is limited to the contract value. The limitation of the liability of the contractor under this contract shall not prevent the Employer/HBL to claim compensation for damages arising out of gross negligence or willful misconduct of the defaulting contractor.		
12.	Page 31/77. Clause: B. i. g Cleaning of facet will be under the scope of contractor. Scissor fork lift for cleaning shall be provided by HBL.		
13.	Page 31/77. Clause: B. ii. o The waste generated inside the premises to be moved/shifted to the identified dump yard by contractor within the premises.		

14.	Page 55/77 Point : viii Word <b>Fencing</b> shall be removed.
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**For HLL Biotech Limited**

  
28/2/17

**Deputy General Manager – Procurement**