

MINUTES OF THE MEETING

TENDER FOR PROVIDING SECURITY SERVICES ON OUTSOURCING BASIS AT IVC, CHENGALPATTU.

Document No. : HBL/ADMIN/SECURITY SERVICES/2016-17/01

Dated: 10.02.2017

Venue : HLL Biotech Limited, Chennai

Date : 22.02.2017

Project : Integral Vaccine Complex, Chengalpattu

Attendees : See attached list of attendees

Issued on : 28th February, 2017

Issued from : Deputy General Manager – Procurement

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

A	Discussion on Tender Enquiry Document: HBL/ADMIN/SECURITY SERVICES/2016-17/01 Dated : 10.02.2017		
1.	Revised Price Schedule for Security Manpower attached to this MOM		
2.	Page 3/71 : S.No :9 EMD to be deposited : Rs. 1,70,000/- (Rupees One Lakh Seventy Thousand Only)		
3.	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 January, 2017. The present minimum wages(Basic + VDA) shall be as below:		
	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	Security Guards - Civilian Male	12,844
	2	Security Guards - Ex-Service man/Ex-Policeman Male	7,644
	3	Security Supervisor - Male	12,844
4	Security Guard - Civilian Female	12,844	
4.	Any revision in the minimum wages after the bid opening shall be taken for evaluation as per the notification released from Chief Labour Commission and Director General of Resettlement for ex-serviceman.		
5.	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.		
6.	Page 29/71 Clause 10 : Security agency shall disburse wages to its workers deployed in HBL Campus as per the prevalent minimum wages fixed by Central Chief Labour Commissioner(C) .		
7.	NSIC vendors are exempted from both tender fees & EMD. However, a valid NSIC certificate with the details of service rendered to be submitted along with the technical bid and the same shall be evaluated at the time of technical bid opening.		
8.	Page 22/71 : Clause 37.4 Working Hours: (13 Security Guards + 2 Supervisor per shift & there will be three shifts).		
	S.No	Shifts	Timing
	1	Shift A	6.00 AM to 2.00 PM
	2	Shift B	2.00 PM to 10.00 PM
3	Shift C	10.00 PM to 6.00 AM	
Security services shall be managed in 3 shifts, In Shift "A", 1 female guard should be provided which is inclusive of 13 security guards.			
9.	Page 27/77. Point : 48 HLL BIOTECH LIMITED may, at any time, at his option cancel and terminate this contract by written one month 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.	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.		

11.	Page No.30/71. Point No.5 To check people on entry/exit from all the gates based on Identity cards system, issue of passes or other systems introduced by HBL, Chennai and maintains records of visitor's & vehicle's.		
12.	Page No.31/71. Point No.16 To arrange and control the traffic at all the gates and ensure that no vehicles including autos are parked opposite the gates and that proper parking of the vehicles is made in the parking places. Necessary permission is required from City Traffic Police shall be obtained by the Security Contractors for this purpose.		
13.	Page No.31/71. Point No.19 Bidder should provide all the personal protective equipment such as uniforms, helmets, caps, shoes, whistle, torch light, search light, rain coats, umbrella, winter protective clothes, walkie-talkie, Metal scanner, vehicle checking equipment's etc. required to perform the job/duty.		
14.	Page No.31/71. Point No.20 Copy of all the personnel records of the securities guards & supervisors deputed to HBL should be handed over to HBL HR department before deputing such security guards & Supervisors.		
15.	Page No.31/71. Point No.21 Vehicle's required for roaming inside the HBL will be under the scope of security agencies.		
16.	Page 42/71 : Clause 24 : Penalty		
	Description	Minimum Numbers required(Mandatory)	Penalty charges in case of non-availability of equipment/tools
	Metal scanner & vehicle checking equipment's	To be available at Main Gate and Material Gate at all time	Rs.250/- per incident

For HLL Biotech Limited


28/2/19

Deputy General Manager – Procurement