

MINUTES OF THE MEETING

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

Document No. : HBL/ADMIN/SECURITY SERVICES/2019-20

Dated: 20-06-2019

Venue : HLL Biotech Limited, Chengalpattu

Date : 02-07-2019

Project : Integral Vaccine Complex, Chengalpattu

Attendees : See attached list of attendees

Issued on : 15-07-2019

Issued from : Deputy General Manager – Procurement

Agenda

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| 1. | Pre-bid Meeting for Security Services on Outsourcing Basis at IVC, Chengalpattu. |
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S. No	Tender Enquiry Document: HBL/ADMIN/SECURITY SERVICES/2019-20 Dated : 20-06-2019
1.	Revised Price Schedule for Security Manpower attached to this MOM. ➤ Reliever Charges Column Included ➤ Min Service Charges made to 4% ➤ Ex-Service men/ Ex-Police men min wages changed from Rs.645/ day to Rs. 664/ day as per DGR min wages for Class "C" ➤ ESI changed from 4.75% to 3.25%
2.	MSME Vendors to Submit the Udyog Aadhaar Memorandum Number along with the Technical Bid.
3.	FY 2018-19 unaudited balance sheet, P&L Statement or Auditor certification mentioning the turnover and networth of the company shall be submitted.
5.	"Inter State Migrant License" to be submitted by the contractor in case of deploying other state security guards.
6.	Page 44 of 72: Clause 22 – Date of Commencement of work a) Within 10 days from the date of contract confirmation, the service provider shall enter in to the contract agreement with HBL. b) Within 10 days from the date of signing of contract agreement the complete manpower shall be deployed by the service provider.
7.	Page 25 of 72: Clause 38.7 – Shall be removed However, all proof of min wages paid to security manpower to be submitted on monthly basis.
8.	Page 46 of 72 4. Walkie Talkie Qty – 6 Nos 15. Metal Scanner & Vehicle checking equipment – Shall be removed
9.	Page 34 of 72: Clause 25 Vehicle(100 cc Two Wheeler) required for patrolling within & around HBL campus will be under the scope of security agencies.
10.	Bidders to submit the Tender Fees and EMD along with the technical bid.
11.	Closing date & time for receipt of Tender - 30-07-2019 @ 10:30 Hrs
12.	Time and date of opening of Techno-Commercial Bids - 30-07-2019 @ 11:00 Hrs

For HLL Biotech Limited


 15/7/19
 Deputy General Manager – Procurement