

MINUTES OF THE MEETING

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

Document No. : HBL/ADMIN/HOUSEKEEPING MANPOWER & EQUIPMENT/2019-20

Dated: 20-06-2019

Venue : HLL Biotech Limited, Chennai

Date : 03-07-2019

Project : Integrated Vaccine Complex, Chengalpattu

Attendees : See attached list of attendees


Issued on : 15-07-2019

Issued from : Deputy General Manager – Procurement

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

S. No	Tender Enquiry Document: HBL/ADMIN/HOUSEKEEPING MANPOWER & EQUIPMENT/2019-20 Dated : 20-06-2019																								
1.	Revised Price Schedule for Manpower, Equipment and Consolidated Cost is attached to this Pre-bid MOM. ➤ Min Service Charges made to 4% ➤ ESI changed from 4.75% to 3.25%																								
2.	FY 2018-19 unaudited balance sheet, P&L Statement or Auditor certification mentioning the turnover and networth of the company shall be submitted.																								
3.	MSME Vendors to Submit the Udyog Aadhaar Memorandum Number along with the Technical Bid.																								
4.	<div>Page 37 of 79: List of Requirements</div> <table><tr><th colspan="4">A) Skilled & Unskilled Housekeeping Manpower Services on Outsourcing basis</th></tr><tr><th colspan="4">Location: HLL BIOTECH LIMITED, IVC, Chengalpattu.</th></tr><tr><th>S.No</th><th>Category</th><th>No of Persons Required</th><th>Qualification</th></tr><tr><td>1</td><td>Skilled Manpower</td><td>13</td><td>Minimum 10th Standard pass</td></tr><tr><td>2</td><td>Unskilled Manpower</td><td>17</td><td>Capable to understand (read & write) local language at the site of deployment.</td></tr><tr><td>3</td><td>Supervisor</td><td>1</td><td>12th Standard/ Graduate with minimum three years of experience</td></tr></table>	A) Skilled & Unskilled Housekeeping Manpower Services on Outsourcing basis				Location: HLL BIOTECH LIMITED, IVC, Chengalpattu.				S.No	Category	No of Persons Required	Qualification	1	Skilled Manpower	13	Minimum 10 th Standard pass	2	Unskilled Manpower	17	Capable to understand (read & write) local language at the site of deployment.	3	Supervisor	1	12 th Standard/ Graduate with minimum three years of experience
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5.	Bidders to submit the Tender Fees and EMD along with the technical bid.																								
6.	<div>Page 51 of 79: Clause 22 – Date of Commencement of work</div> <div>a) Within 10 days from the date of contract confirmation, the service provider shall enter in to the contract agreement with HBL.</div> <div>b) Within 10 days from the date of signing of contract agreement the complete manpower shall be deployed by the service provider.</div>																								
7.	Closing date & time for receipt of Tender – 30-07-2019 @ 14:00 Hrs																								
8.	Time and date of opening of Techno-Commercial Bids - 30-07-2019 @ 14:30 Hrs																								

For HLL Biotech Limited


 15/7/19

Deputy General Manager – Procurement

