



MINUTES OF THE MEETING

**TENDER FOR PROVIDING HOUSEKEEPING MANPOWER SERVICES ON OUTSOURCING BASIS AT
HBL - IVC, CHENGALPATTU.**

Document No. : HBL/ADMIN/HOUSEKEEPING MANPOWER/2024-25
Dated: 29-10-2024

Venue : HLL Biotech Limited, Integrated Vaccine Complex, Chengalpattu

Date : 06-11-2024 @ 10.30 Hrs

Project : Integrated Vaccine Complex, Chengalpattu

Attendees : See attached list of attendees

Issued on : 07-11-2024

Issued by : Deputy General Manager – Procurement

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



S. No	Tender Enquiry Document: HBL/ADMIN/HOUSEKEEPING MANPOWER/2024-25 Dated: 29-10-2024
1.	Revised Price Schedule for Housekeeping Manpower and Consolidated Cost is attached to this Pre-bid MOM. ➤ ESI contribution has been changed from 4.75% to 4 %
2.	Any three consecutive years, from FY 2020-21 to FY 2023-24, along with the balance sheet and P&L statement, accompanied by auditor certification mentioning the turnover and net worth of the company has to be submitted.
3.	NSIC & MSME Vendors are exempted from submission of both tender fees & EMD. However they have to submit their valid Udyog Aadhaar Memorandum Number/ Certificate along with the Technical Bid.
4.	Providing all the necessary utilities such as Wet Moppers for disinfection (Pole, Frame and Mop), Dry Moppers (Pole, Frame and Mop), Window squeezers, Caution board, cleaning agents etc. for discharge of cleaning activities are in the scope of HLL Biotech Ltd
5.	Bidders have to submit the Tender Fees and EMD along with the technical bid documents.
6.	Within 10 days from the date of contract confirmation, the service provider shall enter in to the contract agreement with HBL. Within 10 days from the date of signing of contract agreement the complete manpower shall be deployed by the service provider.
7.	If there is any revision in the minimum wages issued by Chief Labour Commission after the bid opening the same shall be considered for evaluation.
8.	The maximum age of the workers to be deployed under both skilled and un-skilled category should be equal or less than 45 Years at the time of deployment
9.	It will be the responsibility of the Service Provider to provide Uniforms to the persons deployed by it (Agency) in this office (HBL) and HBL will have no liabilities in this regard.
10.	Page 13 of 68: Clause 7 (viii) Certificate of "BLACKLISTING & NON- BLACKLISTING "of bidder firm/company to be executed on Rs.20/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder is being changed as Rs.100/- Stamp paper & attested by Public Notary/Executive Magistrate by the bidder
11.	Page 23 of 68: Clause 31 It will be the responsibility of the Service provider to provide transportation, food, medical and any other requirements in respect for the persons deployed by it (Agency) in this office and HBL will have no liabilities in this regard
12.	Page 23 & 24 of 68: Working Hours & Holidays Clause 37.3. Every manpower shall be given a weekly holiday normally on Sunday, in accordance with the provision of minimum wages(Central) rules 1960, as amended from time to time, irrespective of whether such manpower is governed by the minimum wages act or not. Where the minimum wages prescribed by the Government, under the minimum wages act, are not inclusive of the wages for the weekly day of rest, the manpower shall be entitled to



	<p>rest day wages, at the rate applicable to the next preceding day, provided he has worked under the same contractor for a continuous period of not less than 6 days (45 Hours in the case of 5 days week).</p> <p>Clause 37.4. Where a contractor is permitted by the officer to allow a manpower to work on a normal week holiday, he shall grant a substituted holiday to him for the whole day, on one of the five days, immediately before or after the normal weekly holiday, and pay wages to such manpower for the work performed on the normal weekly holiday at the overtime rate.</p> <p>Clause 38.11. The contractor shall be responsible for providing all statutory benefits to the personnel employed by him including off day(s) after 6 days & national holidays, PF, ESI etc. & the documentary proof of the same has to be attached with each month's bill</p>
13.	<p>Page 25 of 68: Clause 41 Insurance</p> <p>Without limiting any of the other obligations or liabilities the contractor shall at his own expense provide comprehensive insurance for all manpower and for all the work done during the execution of the contract.</p>
14.	<p>Page 29 of 68: Clause 50.1 Security Deposit</p> <p>The successful tenderer will have to deposit a Performance Security Deposit of 5% of the contract value (rounded off to next higher multiple of 10) at the time of signing of agreement within 15 working days of the issue of the letter of intent. The performance security will be furnished in the form of the Account Payee Demand Draft or Bank Guarantee drawn in favour of HLL BIOTECH LIMITED Payable at Chengalpattu</p>
15.	<p>Page 41 of 68: Clause 22 Payment of Invoices</p> <p>The invoices shall be submitted to "The Deputy General manager –Procurement" of HLL BIOTECH LIMITED by 1st week of every month, and the same shall be cleared within 15 days, after submission of all the documentary proofs and certified by HBL representative</p>
16.	<p>Closing date & time for receipt of Tender shall remain same i.e. 19-11-2024 @ 10:30 Hrs</p>
17.	<p>Time and date of opening of Technical Bids shall remain same i.e. 19-11-2024 @ 11:00 Hrs</p>

For HLL Biotech Limited

07/11/2024

Deputy General Manager – Procurement



A) Skilled, Unskilled & Supervisor - Housekeeping Manpower Services on Outsourcing basis												
Location: HLL Biotech Limited, IVC, Chengalpattu.												
Rates per person per month (9 hrs per day including Tea & Lunch Breaks)												
All Values in Rs.												
S.No	Category	No of Persons Required A	Wages per person including Variable Dearness Allowance (VDA) and it should not be less than the amount decided by Chief Labour Commissioner Central (C) w.e.f 01-10-2024	ESI @ 4 %	PF @ 13%	Statutory Bonus @ 8.33%	Any Other Charges(pl specify)	Service Charges	GST @ 18%	Total Per Person/Month B	Total per Month C = A*B	Total per Year D = 12*C
	Skilled Manpower	1	655									
	UnSkilled Manpower	10	526									-
	Supervisor	1	783									-
Total per year in figures												
Total per year in Words												

