

MINUTES OF THE MEETING**TENDER FOR PROVIDING SECURITY SERVICES ON OUTSOURCING BASIS AT HBL, INTEGRATED VACCINES COMPLEX, CHENGALPATTU**

Document No. : HBL/ADMIN/SECURITY SERVICES/2025-26 Dated 16-07-2025

Venue : Video Conference / HLL Biotech Limited, Chengalpattu

Date : 21-07-2025 @ 12.00 Hrs

Project : Integrated Vaccine Complex, Chengalpattu

Attendees : See attached list of attendees

Issued on : 22-07-2025

Issued from : Deputy General Manager – Procurement

Agenda

1. Pre-bid Meeting for Providing Security Services on Outsourcing Basis at HBL, Integrated Vaccines Complex, Chengalpattu.





S. No	Tender Enquiry Document: HBL/ADMIN/SECURITY SERVICES/2025-26 Dated 16-07-2025
1.	Scope of Work: The scope of work for the Security Services is to secure the campus of HLL Biotech Limited by regulating movements of vehicles and persons at the entry/exit gate
2.	MSE units who are registered and also will continue to remain registered during the tender validity period with NSIC/UDYOG are exempted from payment of Bid security (EMD) and other benefits as applicable, but authenticated copy of the valid NSIC/UDYOG certificate for the tendered item(s) should be submitted along with Technical bid of the Tender to qualify for such exemptions and other benefits..
3	Page 10 of 29 : Clause 1.23 The contractor should provide all the personal protective equipment such as uniforms, helmets, caps, shoes, whistle, torch light, search light, rain coats, umbrella, winter protective clothes walky-talky, Metal scanner, vehicle checking equipment's & Patrolling vehicle etc. (If required) , to perform the job/duty.
4	Page 12 of 29 : Clause 3 (a) Normally working hours of an employee shall be on rotational shift basis and should not exceed 8 hours a day The working day shall be so arranged that inclusive of interval for rest, if any, it shall not spread over more than ten and half hours on any day
5	Page 12 of 29 : Clause 3 (c) 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.
6	Page 25 of 29 Annexure V Gratuity and Uniform Charges for the employee has to be borne by the contractor and shall be quoted in the Price bid in header named as "Any Other Charges(PI Specify)"
	<u>DUTIES OF SECURITY GUARD/ DRIVER</u> As mentioned in Page 11, 12 of 29 Clause No:2 the duties of Security Guard shall prevail same for the driver also. In addition to that, <ul style="list-style-type: none"> • They must be vigilant and be prepared to act as a driver on emergencies • Regularly checking and maintaining the vehicle's working condition.
16.	Closing date & time for receipt of Tender shall remain same i.e. 25-07-2025 @ 15:00 Hrs
17.	Date & Time of opening of Techno-Commercial Bids shall remain same i.e. 25-07-2025 @ 15:30 Hrs

For HLL Biotech Limited

J. Anand

22/07/2025.

Deputy General Manager – Procurement

