

TENDER DOCUMENT

**TENDER FOR ESTATE CLEANING ACTIVITY
FOR 12 ZONES OF INTEGRATED VACCINE COMPLEX
AT HLL BIOTECH LIMITED,
CHENGALPATTU, TAMIL NADU**

IFB No: HBL/EST/IVC/CPT/2025-26, Dt. 19.12.2025

E-Tendering

<https://www.Tenderwizard.com/HBL>



HLL Biotech Limited
(A Government of India Enterprise)
(Ministry of Health & Family Welfare)



HBL Biotech Limited

DECEMBER 2025

HLL Biotech Limited

Integrated vaccine complex, Survey no 192& 195,
Meleripakkam village, Chengalpattu PIN:603003
Mail:

INVITATION FOR BIDS (IFB)

HBL Biotech Ltd., a Central Public Sector Enterprise, invites online tenders from interested firms Tender for Estate Cleaning Activity for 12 Zones of Integrated Vaccine Complex at HLL Biotech Limited, Chengalpattu, Tamil Nadu.

Sr. No.	Name of Work	Estimated Cost	Earnest Money Deposit (EMD)	Tender Document Fee
1.	As mentioned above	Rs.6,00,000.00	NIL	Rs. 1180.00 (including GST)

The tender document can be downloaded from the website, [http://www.hllbiotech.com/tender /](http://www.hllbiotech.com/tender/)
<https://www.Tenderwizard.com/HBL>

- a) Issue of tender document from - **19.12.2025 at 15.00 hrs**
- b) Online submission & Tender Closing Date & Time- **29.12.2025 at 15.00 hrs**
- c) Date and time of opening of **Technical bid** - **29.12.2025 at 15.30 hrs**

*NOTE: The date for the opening of the **Financial Bid** will be intimated at a later date.*

Deputy General Manager (Proc)
HLL Biotech Limited

**ESTATE CLEANING ACTIVITY FOR 12 ZONES OF INTEGRATED VACCINE
COMPLEX AT HLL BIOTECH LIMITED, CHENGALPATTU, TAMIL NADU**

Ref: HBL/EST/IVC/CPT/2025-26, Dt. 19.12.2025

1. HBL Biotech Ltd., a Central Public Sector Enterprise is in the process of Estate Cleaning Activity for 12 Zones of Integrated Vaccine Complex at HLL Biotech Limited, Chengalpattu, Tamil Nadu. For the said project, sealed and super scribed bids are invited on two bid basis from eligible, competent and experienced firms who are capable to do the following work meeting the requirements as per our tender.
2. The tender documents available on the web site <http://www.hllbiotech.com/tenders> and submit the tender online through <https://www.Tenderwizard.com/HBL> before the due date.

For E-Tender Registration Fee, Tender Processing Fee and for further Tender Uploading assistance, Please contact Mr.S.Dinesh – 9894191904, dinesh.s@etenderwizard.com

3. HBL reserves the right to reject any or all tenders without assigning any reason thereof and also not bound to accept lowest tender. Tenders in whom any of the prescribed conditions are not fulfilled or found incomplete in any respect are liable to be rejected.
4. Canvassing whether directly or indirectly in connection with tender is strictly prohibited and the tender submitted by the contractors who resort canvassing will be liable to be rejected.
5. The technical bid submitted by the parties shall be opened on the next day of tender closed date. The price bids of technically qualified parties shall be opened after technical evaluation and the lowest quoted party (L1) shall be informed.

**Deputy General Manager (Proc)
HLL Biotech Limited**

**ESTATE CLEANING ACTIVITY FOR 12 ZONES OF INTEGRATED VACCINE
COMPLEX AT HLL BIOTECH LIMITED, CHENGALPATTU, TAMIL NADU**

CONTENTS

PART NO.	Description	Page No.
I	Instructions to Bidders	5-6
II	Scope of Work	7-9
III	General Conditions of Contract	10-14
IV	Forms and Declarations	15-17
V	Price Bid	18-20

PART - I
INSTRUCTIONS TO BIDDERS

1. GENERAL

- (i) Name of the work is “Estate Cleaning Activity for 12 Zones of Integrated Vaccine Complex at HLL Biotech Limited, Chengalpattu, Tamil Nadu”.
- (ii) Tenderers are advised to inspect and examine the site and its surrounding and satisfy themselves before submitting the tenders and obtain all necessary information which they feel is necessary to submit their tender.
- (iii) The bidders are advised to quote their rates for executing the work.

2. SUBMISSION OF TENDER

i) **“Part-I- Technical Bid”**

The documents specified under Clause No. 3 shall be scanned and uploaded to the **online e-Tendering portal**.

ii) **“Part-II- Price Bid”**

The Schedule of Quantities shall be filled in strictly as per the format provided in the **online e-Tendering portal**.

3. QUALIFYING CRITERIA

Tenderers having following valid documents will be technically qualified and considered for opening of their price bid. Technically qualified parties have no right to claim for award of the work. The HBL reserves the right to cancel or award the work to any party/tenderers.

SN	Eligibility Criteria	
1	Bidder should have a valid Certificate of the following:	
	a.	GST Registration certificate
	b.	IT PAN Card
	c.	EPF Registration Certificate (if the firm has exemption, declaration of the same shall be submitted in their letter head)
	d.	Shop & Establishment Registration / Company Incorporation documents
	Note:	Copy of valid certificates for the above shall be submitted in proof of the same
2	The bidder should have successfully completed similar works during the last three years ending 30 th November 2025 should be either of the following:	

SN	Eligibility Criteria
	<p>One similar completed work costing not less than Rupees 5 Lakhs and similar work such as mass cleaning of large estates / industrial campuses / manufacturing facilities / hospitals / pharma plants / government institutions (minimum 20 acres) in a single contract.</p> <p>Copies of Work orders and satisfactory work completion reports issued by the Client/Authority concerned shall be submitted in proof of the same.</p> <p>The Duly filled and Signed copy of the PERFORMANCE DECLARATION FORM as per item No.1 Part IV is to be attached</p> <p>Note: - HBL reserves the right to contact the clients of the bidder and obtain feedbacks regarding the quality of work and service provided by the party. Any decision based on the same by HBL will be final and binding on the bidders.</p>
5	<p>The bidder should submit the duly notarized Power of Attorney, issued by the competent authority in favour of the signatory of the bid in the stamp paper of appropriate value as per the Stamp Act.</p>
6	<p>The site visit certificate issued by HBL shall be submitted as per item no. 3 of part-IV failing which, the bid will be summarily rejected.</p>

Pre-bid queries shall be communicated through mail id: procurement@hllbiotech.com

4. The price bids of the bidders who do not meet the qualifying requirements in the technical bid will not be opened.

5. VALIDITY OF OFFER

Tender submitted by tenderers shall remain valid for acceptance for a minimum period of **120** days from the date of opening of the tenders. The tenderers shall not be entitled during the said period of **120** days, to revoke or cancel their Tender or to vary the Tender given or any term thereof, without the consent in writing of the Owner. In case of tenderers revoking or canceling their tenders or varying any terms in regard thereof without the consent of owner in writing,

6. ACCEPTANCE/ REJECTION OF TENDER

- a. HBL does not bind itself to accept the lowest tender.
- b. The HBL also reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
- c. HBL also reserves the absolute right to reject any or all the tenders at any time solely based

on the past unsatisfactory performance by the bidder(s) the opinion/decision of HBL regarding the same shall be final and conclusive.

It will be obligatory on the part of the tenderer to sign the tender documents for all the components & parts. After the work is awarded he will have to enter into an agreement on Performa to be provided by the HBL for work awarded, on a non-judicial stamp paper of requisite value at his own cost within ten days from date of receipt of acceptance order or before the work is undertaken.

PART - II

SCOPE OF WORK:

The scope of work for the Estate Cleaning Activity for 12 Zones of Integrated Vaccine Complex at HLL Biotech Limited, Chengalpattu, Tamil Nadu as follows as,

A comprehensive mass-cleaning activity is proposed to be undertaken across the **45 Acres** estate of Integrated Vaccine Complex (IVC). The entire area of Integrated vaccine complex has been divided into 12 zones and the details of the zones are as under

1. ETP and STP Area
2. Animal House Area
3. Empty space in-between Animal House and BCG Block
4. Around MBB and BCG Blocks
5. Around Utility and MR Blocks
6. Around Substation
7. Area Heavy Vehicle Parking Area
8. Around Secondary Packaging and Warehouse Blocks
9. Around Pretreatment and VVF Blocks
10. Around Admin Block and Gate office
11. Around BVF Bulk Block
12. Around Central Laundry and Rabies Bulk Block

There will be a designated Zone in-charge for each zone from HLL Biotech Limited.

The Contractor / vendor shall follow the following procedures for the cleaning activity

1. Removal of Unwanted Bushes and Trees

- All unwanted bushes, shrubs, and small trees must be removed completely, including roots.
- Trees located within **2 feet distance** from the building must be trimmed or branches cut as required.

2. Tree Removal Approval Responsibility

- If any tree cutting, removal, or trimming is required, the **contractor is fully responsible** for obtaining all necessary approvals.
- Approvals must be obtained from the **Forest Department, Greenhouse/Horticulture Department**, and other relevant statutory authorities as per need and if applicable
- No tree should be removed without **proper written approval** from these departments and from the respective zone in-charges.
- Any legal issues, penalties, or violations arising from unauthorized tree removal will be the **sole responsibility of the contractor**.

3. Street Light Clearance

- All branches covering or touching streetlight poles must be trimmed and cleared to ensure proper lighting.

4. Complete Cleaning of Vegetation

- All unwanted bushes, weeds, and small trees must be removed completely from the roots.
- The cleaned area must appear **flat, neat, and open**, similar to a playground surface.

5. Waste Material Handling

- All garden waste, removed branches, and debris must be collected and safely disposed of as per company guidelines.
- Iron, steel, and other scrap materials must be segregated in the **dedicated location** confirmed by the HLL Biotech team.
- The contractor must support **moving and arranging** these materials within the tender scope.

6. Final Land Condition

- After cleaning, the land must be left **neat, levelled, and ready for future garden/plantation development**.

7. Zone-Wise Cleaning & Approval Process

- The Company Estate area is divided into **12 cleaning zones**.
- HLL Biotech will form a **committee** for each zone to monitor and verify the cleaning work.
- Clearance for initiating work in a particular zone shall be taken from the zone in-charge and Admin Department of HBL.
- After completion of each zone, the **building in-charge/zone committee member** and Admin must inspect and provide **written approval**.
- Payment to the vendor will be released **zone-wise**, only after approval is received.
- Tree cutting will be allowed only after **Forest/Greenhouse Department permissions** are confirmed by the contractor.

8. Outside Compound Cleaning

- The contractor must thoroughly clean the **entire outside boundary** of the company compound.
- Cleaning_route:
ETP & STP Outer Area → Up to Substation (near TNEB) → End of Compound Boundary
- All unwanted bushes, shrubs, and vegetation must be removed along this entire stretch.

9. Damage Responsibility During Mass Cleaning

- Any damage caused by the vendor to **pipelines, civil structures, drains, cables, streetlight wiring, compound walls, roads, or any company infrastructure** will be the **full responsibility of the vendor**.
- The vendor must **repair and restore** all damaged items at **their own cost**, with no additional charges claimed.
- Vendor vehicle movement must be controlled. Any damage caused by **vehicle/machinery** will also be the vendor's responsibility.

10. Worker Safety & Responsibility

- All workers must be provided with adequate safety equipment (PPE: gloves, boots, helmets, masks).
- The contractor is fully responsible for the safety of their workers.
- Any injury, accident, or hospital expense for workers is **100% contractor responsibility**.
- The company will support only **emergency transportation** and **snake venom first-aid**.
- No claims or compensation from third-party contractors will be accepted by the company.

PART - III
GENERAL CONDITIONS OF CONTRACT

The General Conditions of Contract are as under:

1.1 Delay and extension

If the work is delayed by force majeure or any other cause in the absolute discretion of Employer, which is beyond the Agency's control, the agency shall immediately upon the happening of such event contributing to delays give notice thereof in writing to HBL/Engineer-in-Charge but shall nevertheless use constantly their best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of HBL to proceed with the work.

Request for extension of time shall be made by the Agency in writing within seven days of the happening of the event causing delay. The survey Agency shall also indicate with any such request, the period for which extension is required. In any such case HBL may give a fair and reasonable extension of time for completion of individual items or group of items of work for which separate period of completion is specified in the contract as a whole, but it shall be the sole discretion of the Employer to grant or refuse such extension.

The decision of HBL in regard to the extension will be communicated to the Agency in writing within a reasonable time but no compensation or any extra amount shall be paid for such extension granted by HBL.

1.2 Compensation payable for delay in completion and risk prejudice clause

The Agency shall be liable to pay compensation to HBL in case of delay in fulfilling obligation under this agreement for causes solely attributable to the Agency @ 1% (One percent) of contract amount per week of delay subject to maximum of 5%(five percent only) of the total contract price towards their contract.

1.3 Risk Prejudice Clause

In case progress of any part of Agency's work is found to be unsatisfactory by HBL at any time during the execution vis-à-vis the terms of contract, HBL shall give the Agency a fortnight's notice in writing asking for their plans for remedying the situation and to complete the job within the time decided by Engineer in Charge/HBL, subject however to the conditions that the entire work falling within their scope of work shall be completed within the stipulated time. On the failure to remedy the situation as per agreed time with HBL, HBL shall have the right to withhold that portion of the work and get the same done at the risk and cost of the Agency after giving one weeks' notice.

1.4 Arbitration

If at any time any doubt, question, dispute or difference whatsoever, shall arise between the Agency and HBL upon or relating to or in connection with this contract, either of the parties may give the other notice in writing of the existence of such doubt, question, dispute or difference and the same shall be referred to the Engineer-In- Charge, HBL or it's nominee as Sole Arbitrator. The decision of the sole arbitrator thereon shall be final, conclusive and binding upon the parties to dispute. The party invoking arbitration shall specify the dispute or disputes to be referred to the arbitration under the clause together with the amount or amounts claimed in respect of each of dispute.

1.5 Jurisdiction of Court

The courts at Chengalpattu shall have jurisdiction to entertain and adjudicate any disputes.

1.6 Termination of Contract

HBL reserves the right to terminate, or postpone the work on account of fulfillment of contractual obligation(s) or any sufficient cause, HBL being sole judge of the same. The Agency shall be paid for the useful work done up to the date of termination. HBL shall determine the credit to be given to the agency for the value of the work executed by the Agency. The Agency shall give HBL all the data, compiled report, drawings etc. prepared by them till the date of termination before the final dues are paid to the Agency. Even after the termination of agreement, the Agency shall continue to cooperate with HBL to such a reasonable extent as may be necessary to clarify or explain any reports or recommendations in documents or detailing made by them.

1.7 Breach of Trust

Unless otherwise directed by HBL specifically, the Agency shall not contact directly or indirectly the client or any other authorities connected with the project. Non-compliance of this clause shall be treated as breach of trust resulting in the termination of contract between HBL and the Agency for which without any prior notice to him. In such event, no job will be entrusted to him in future by HBL.

1.8 Discussions with HBL and Approvals

The Agency shall make themselves available at reasonable notice to be present for discussions with HBL. The Agency shall also provide assistance, advice and information to HBL as may be required from time to time for discussions with HBL officials connected with the work other agencies or

The Agency shall get approved the work done by him at every stage throughout the period from HBL. However, such approval by HBL shall not be deemed to absolve the Agency of the total responsibility of the correctness and soundness of the work and other obligations under this contract.

1.9 Guarantee and liability of the Agency

The Agency shall be liable for all consequence of errors and omissions arising from errors solely attributable to Agency or on the part of their employees to the extent and with the limitation specified by HBL.

1.10 Periodical Progress Report

The Agency shall prepare and submit periodical progress reports and status of works being performed by them. Such submissions of reports and review and approvals, if any, thereof by HBL shall not be deemed to absolve the responsibilities of the completion of the assignment.

1.11 Unit Rates

Contractor must ensure to quote rate of each item, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as **"0" (ZERO)**. The Unit rates quoted shall remain firm throughout the validity of the contract. The rate shall include cost of materials, machineries, labour (including lodging and boarding charges), removal of bushes and vegetation as required to carry out and complete the scope of work without any hindrances, tools and equipment's, transport charges, taxes, royalties, octroi, GST etc. payable on all transactions for the due performance of work under this contract. The rates shall be given in the schedule, as specified **herein itself positively**. No additional cost or escalation shall be paid on whatever accounts it maybe.

Rate quoted shall be binding for any quantity of each of the items.

1.12 Variation in scope of work and schedule of quantity

The scope of work & schedule of quantities may vary to any extent. The rates quoted by the Agency shall remain firm for the complete job as directed by the Engineer in Charge.

1.13 Mobilization Advance

No Mobilization advance shall be paid.

1.14 Tax

Tax shall be deducted from Agency's bill as per rules.

1.15 Submission of Tender:

Bidders are required to submit their **Technical and Financial Bids only through the online portal.** (<https://www.Tenderwizard.com/HBL>)

The date & time of opening of Online Technical Bid is on **29.12.2025 at 15.30Hrs.** The venue of opening of bids shall be Chengalpattu Office, HBL at the above address.

1.16 Completion Time

Total time period for completion of job will be **20 days** from the date of the work order issued to party

1.17 Terms of Payment

- I. 100% of the payment shall be released on the submission of final bill (inspected and verified by Engineer In-charge), along with completion certificate from concerned authorities and original invoices.
- II. All statutory payments should be made by the contractor and the same shall be reimbursed on recipient of valid documents.

Tax Deduction: All statutory deductions like GST, Income Tax, Works Contract Tax, E.S.I., P.F. or any other government-imposed liabilities shall be borne by the Contractor (as applicable at the time of execution of job) and shall be deducted from each bill submitted by the Contractor

Part IV

FORMS AND DECLARATIONS

1. PERFORMANCE DECLARATION FORM

(To be submitted in official letterhead of the firm, including complete company name, physical address, telephone numbers, and other relevant contact details.)

Details of all works of similar class completed during the last three years ending last day of the Month of Nov 2025

SN	Name of work with brief description	Work order number with date	Work order amount (Excl. GST)	Gross amount of work completed (Excl. GST)	Actual Date of completion
1					
2					
3					

Note: Copies of Work orders and Completion certificates issued by the Client/Authority concerned shall be submitted as proof of the same. Completion certificates for works issued by private parties shall be supported by TDS certificates.

Signature and seal of the bidder

2. COMPLETION PERIOD

(To be submitted in the letter pad of the firm indicating full name and address, telephone no. & E-mail etc.)

_____ (Name of the Work)
as per the Schedule shall be completed within a period of **20 days** from the date of PO/Site clearance irrespective of the no of sites awarded.

SIGNATURE OF THE BIDDER WITH SEAL

3. FORMAT OF SITE VISIT CERTIFICATE

Date:

SITE VISIT CERTIFICATE

This is to certify that _____, having its office at _____ has conducted a site visit at the project location:

The visit was carried out on _____ in connection with the following e-tender:

- Name of Work:
- Tender ID:



This certificate is issued upon request of the bidder

DGM (Procurement)
HLL Biotech Limited

Annexure 1

List of 12 Zones at IVC-Chengalpattu

1. ETP and STP Area
2. Animal House Area
3. Empty space in-between Animal House and BCG Block
4. Around MBB and BCG Blocks
5. Around Utility and MR Blocks
6. Around Substation
7. Area Heavy Vehicle Parking Area
8. Around Secondary Packaging and Warehouse Blocks
9. Around Pretreatment and VVF Blocks
10. Around Admin Block and Gate office
11. Around BVF Bulk Block
12. Around Central Laundry and Rabies Bulk Block

 HLL Biotech Limited (A Government of India Enterprise) (Ministry of Health & Family Welfare)		HLL Biotech Limited Integrated vaccine complex, Survey no 192& 195, Meleripakkam village, Chengalpattu PIN:603003			
Tender No.		HBL/EST/IVC/CPT/2025-26			
Date		19.12.2025			
Tender description		TENDER FOR ESTATE CLEANING ACTIVITY FOR 12 ZONES OF INTEGRATED VACCINE COMPLEX AT HLL BIOTECH LIMITED, CHENGALPATTU			
(The Price Bid must be submitted strictly through the <u>online portal only</u>)					
Name of the Bidder					
GST Registration Number					
Address					
S. No.	Description	Rate in Figures	Rate in words	Amount	
1	ETP and STP Area			-	
2	Animal House Area			-	
3	Empty space in-between Animal House and BCG Block			-	

4	Around MBB and BCG Blocks			-
5	Around Utility and MR Blocks			-
6	Around Substation			-
7	Area Heavy Vehicle Parking Area			-
8	Around Secondary Packaging and Warehouse Blocks			-
9	Around Pretreatment and VVF Blocks			-
10	Around Admin Block and Gate office			-
11	Around BVF Bulk Block			-
12	Around Central Laundry and Rabies Bulk Block			-
	Total			-
	GST %			-
	GRAND TOTAL (Incl of GST)			-
Note : If Any				
1	Enter only in Colured Cells			
2	Do not edit the bid file			
3	Bid is liable to reject if bid is modified			